

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
13

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0001	3. DATE OF ORDER/CALL 2004May28	4. REQ./ PURCH. REQUEST NO. 0010102046	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
---	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	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 Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
--------------------	-----------	----------------------	------------------------

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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$449,735.18	29. DIFFERENCES
---	--	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Managerial, operational, analyzes and technical support services as specified in Task Order 0001 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$402,830.54
				BASE FEE	\$15,180.88
				SUBTOTAL MAX COST + BASE	<u>\$418,011.42</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$418,011.42

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF402/N6893604D0008 PURCHASE REQUEST NUMBER 0010102046		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$418,011.42

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot	\$	\$

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$22,771.32
TOTAL MAX COST + FEE	\$22,771.32

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF402/N6893604D0008 PURCHASE REQUEST NUMBER 0010102046		Lot	\$	\$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$
ACRN AA Funded Amount	\$22,771.32

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$

MAX COST	\$8,952.44
----------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only		Lot	\$	\$
	COST				
	PURCHASE REQUEST NUMBER 0010102046				
				MAX COST	\$
	ACRN AA Funded Amount				\$8,952.44

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0001 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	13,440	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$402,830.54 \$15,180.88 \$418,011.42
0002	Award Fee in support of CLIN 0001	01	LOT		\$22,771.32
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$8,952.44
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$449,735.18

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$449,735.18**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 13,440 direct labor hours. The estimated composition of hours is as follows:

INFORMATION SPECTRUM INC	
CATEGORY	HOURS
Logistics Manager	b(4)
Technical Writer	
Jr. Draftsman	
Data Analyst	
Data Management Specialist (Govt Site)	
Data Technician	
Computer Operator	
Data Entry Clerk (Govt Site)	
Data Entry Clerk	
Total	13,440

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 27 March 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Amy Knapp
NADEP
Bldg 4470, H-3FST.4
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: 252-464-5683
E-mail: armouram@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLA193

Amount: \$449,735.18

PID/PR: 0010102046

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$402,830.54
CLIN 0001-- Base Fee	\$15,180.88
CLIN 0001 -- Est Cost plus Base Fee	\$418,011.42
CLIN 0002 -- Award Fee	\$22,771.32
CLIN 0004 -- Material	\$8,952.44
TOTAL ORDER AMOUNT	\$449,735.18

X. This order is Non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Statement of Work (SOW) for PRB-0747
Period of Performance May 27, 2004 to March 25, 2005

Scope: In response to tasking by the H-3 Technical Data Manager (TDM), AS&T (where AS&T means Alutiiq and/or subcontractors providing work on this task) will provide technical writing and word processing assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but not be limited to red line mark-ups, preparation of computer based draft manuals, word processing and formatting, change data incorporation, scanning, document conversion and preparation of publications in Microsoft Word and portable document format (PDF). In addition we will provide technical data support services at the Government site. These duties will be performed in accordance with the SOW requirements and included TMCR.

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical

	manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability

	(personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual

	operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their

	intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analyses and technical support services as specified in Task Order 0002 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$1,038,391.41
				BASE FEE	\$41,535.66
				SUBTOTAL MAX COST + BASE	\$1,079,927.07
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$1,079,927.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010101655		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AB Funded Amount				\$285,500.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010101655		Lot		\$ \$

				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AC Funded Amount				\$339,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000103	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010101655		Lot		\$ \$

				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AD Funded Amount				\$395,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000104	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010101655		Lot		\$ \$

				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$60,427.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$62,303.48
				TOTAL MAX COST + FEE	\$62,303.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101655		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$62,303.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$643.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101655		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$643.56

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0002 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	34,090	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$1,038,391.41 \$41,535.66 \$1,079,927.07
0002	Award Fee in support of CLIN 0001	01	LOT		\$62,303.48
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$643.56
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$1,142,874.11

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0002 (PRB 0743) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$1,142,874.11**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 34,090 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ S&T	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Technical Publication Writer/Editor	
Senior Analyst	
Technical Illustrator	
Junior Draftsman	
Junior Data Protection Specialist	
Data Entry Clerk	
Editorial Assistant	
Administrative Assistant	
Data Technician	
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 19 May 2004 to 16 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Tim Cartwright
NADEP
Cherry Point, NC 28533
Phone: 252-464-9519
E-mail: cartwrightte@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741506 45BJ 252 00019 0 050119 2D 000000 PMA226515610	\$123,374.11
AB 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA273	\$285,500.00
AC 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA293	\$339,000.00
AD 1741506 45BJ 252 00019 0 050119 2D 000000 PMA226AA1610	\$395,000.00
Total Amount:	\$1,142,874.11
PID/PR:	0010101655
FED:	11/30/04

Funding is allocated as follows:

CLIN 0001 -- Estimated Cost	\$1,038,391.41
CLIN 0001 -- Base Fee	\$41,535.66
CLIN 0001 -- Est Cost plus Base Fee	\$1,079,927.07
CLIN 0002 -- Award Fee	\$62,303.48
CLIN 0004 -- Materials/ODCs	\$643.56
TOTAL ORDER AMOUNT	\$1,142,874.11

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Naval Air Systems Command

CONTRACT N68936-04-D-0008

PRB 0743 Task Order 0002

STATEMENT OF WORK

May 2004

1.0 INTRODUCTION

1.1 Organization.

1.1.1 Identification: Department of the Navy
Naval Air Systems Command
PMA 226
PSC Box 8026
Cherry Point, NC 28533-0026

1.1.2 Mission: The H-46E is the Marine Medium Assault HELO. Its primary mission is to deliver 14 fully equipped Marines to an amphibious assault location. Secondary mission is to move support material, internally and externally loaded. Organized into 18 squadrons, 12 aircraft each.

The Navy H-46D primary mission is to move material between ships while underway, using external loads. Deployed in two aircraft detachments. Secondary mission is to provide combat search and rescue support for the amphibious assault ships. Deployed as single aircraft. Two parent squadrons: Norfolk and San Diego.

Six HH-46D aircraft also provide search and rescue support to two Marine Corps Air Stations.

1.2 Background and Objective

1.2.1 Background: The Naval Air Systems Command has contracted for this service in the past to augment Government manpower available to perform these routine revisions. This effort will be a follow on task and constitutes the Programs Office's overall plan to utilize the best help available to accomplish our mission and provide the finest product possible to the user.

1.2.2 Objective: In order to complete our mission, the contractor is expected to develop routine revisions and pick-up revisions to existing H-46 and T58 organizational, intermediate, and depot level technical publications. The contractor shall also develop Type B Interim Rapid Action Changes (IRACs) to existing H-46/T58 organizational, intermediate, and depot level technical publications.

1.3 ADP Environment

1.3.1 Hardware: N/A

1.3.2 Software for the H-46 and T58 manuals: Automated document conversion process (legacy data). When required by the task order, the contractor shall provide automated document conversion and scanning services. This service includes, but is not limited to, converting hard copy to digital format to include conversion of legacy data and engineering drawings and technical manual graphics. This service may encompass raster to vector and vector to vector conversion. All digital text data format shall be in Microsoft Word 2000 (Version 9.0), prior to conversion to Portable Document Files (PDF) using Adobe Acrobat 5.0. All PDF files shall be password protected and shall allow searchable text capability. Technical manual graphics, prior to PDF conversion, shall originate from Corel DESIGNER 9 (Build 9.0.2.0114).

Archive Scanning. When required by the task order, the contractor shall provide archive scanning and services of historical data. This service shall include scanning of hard copy text and graphics and/or conversion of electronic historical (raster) data with the final product files as hyper-linked PDF files.

1.3.3 Software for the Type B IRACs to the H-46/T58 manuals: All digital text data format, for Type B IRAC pages only, shall be in Microsoft Word 2000 (Version 9.0), prior to conversion to Portable Document Files (PDF) using Adobe Acrobat 5.0. All PDF files shall be password protected and shall allow searchable text capability. Technical manual graphics, prior to PDF conversion, shall originate from Corel DESIGNER 9 (Build 9.0.2.0114).

Archive Scanning. When required by the task order, the contractor shall provide archive scanning and services of historical data. This service shall include scanning of hard copy text and graphics and/or conversion of electronic historical (raster) data with the final product files as hyper-linked PDF file

2.0 TECHNICAL REQUIREMENTS

2.1 Task Description: Services will be requested and controlled by means of specific objectives, deliverables, and constraints. Services to be performed will be within the scope of work as follows:

2.1.1 Scope of Work:

a) The purpose of this statement of work is to require the contractor to develop (89) routine revisions and pick-up revisions to existing H-46 and T58 organizational, intermediate, and depot level technical publications as determined by the NAVAIRDEPOT, Cherry Point, NC, Code 3.3.1, cognizant Logistics Element Manager (LEM)/data manager. Revisions will be completed for, but not be limited to, the following publications:

H-46 REDET 04:

A1-H46AD-MRC-350

A1-H46AD-MRC-400

A1-H46AE-ABD-000

A1-H46AE-CLG-000

A1-H46AE-SRM-000

A1-H46AE-260-000

A1-H46AE-420-000

NA 03-10ABA-3

NA 03-10ADG-11

NA 03-10ER-6

NA 03-105DA-4

NA 03-105DA-5

NA 03-110F-5

NA 03-110F-6

H-46 REDET 04 (Continued):

NA 03-110FE-6
NA 03-110FH-2
NA 03-110FS-16
NA 03-30ABS-13
NA 03-30ABS-15
NA 03-30ABS-16
NA 03-30ABS-23
NA 03-30ABS-24
NA 03-30ABS-38
NA 03-30ABS-39
NA 03-30ABS-8
NA 03-30CH-158
NA 03-30CH-162
NA 03-30CL-147
NA 03-30CS-45
NA 03-30CS-46
NA 03-30EY-45
NA 03-30EY-8
NA 03-40AC-2
NA 03-40AC-3
NA 03-5CH-209
NA 03-5CHA-79
NA 03-5CHC-22
NA 03-5CHC-24
NA 03-5CHC-34
NA 03-5CHH-38
NA 03-5HH-25
NA 03-95A-30
NA 05-20F-1
NA 05-5E-69
NA 16-45-1266
NA 16-45-1267
NA 16-45-1268
NA 16-45-1269
NA 17-15-34
NA 17-15A-23
NA 17-15A-28
NA 17-15A-33
NA 17-15A-34
NA 17-15AD-10
NA 17-15BA-202
NA 17-15BA-203
NA 17-15BA-219
NA 17-15BA-248
NA 17-15BAF-2
NA 17-15C-100
NA 17-15C-95
NA 17-15C-96
NA 17-15C-97
NA 17-15CA-57
NA 17-15CA-59
NA 17-15CAW-7
NA 17-15CB-11
NA 17-15LOA-1
NA 17-5C-3

H-46 REDET 04 (Continued):

NA 17-5C-8

H-46 AIMS Phase 1 & 2:

A1-H46AE-110-000
A1-H46AE-150-000
A1-H46AE-150-200
A1-H46AE-150-300
A1-H46AE-260-000
A1-H46AE-220-010
A1-H46AE-400-000
A1-H46AE-420-000
A1-H46AE-500-000
A1-H46AE-600-100
A1-H46AE-ABD-000
A1-H46AE-AML-000
A1-H46AE-GAI-000
A1-H46AE-IDX-000
A1-H46AE-MRC-100
A1-H46AE-MRC-300
A1-H46AE-MRC-400
A1-H46AE-VAM-000
A1-H46AE-WCR-000
A1-H46AE-WDM-020 VOL 1
A1-H46AE-WDM-020 VOL 2
NA 01-250HD-8
A1-H46AE-AIMS-XXX (New development)

T58 REDET 04 & ERIP:

A1-H46AE-VAM-000
NA 02B-T58-400-6-3
NA 02B-105AHE-4
NA 02B-105AHE-6-1
NA 02B-105AHE-6-1.1
NA 02B-105AHE-6-2
NA 02B-105AHE-6-3

b) The contractor shall develop a minimum of (35) Type B IRACs to existing H-46/T58 organizational, intermediate, and depot level technical publications as determined by the NAVAIRDEPOT, Cherry Point, NC, Code 3.3.1, cognizant LEM/data manager.

2.1.2 Statement of Work: Start of work meeting. The source data furnished by the government will be provided to the contractor at the start of work meeting. The government may elect to provide source data incrementally, as source data becomes available. This will be documented in the start of work meeting minutes. The start of work meeting will include the cognizant LEM/data manager, contractor representation, engineering representation (if deemed necessary by the LEM/data manager), and other individuals as needed. The start of work meeting will be documented with minutes and signed by the contractor, the LEM/data manager, and engineering (if in attendance). For large technical manual efforts, additional meetings may be held as needed.

The contractor shall not perform any work beyond the scope of this statement of work. In the event that the directions/instructions appear to exceed the scope of the statement of work, the contractor shall contact the cognizant LEM/data manager for resolution in writing. All decisions shall be documented.

The contractor shall perform work consistent with the style and format of existing H-46/T58 technical publications unless directed otherwise by the cognizant LEM/data manager.

Questions relevant to the technical content of the manual shall be directed to the cognizant engineering staff via the cognizant LEM/data manager. Questions relevant to the administrative or style and format of the manual shall be directed to the cognizant LEM/data manager.

Quality assurance and quality control are the responsibility of the contractor. The contractor shall ensure that the technical manuals are fully edited, reviewed, and validated to ensure compliance with government direction and validated GFM/GFI.

It shall be the responsibility of the contractor to track and maintain quality assurance records reflecting the error rate of each technical manual proof reviewed by the government. The error rate shall be based on the average of the individual error rates for all the technical manuals updated as part of this effort and shall not exceed 1 (one) percent. The formula for computing the technical manual error rate shall be as follows:

NOTE

Only pages with valid errors are included in the error rate. Markups, including out-of-scope (latent source data or Engineering changes) comments, answers to questions provided to engineering for resolution during proof review, and invalid (not part of update requirements or per spec) comments, are not included in the error rate (percentage). Valid errors consist of induced errors by the contractor, including typos, incorrect incorporation of source data, or not following spec.

$$\text{Number of pages with errors} \div \text{Total number of pages in the TM update package} \times 100 = \text{Technical Manual Error Rate (Percentage)}$$

In the event the contractor cannot meet the established delivery schedule of any technical manual cited in the delivery order, the contractor will immediately notify the cognizant LEM/data manager in writing citing the reason for delay, proposed corrective action, and proposed new delivery date, if applicable.

2.2 Deliverables: All deliverables shall meet professional standards, comply with the latest H-46/T58 Technical Manual Guide (H46/T58-TMG-01.CP) and meet the requirements set forth in contractual documentation. The contractor will be responsible for delivering all end items specified. The following items are deliverables which fall within the scope of this task and which are illustrative of the type of work the Government expects to order.

2.2.1 Digital Files: All final digital deliverable files shall comply with all NATEC Website policy and guideline requirements to include, but is not limited to, Print-On-Demand (POD) requirements. Reference NATEC Website: www.natec.navy.mil.

2.2.2 Reports: In addition to the reports listed below, additional reports may be requested by the government LEM/data manager as deemed necessary.

2.2.2.1 H-46 Reports:

REPORTS

Support Area	Title	Delivery Date/Description
H-46 Technical Manual	Proof Copy	In accordance with delivery schedule approved by LEM/Data Manager
H-46 Technical Manual	Record of Source Data Incorporation Form	Concurrent with delivery of proof copy
H-46 Technical Manual	Electronic Publications Order Sheet	Concurrent with delivery of proof copy
H-46 Technical Manual	Direct Image Copy (DIC) and CD-ROM	In accordance with delivery schedule approved by LEM/Data Manager
H-46 Technical Manual	Printing Sequence and Collation Record	Concurrent with delivery of DIC
H-46 Technical Manual	Validation Certificate	Concurrent with delivery of DIC

2.2.2.2 T58 Reports:

REPORTS

Support Area	Title	Delivery Date/Description
T58 Technical Manual	Proof Copy	In accordance with delivery schedule approved by LEM/Data Manager
T58 Technical Manual	Record of Source Data Incorporation Form	Concurrent with delivery of proof copy
T58 Technical Manual	Electronic Publications Order Sheet	Concurrent with delivery of proof copy
T58 Technical Manual	Direct Image Copy (DIC) and CD-ROM	In accordance with delivery schedule approved by LEM/Data Manager
T58 Technical Manual	Printing Sequence and Collation Record	Concurrent with delivery of DIC
T58 Technical Manual	Validation Certificate	Concurrent with delivery of DIC

2.2.2.3 H-46/T58 TYPE B IRAC Reports:

REPORTS

Support Area	Title	Delivery Date/Description
H-46/T58 Technical Manual Type B IRAC	Proof Copy	Twenty (20) days after receipt of source data
H-46/T58 Technical Manual Type B IRAC	Record of Source Data Incorporation Form	Concurrent with delivery of proof copy
H-46/T58 Technical Manual Type B IRAC	Electronic Publications Order Sheet	Concurrent with delivery of proof copy
H-46/T58 Technical Manual Type B IRAC	Direct Image Copy (DIC) and CD-ROM	Deliver DIC ten (10) calendar days after completion of Government review and deliver CD-ROM seven (7) calendar days after DIC delivery
H-46/T58 Technical Manual Type B IRAC	Printing Sequence and Collation Record	Concurrent with delivery of DIC
H-46/T58 Technical Manual Type B IRAC	Validation Certificate	Concurrent with delivery of DIC

2.2.4 Schedule: A specific delivery schedule of each deliverable shall be established jointly by the government LEM/data manager and contractor IAW program goals and objectives. Joint concurrence with established schedule shall be documented in the start of work meeting. The delivery schedule shall be IAW with all CDRLs and the following paragraphs:

2.2.4.1 H-46/T58: Furnished items will be inspected and accepted, or rejected, within fifteen (15) calendar days after receipt of the delivered item. If furnished item is rejected, the contractor shall correct the item and resubmit the item within fifteen (15) calendar days from the date of rejection.

2.2.4.2 H-46/T58 TYPE B IRAC: Furnished items for Type B IRACs will be inspected and accepted, or rejected, within twenty (20) calendar days after receipt of the delivered item. If furnished item is rejected, the contractor shall correct the item and resubmit the item within ten (10) calendar days from the date of rejection.

2.3 Expertise: The contractor is responsible for providing personnel with expertise in the following areas:

2.3.1 ADP Skills: Personnel assigned to this task shall possess skill in the area of software/hardware systems as specified in paragraph 1.3 of this SOW.

2.3.2 Functional Skills: Personnel shall be capable of working independently and with demonstrated working knowledge of the network hardware & software component types noted in paragraph 1.3 of this SOW. The lead individual(s) shall be familiar with policies and procedures as well as have working knowledge of the non-computer effort required in paragraph 2.2.2 of this SOW.

2.3.3 Hardware/Languages: Experience in the hardware/software as indicated in paragraph 1.3 in the SOW.

2.3.4 Key Personnel: The contractor shall identify key personnel in the technical proposal. NOTE: Personnel may not be removed from the task without express approval of the Information Technology Rep. (ITR) or Account Manager (AM).

3.0 GOVERNMENT FURNISHED RESOURCES

3.1 General: The contractor shall specifically identify in the task proposal the type, amount, and time frames for any government resources, excluding those listed below. The following resources will be provided by the client:

3.1.1 Information: The following information will be provided by the client:

3.1.1.1: Manuals, texts, briefs and other materials associated with the hardware/software noted in paragraph 1.3 of this SOW.

3.1.1.2: Initial familiarization/orientation will be provided by the User Agency. Standard Operational Procedures will be available to the contractor at the place of performance.

3.1.1.3: Technical manual source data will be furnished to the contractor by the government. All source data will contain a master log number for accountability and traceability. Source data is considered to be validated material provided by the government which forms the basis of the technical manual change/revision/supplement. The source data shall be submitted to the contractor in a mutually agreed upon format (paper or digital). The source data provided by the government to the contractor will be provided during the start of work meeting. The government may elect to provide source data incrementally, as source data becomes available. This will be documented in the start of work meeting minutes.

If the GFM is deemed inaccurate, inadequate, incomplete, or unsuitable for proper inclusion in the technical manuals, for any reasons other than minor inaccuracies of a non-technical nature or editorial correction, the contractor shall notify the cognizant LEM/data manager for resolution. In the rare absence of the data manager, the contractor is allowed to contact the appropriate engineering staff for technical resolution. However, final approval of any change or deviation from the start of work meeting must be approved by the cognizant LEM/data manager.

The contractor shall return all original GFM provided concurrent with the proof delivery.

- 4.3 Duration of Task:** *May 12, 2004 – November 15, 2004.* This project may be incrementally funded, which would result in extensions to the end date of this project. Any unused hours may be carried over until exhausted at the Government's prerogative.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not

	<p>limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
	<p>13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work</p>

	Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or

	other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall

	clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.5. General Task 3.3/3.0JE SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential or secret material.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

(A) To be Furnished:

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 3 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF, 1 PDF W/POD requirements and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____copy(s) of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NAVAIRDEPOT CODE H46FST.7 Cherry Point, NC
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor

	personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Attn: Distribution Bldg 90, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, PO Box 357031, San Diego, Ca 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: THE COGNIZANT LEM/DATA MANAGER.
X	9. Direct Image copy shall be prepared in accordance with THE COGNIZANT LEM/DATA MANAGER/Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to THE COGNIZANT LEM/DATA MANAGER for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

SECTION E - INSPECTION AND ACCEPTANCE

Criteria for Acceptance: Specific criteria for acceptance of deliverables will be as follows:

H-46/T58

The contractor shall prepare one (1) proof copy as required by CDRL A001 and CDRL A002 for government review and approval in accordance with delivery schedule approved by the cognizant LEM/data manager.

The contractor shall prepare one (1) copy of the Record of Source Data Incorporation (RSDI) as required by CDRL A001 and A002, and shall be submitted concurrently with each proof delivery required by CDRL A001 and A002.

The contractor shall prepare one (1) copy of an Electronic Publications Order Sheet (POS), using Microsoft Word 2000, for each technical manual as required by CDRL A001 and A002, and shall be submitted concurrently with each proof delivery required by CDRL A001 and A002. The contractor shall deliver one (1) set of Direct Image Copy (DIC) for reproduction purposes as required by CDRL A001 and A002. In addition, one (1) copy of each technical manual will be delivered on compact disk (CD-ROM) containing both Microsoft Word 2000, Corel DESIGNER 9, and respective Adobe PDF/POD file(s) with searchable text and password protection. One (1) copy of each technical manual will be delivered in PDF/POD format on CD-ROM with searchable text and password protection. One (1) copy of historical data pertinent to each technical manual update effort will be delivered in PDF format hyperlinked one level from table of contents to each historical document with password protection on CD-ROM. The government will determine required content and logical order of historical data and will provide contractor with any data required for inclusion in historical data not in contractor's possession. At the discretion of the cognizant LEM/data manager, more than one (1) manual may be placed on a single CD-ROM. The CD-ROM label will identify the manual number and date of update. The CD label will indicate "UNCLASSIFIED/UNCONTROLLED" for those manuals that are unclassified and uncontrolled.

The contractor shall prepare one (1) copy of the Printing Sequence and Collation Record required by CDRL A001 and A002, and shall be submitted concurrently with each DIC delivery required by CDRL A001 and A002.

The contractor shall prepare and sign one (1) copy of a Validation Certificate for each technical manual update as required by CDRL A001 and A002, and shall be delivered concurrently with each DIC delivery required by CDRL A001 and A002.

H-46/T58 TYPE B IRAC

Type B IRACs

The contractor shall prepare one (1) proof copy as required by CDRL A003 for government review and approval 20 days after receipt of source data, or after cut-off date established by the cognizant LEM/data manager.

The contractor shall prepare one (1) copy of the Record of Source Data Incorporation (RSDI) as required by CDRL A003, and shall be submitted concurrently with each proof delivery required by CDRL A003.

The contractor shall prepare one (1) copy of an Electronic Publications Order Sheet (POS), using Microsoft Word 2000, for each technical manual as required by CDRL A003, and shall be submitted concurrently with each proof delivery required by CDRL A003.

The contractor shall deliver one (1) set of Direct Image Copy (DIC) for reproduction purposes as required by CDRL A003. In addition, one (1) copy of the Type B IRAC will be delivered on compact disk (CD-ROM) containing Microsoft Word 2000, Corel DESIGNER 9, and respective Adobe PDF/POD file(s) with searchable text and password protection, and historical data pertinent to each technical manual update effort delivered in PDF format hyperlinked one level from table of contents to each historical document with password protection. The government will determine required content and logical order of historical data and will provide contractor with any data required for inclusion in historical data not in contractor's possession. At the discretion of the cognizant LEM/data manager, more than one (1) manual may be placed on a single CD-ROM. All graphics shall originate from a graphics software program mutually agreed upon between the government and the contractor prior to the execution of the delivery order. The CD-ROM label will identify the manual number and date of update. The label will indicate "UNCLASSIFIED/UNCONTROLLED" for those manuals that are unclassified and uncontrolled.

The contractor shall prepare one (1) copy of the Printing Sequence and Collation Record required by CDRL A003, and shall be submitted concurrently with each DIC delivery required by CDRL A003.

The contractor shall prepare and sign one (1) copy of a Validation Certificate for each technical manual update as required by CDRL A003, and shall be delivered concurrently with each DIC delivery required by CDRL A003.

SECTION F - DELIVERY OR PERFORMANCE

4.0 ADMINISTRATIVE CONSIDERATIONS

4.1 Points of Contact:

4.1.1 User Project Manager:

TBD, Code XXXXX
Naval Air Systems Command
PMA 226
PSC Box 8026
Cherry Point, NC. 28533-0026
Phone: 252-464-XXXX Fax: 252-464-XXXX
Email:

4.1.2 Technical Data Logistics Element Manager (LEM)/Data Manager:

Tim Cartwright
Naval Air Depot
AIR 3.3.1 Bldg. 163
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: 252-464-9519 Fax: 252-464-5058
Email: cartwrightte@navair.navy.mil

- 4.2 Place of Performance:** Work is to be performed at the following on-site location(s): Havelock, NC.
Work to be completed on Contractor's Site

PART 2

Contract Deliverable Requirements Lists (CDRLs)

ONTRACT DATA REQUIREMENTS LIST					<i>Form Approved</i>											
<i>(1 Data Item)</i>					OMB No. 0704-0188											
Public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA. 22202-4302 and to the office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.																
A. CONTRACT LINE ITEM NO. 0001			B. EXHIBIT A			C. CATEGORY TDP _____ TM <u>X</u> OTHER _____										
D. SYSTEM / ITEM Technical Data, Repositories and DCCs			E. CONTRACT / PR. NO N68936-04-D-0008, PRB 0743			F. CONTRACTOR ALUTIIQ										
1. DATA ITEM NO. A007		2. TITLE OF DATA ITEM Technical Manuals				3. SUBTITLE										
4. AUTHORITY (Data Acquisition Dcmt No.) TMCR - (See Block 5)			5. CONTRACT REFERENCE SOW Section - SCHEDULE			6. REQUIRING OFFICE TPOC: NADEP CP H46FST.7										
7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED C		0. FREQUENCY N/A	2. DATE OF FIRST SUBMISSION SEE 16		14. DISTRIBUTION TPOC: NADEP CP H46FST.7										
8. APP CODE N/A			1. AS OF DATE N/A	3. DATE OF SUBSEQUENT SUBMISSION												
6. REMARKS Blocks 12 and 13: Deliver H-46 and T58 O/I/D manual updates, in accordance with the following schedule: (a). Proof copy: Deliver one hardcopy set of each technical manual listed in the SOW, using best commercial practices, in accordance with the delivery schedule approved by the TPOC. (b). Record of Source Data Incorporation Form: Cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation. Deliver concurrent with (a). (c). Electronic Publication Order Sheet: Deliver concurrent with (a). (d). Final Copies of Technical Manual: Deliver the following items, for each technical manual listed in the SOW, 15 days after completion of Government Review: 1). One Direct Image Copy (DIC) of technical manual per MIL-P-38790A. 2). One CD-ROM Master with Editable Files and embedded graphics in Microsoft Word and PDF Files. 3). One CD-ROM of PDF Files. 4). One CD-ROM with Historical Data and hyperlinks. (e). Printing Sequence and Collation Record: Deliver one concurrent with (d). (f). Signed copy of Validation Certificate: Deliver one concurrent with (d). Government will have 15 calendar days to review submission of items (a) - (c) above and return to the contractor for incorporation of defects. The contractor will have 15 calendar days to resubmit items (d) (DIC) - (f). The contractor will deliver item (d) (CD-ROMs) 7 calendar days after delivery of item (d) (DIC).						a. ADDRESSEE TPOC	b. COPIES		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><i>Draft</i></td> <td colspan="2" style="padding: 2px;"><i>Final</i></td> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"><i>Reg</i></td> <td style="padding: 2px;"><i>Repro</i></td> </tr> </table>		<i>Draft</i>	<i>Final</i>			<i>Reg</i>	<i>Repro</i>
						<i>Draft</i>	<i>Final</i>									
							<i>Reg</i>	<i>Repro</i>								
						1	1		1							
15. TOTAL						1	0		1							
G. PREPARED BY			H. DATE			I. APPROVED BY			J. DATE							

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
12

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0003		3. DATE OF ORDER/CALL 2004Mar29		4. REQ./ PURCH. REQUEST NO. 0010092454		5. PRIORITY					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.					
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.												
	PURCHASE	<input type="checkbox"/>	Reference your quote dated					Furnish the following on terms specified herein.							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.															
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:															
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule															
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT				
		SEE SCHEDULE													
* 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  BY: SHARON SCHUMANN			25. TOTAL \$145,195.63		29. DIFFERENCES				
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____					27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO.		30. INITIALS		33. AMOUNT VERIFIED CORRECT FOR				
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		34. CHECK NUMBER		35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.					

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF -		Lot		\$
	Operational, managerial, analysis and technical support in accordance with Statement of Work- Attachment (1) and basic contract Statement of Work, excluding travel, material and ODC's				
	PURCHASE REQUEST NUMBER 0010092454				
				MAX COST	\$114,181.94
				BASE FEE	\$4,567.28
				SUBTOTAL MAX COST + BASE	\$118,749.22
				TOTAL MAX COST + FEE	\$118,749.22
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only		Lot		\$
	CPAF				
	MILSTRIP N6893604D0008				
	PURCHASE REQUEST NUMBER 0010092454				
	ACRN AA Funded Amount				\$118,749.22
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee in support of CLIN 0001		Lot		\$
	CPAF				
	PURCHASE REQUEST NUMBER 0010092454				
				MAX AWARD FEE	\$6,850.92
				TOTAL MAX COST + FEE	\$6,850.92
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only		Lot		\$
	CPAF				
	PURCHASE REQUEST NUMBER 0010092454				
	ACRN AA Funded Amount				\$6,850.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel Requirements in support of CLIN 0001		Lot	\$	\$ NTE
	COST				
	PURCHASE REQUEST NUMBER 0010092454			MAX COST	\$12,368.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only		Lot	\$	\$
	COST				
	PURCHASE REQUEST NUMBER 0010092454				
	ACRN AA Funded Amount				\$12,368.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Material/ODCs in support of CLIN 0001		Lot	\$	\$ NTE
	COST				
	PURCHASE REQUEST NUMBER 0010092454			MAX COST	\$7,227.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only		Lot	\$	\$
	COST				
	PURCHASE REQUEST NUMBER 0010092454				
	ACRN AA Funded Amount				\$7,227.18

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0003 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	2,160	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$114,181.94 \$4,567.28 \$118,749.22
0002	Award Fee in support of CLIN 0001	01	LOT		\$6,850.92
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$12,368.31
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$7,227.18
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$145,195.63

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0003 (PRB 0722) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$145,195.63**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as

provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,160 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Senior Systems Analyst	[b(4)]
Data Entry Clerk	
Total	2,160

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C,
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Phet Rassavong

NATEC

San Diego, CA 92135

Phone: 619-545-2158

E-mail: phet.Rassavong@navy.mil**IX. ACCOUNTING AND APPROPRIATION DATA**

AA 1741804 4RZ3 251 00019 0 050119 2D 000000 5000800BA900

Amount: \$145,195.63

PID/PR: 0010092454

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$114,181.94
CLIN 0001-- Base Fee	\$4,567.28
CLIN 0001 -- Est Cost plus Base Fee	\$118,749.22
CLIN 0002 -- Award Fee	\$6,850.92
CLIN 0003 -- Travel	\$12,368.31
CLIN 0004 -- Material	\$7,227.18
TOTAL ORDER AMOUNT	\$145,195.63

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	Pax River, MD	1	3	5
San Diego, CA	Cherry Pt, NC	1	2	5
San Diego, CA	St Louis, MO	1	2	5

SECTION C Descriptions and Specifications

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 722 TO 003**

SOW PROFILE:

Platform/Project:	AV-8B
Initial Period of Performance:	(1 April 2004) to (30 November 2004)
Place(s) of Performance other than travel locations.	NATEC Headquarter, San Diego, CA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Phet Rassavong (619) 545-2158
TOCOR Mailing address:	NATEC P.O. Box 357031 BLDG 90 NAS North Island San Diego, CA 92135-7031
TOCOR Email:	Phet.Rassavong@navy.mil
TOCOR Fax:	(619) 545-2276
Task Order Effort Security Classification:	Confidential
General Level of Effort Expected	2160 Hours
List all Funding Appn/Yrs to be used:	FY 04 OM&N
Recommended RFP Response time:	15 days – (minimum 14 days)
Prior Support provided by:	Team Qualtec (via Sub contractor ISI)
Prior support expiration date	30 Nov 2003

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Meetings	NAVAIR HQ
	NADEP CP
	St. Louis, Mo

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC Profile: Unusual Other Direct Costs

None

Alutiiq – N68936-04-D-0008
PRB 722 TO 0003

SCOPE PROFILE:

1. Development of the AV-8B Manufacturing Data Retention and Access System.

TASK PROFILE:

1.0 General

This Statement of Work (SOW) outlines support services necessary for the development of the AV-8B Manufacturing Data Retention and Access System. The period of performance is 1 April 2004 through 30 November 2004.

1.1 Introduction

The AV-8B last production year is 2003, with aircraft deliveries ending in September of 2003. A program requirement for the retention of the AV-8B manufacturing data was identified during the Production Line Transition (PLT) effort. The United States Navy (USN) and the Boeing Company have spent the past year identifying all of the manufacturing data required by the USN for future In Service Support (ISS) of the AV-8B platform. Thirteen elements of manufacturing data have been identified and are currently being converted to electronic files. These files will be delivered incrementally starting in September 2003 and will continue until all identified AV-8B manufacturing data has been converted and delivered.

2.0 Government/Contractor Furnished Equipment

The AV-8B Manufacturing Data Retention and Access System web server hardware, software, and database shall be provided by the government. This system shall reside on the Naval Air Technical Data and Engineering Service Command (NATEC) local area network (LAN) and/or the Naval Air Systems Command LAN, Naval Air Station Patuxent River, Maryland as required. The government shall provide office space, local / wide area network access and telephones. The Contractor shall provide personal computers or workstations for development. The Contractor shall provide the following software: Microsoft Office (latest version), Microsoft Visual Studio 6.0, and Microsoft SQL Server 2000 for its computers or workstations. Work is to be on site at NATEC North Island or at Program Office Patuxent River Maryland, as required. The contractor shall be required to travel as necessary to fulfill contractual requirements.

3.0 Requirement

Requirement of this task is to provide personnel resources for web site design, development and implementation of an AV-8B Manufacturing Data Retention and Access System. This system shall be used to store and distribute, via a web site, AV-8B tooling data in PDF format consisting of 13 elements:

1. Automated Tool Orders
2. Tool Drawings
3. Tool Usage Instructions
4. Tool Recycle Instructions
5. Large Order Assembly Plans
6. Assembly Planning System
7. Digitally Produced Visual Aids
8. Non Design Tooling
9. Process Data Sheets
10. Process Specification
11. Build Inspection Aids
12. TD's Over 1000
13. Microfilm Index Search Screen

This system shall have Electronic Tooling Information Management System (ETIMS) functionality into PLT. This will include one way linkage, should make tool drawing available into ETIMS, match ETIMS records with AV-8B PLT and search all design drawings available in AV-8B PLT.

This system shall have Foreign Customer functionality to allow the Joint Program customers access (Italy, Spain and United Kingdom). The Foreign Customer will need access to a foreign server, which will be populated via a secure connection server.

This system shall use Microsoft SQL Server version 2000 or current version, as the back-end database linked to the digital data using Active Server (ASP) pages. Internet Information Server (IIS) software shall be used on the web server, which shall run the Microsoft ADVANCED SERVER 2000 or current operating system. The user interface shall be accessible using standard web browsers via the Internet. User access shall be controlled by a username and password and the site shall use Secure Socket Layer (SSL) encryption protocol. Security of this web site shall conform to current and future DoD, Navy and NAVAIR security regulations. Access to this website will be restricted to only those persons possessing valid DoD Public Key Infrastructure (PKI) certificates.

Software license (WK2, Visual Studio and Chart Director) upgrade to the current AV-8B system shall be required after the initial implementation. Support shall include customer support such as access request processing and user account integrity, enhancements and bug fixes to applications, database integrity and backup, data recovery and all other production requirements. The contractor will procure and assign necessary software license for the government customer.

The Contractor shall travel to Boeing at St. Louis, MO, NAVAIRHQ at Patuxent River, MD and NAVAIRDEPOT Cherry Point, NC in support of this effort.

The customer will provide an "open port" to the NAVAIR server to enhance development of the system and eventual migration.

4.0 Level of support required

One senior level programmer/analyst to oversee the project and provide analysis and programming support. This person must have a minimum of five years experience developing web sites and a minimum of three years experience with digital technical data including the following formats: PDF, TIFF, BMP, JPG, GIF, raster and other industry standard formats. This person must have a minimum of five years experience in database design and must have implemented a minimum of two major database systems, which are web accessible.

All contractor personnel will be required to attain a US Government Security Clearance.

5.0 Deliverables

Within forty-five days from contract award, the contractor shall provide an in-depth plan for the design and implementation of this system. Contractor design shall take advantage of any existing and applicable government owned or developed systems. A specified government agent shall review this plan for completeness and acceptability prior to the contractor continuing the project (CDRL A005).

Within 180 days of contract award, contractor shall provide a fully functional system with the ability to:

1. Query database and access digital technical data (based on analysis of user requirements) via a web browser.
2. Request system access via an on-line access request form.
3. Query database and view or print specified reports (e.g. reports specified in the design phase).
4. Provide access logs of all system usage.
5. Database design shall be finalized and some of the relative data elements shall be updated.
6. System shall include all standard DoD documentation, ASP and other application code, which shall be the sole property of the government.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
X	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
X	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3.6

X	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator’s (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor’s established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
X	2. Data Acquisition.
X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	5. The contractor shall provide support to ensure the Technical Data Competency’s ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the “master” technical data.
X	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
X	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
X	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
16

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0004	3. DATE OF ORDER/CALL 2004Apr12	4. REQ./ PURCH. REQUEST NO. 0010094148	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
--	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
--------------------	-----------	----------------------	------------------------

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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$619,746.59	29. DIFFERENCES
---	--	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF		Lot		\$ \$
	Operational, managerial, analysis and technical services to support efforts IAW Statement of Work- Attachment (1) (excluding travel, material and ODC's)				
				MAX COST	\$522,238.32
				BASE FEE	\$19,597.26
				SUBTOTAL MAX COST + BASE	\$541,835.58
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$541,835.58

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF		Lot		\$ \$
	MILSTRIP N6312604P7ZZ5TL/N6893604D0008 PURCHASE REQUEST NUMBER 0010094148				
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$541,835.58

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$29,395.89
TOTAL MAX COST + FEE	\$29,395.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010094148		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$29,395.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel requirements in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$48,515.12

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010094148		Lot	\$	\$ NTE
	ACRN AA Funded Amount			MAX COST	\$ \$28,768.53

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000302	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010097938		Lot	\$	\$ NTE
	ACRN AA Funded Amount			MAX COST	\$ \$19,746.59

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	DESCRIPTION	QTY	UNIT		AMOUNT
0001	Services as specified in Task Order 0004 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work.	7,260	HRS	Est Cost:	\$522,238.32
				Base Fee:	\$19,597.26
				Est Cost plus Base Fee:	\$541,835.58
0002	Award Fee in support of CLIN 0001	01	LOT		\$29,395.89
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$48,515.12
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$619,746.59

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0004 (PRB 0713) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$619,746.59**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer

in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 7,260 direct labor hours. The estimated composition of hours is as follows:

PBM Associates, Inc	
CATEGORY	HOURS
Technical Publication Writer/Editor	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> b(4) </div>
Sr Systems Analyst	
Sr Functional Systems Analyst	
Sr Analyst	
Technical Writer	
Total	7,260

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 13 Dec 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

The Task Order COR is:

Bob Sharer
 NAWCAD
 47060 McLeod Rd, Bldg 447
 Patuxent River, MD 20670
 Phone: (301) 757-8813
 E-mail: Robert.sharer@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F5114J
 Amount: \$619,746.59
 PID/PR: 0010097938
 FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$522,238.32
CLIN 0001-- Base Fee	\$19,597.26
CLIN 0001 -- Est Cost plus Base Fee	\$541,835.58
CLIN 0002 -- Award Fee	\$29,395.89
CLIN 0003 -- Travel	\$48,515.12
TOTAL ORDER AMOUNT	\$619,746.59

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
West Creek, NJ	Pax River, MD	1	24	5
West Creek, NJ	North Island, CA	1	6	5
West Creek, NJ	Tampa, FL	2	1	5
West Creek, NJ	Washington, DC	1	4	5

SECTION C Descriptions and Specifications

PRB 0713 Task Order 0004
3.0 TEAM Logistics Task Order (TO)
Draft Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	SP Acquisition Standards, NAVAIR 01-1A-509
Initial Period of Performance:	8 months after TO award
Place(s) of Performance other than travel locations.	West Creek NJ; Pax River, MD; San Diego, CA
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	UNCLAS
General Level of Effort Expected	3 Work Years
List all Funding Appn/Yrs to be used:	FY 04 NPRL/ O&MN
Recommended RFP Response time:	14 days
Prior Support provided by:	Team Qualtec, Contract # N68936-01-D-0007
Prior support expiration date	02/14/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u>	No
<p>??ALUTII 737 Volvo Parkway Suite 120 Chesapeake, VA 23320 Fax: (757) 549-6454</p>	

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Data Collection (4 trips)	San Diego, CA
IPR-every 2 months	PAX River
SME Support (monthly)	PX River
Various Meetings	Other military sites
Various Meetings	Other contractor sites

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Report	: Monthly	Agency, code AIR-3.3.5
: Conference minutes	draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-3.3.5

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

Misc. CDs,

SCOPE PROFILE:

Provide Senior Analyst support in the review and analysis of emerging Interactive Electronic Technical Manual (IETM) requirements for AIR 3.3.5 aimed at standardization of IETM's create, manage, use, distribute and maintain processes as being specifically driven by AECMA S1000D and the associated IETM TRISERVICE activity.

Provide related consultant services to work with various NAVAIR program personnel, when assigned by TPOC, in support of related analysis and development effort.

Subsequently, provide an Interactive Electronic Tech Manual (IETM) version of a NAVAIR Technical Manual (TM), along with a standard business practice report detailing processes and coding elements associated with the analyses, development, definition, and creation of the IETM(s) and its subsequent utilization in NAVAIR's create, manage, use, distribute, and maintain processes. Comprehensive monthly progress reports are required. Manual to be selected by TPOC based on initial analysis findings.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task:**

- 3.1 Provide an analysis of the use of the AECMA S1000D specification to generate a work-package, non-maintenance technical manual as an Interactive Electronic Technical Manual. Corollary path analysis shall include the NMCI/ISF driven requirements for separation of “data” from run-time instances and neutral presentation engines. Comprehensive, detailed monthly progress reports are required, with TPOC approval of ongoing analysis & design direction required.
- 3.2 Provide an Interactive Electronic Technical Manual version of a NAVAIR TM (developed in S1000D specification format using Extensible Markup Language and common source database) document. Associated production tools and utilities (Document Type Descriptions (DTDs), Entity Files, Style Guides, Data Models, Formatting Output Specification Instances (FOSIs), TMAPS & Content@ mapping templates, and so forth, as well as their associated documentation, shall be included. Manual shall be furnished on CD-RW Rewritable Compact Disk media and shall include associated system level and data level metadata for managing and using the resultant TM files within NAVAIR’s ongoing environment.
- 3.3 Provide a Standard Business Practice Report detailing, but not be limited to: validation, encountered capacity, throughput limitations, and implementation or migration constraints or issues (e.g. NMCI constraints/impacts) as affecting the lifecycle aspects specific to this type of an IETM’s create, manage, use, distribute, and maintain phases. Preliminary reports, subject to TPOC approval, are required 45 days prior to final deliverable. Each of these aforementioned aspects shall also include those impacts and associations of the current NAVAIR policy environment (as defined within NAVAIR 00-25-100 and associated references for the TM side, & NMCI/ISF/FAM for the Information Technology side). Report will be furnished in MS Word format and delivered on CD-RW Rewritable Compact Disk media.
- 3.4 Analyze current population of NAVAIR TMs content for applicability with aforementioned evolving technical manual practices and processes.
- 3.5 Coordinate draft of new text describing the processes.
- 3.6
- 3.7 Provide recommendations to update existing MIL-HNBK-3001 and MIL-M-81310F DTDs, supporting toolsets, and viewer. Update based on NAVAIR concurrence.
- 3.8 Provide associated subject matter expert (SME) at NAVAIR HQ, Patuxent River two weeks per month unless otherwise specified by NAVAIR. SME Analyst will work in full coordination with AIR 3.3, NATEC, Navy SYSCOMs, other DOD services and the Commercial industry to ensure the latest information pertinent to the emerging AECMA S1000D and TRISERVICE driven XML, SGML and HTML authoring Languages are determined, defined, conveyed, and understood by NAVAIR TM user population and are migrated appropriately into acquisition and management documents and use of updated MIL-HNBK-3001/81310F and associated DTDs and Style sheets. The scope of the effort will be to:
 - (1) Provide specialized analytical guidance in the Technical Data, Technical Data Management and Technical Data Requirements area.

- (2) Perform systems assessments pertinent to technical data program requirements. This involves researching, collecting and analyzing data and developing alternatives and recommendations.
- (3) Provide support at a high level for complex projects. This involves determining requirements based on user specifications and available approaches and recommendations.
- (4) Conduct studies by analyzing requirements & costs versus benefits. This involves tracking, analyzing, and recommending actions on cost versus performance.
- (5) Provide back up and justifications for budget issues and Program Objectives Memorandum (POM) objectives.
- (6) Perform work independently based on program goals.
- (7) Develop new systems and services and revise existing systems to meet future requirements.

3.10 As nonseverable subset of the AECMA & TRISERVICE activity, develop NAVAIR requirements for a common viewer solution for Class IV and V IETMs. Work with the NAVAIR on Air Force to determine NAVAIR usage of the Air Force Type 2 common viewer.

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page 4)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page 6)</i> • <i>Technical Data Conversion (Par 3.3C, Page 11)</i> • <i>Technical Data Distribution (Par 3.3D, Page 12)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page 13)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page 27)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page 27)</i> • <i>Data Protection (Par 3.0JA, Page 28)</i> • <i>JEDMICS Site Management Operations (Par 3.0JB, Page 31)</i> • <i>CMIS Site Management and Operations (Par 3.0JC, Page 33)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JD, Page 35)</i> • <i>Security Requirements (Par 3.3/3.0JE, Page 41)</i> • <i>Other Requirements (Par 3.3/3.0JF, Page 42)</i> • <i>Emerging Technology Advisory Board (Par 3.3/3.0JG, Page 42)</i> • <i>TMCR, Page 43</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks</p>

	may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited

	to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	<p>4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.</p> <p>3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.</p>
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	3. Review the policies, processes, procedures, and tools used to support the technical information needs of the Naval Air Systems Team. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of standard operating procedures, policies, and instructions.
X	4. Review technical documentation specifications, standards, guides, handbooks, and other documents used to support the information needs of the Naval Aviation Systems TEAM. Make recommendations for changes/modifications/enhancements that will provide improvement in efficiency and effectiveness of the support providing additional benefits to the user, and/or reductions in the cost of operations. Support update and maintenance of specifications, standards, guides, handbooks, and other documents.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.

SCHEDULE**Technical Manual Contract Requirement Work Statement**

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

(A) To be Furnished:

X	2. <u> (2) </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
---	---

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : NAVAIR 3.3, Patuxent River, MD 20670>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-3001 or S1000D.
X	8. Questions which arise in relation to technical manual content shall be presented to: NATEC, North Island..
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mr. Robert Sharrer (301) 757-8813 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, AIR 3.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is AIR 3.3. The proper Mailing Address is:

Technical Data Dept (AIR 3.3)
Attn: Bob Sharrer Bldg 447
47060 McCleod Road
PATUXENT RIVER, MD 20670

Completion Date of all items: _6 months after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

AIR 3.3, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
17

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0005	3. DATE OF ORDER/CALL 2004Mar25	4. REQ./ PURCH. REQUEST NO. 0010090797	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
			8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	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 Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$215,341.23	29. DIFFERENCES
---	---	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS
---	--	--------------------	--------------

36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR	34. CHECK NUMBER	35. BILL OF LADING NO.
---	--	-------------	---------------------------------	------------------	------------------------

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Operational, managerial, analysis and technical CPAF - support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$187,888.12
				BASE FEE	\$7,090.12
				SUBTOTAL MAX COST + BASE	\$194,978.24
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$194,978.24

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008/N6833504P7AT073 PURCHASE REQUEST NUMBER 0010090797		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$194,978.24

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee in Support of CLIN 0001 CPAF		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$10,635.18
				TOTAL MAX COST + FEE	\$10,635.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$10,635.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel in Support of CLIN 0001 COST		Lot	\$	\$
				MAX COST	\$9,727.81

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$9,727.81

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Data FFP - IAW DD Form 1423 Exhibit "A" (CDRL) of the basic contract	1.00	Lot	\$0.00	\$0.00

MAX NET AMT \$0.00

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741804 4U4N 252 00019 0 050119 2D 000000
AMOUNT: \$215,341.23

AIR30PRLA301

SECTION H Special Contract Requirements

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0005 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	7848	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$187,888.12 \$7,090.12 \$194,978.24
0002	Award Fee in support of CLIN 0001	01	LOT		\$10,635.18
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$9,727.81
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$215,341.23

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0005 (PRB 0786) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2003 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$215,341.23**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will

be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 7,848 direct labor hours. The estimated composition of hours is as follows:

Harry Kahn Associates, Inc.	
CATEGORY	HOURS
Senior Program/Project Control Specialist	b(4)
Technical Publications Writer/Editor	
Editorial Assistant	
Technical Illustrator	
Editorial Clerk	
Administrative Assistant (Journeyman)	
Data Entry	
TOTAL HOURS	7,848

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Lorie Nace
 NAWCAD Code 314400
 Bldg 596-2, Highway 547
 Lakehurst, NJ 08733-5108
 Phone: (732) 323-7402
 E-mail: lorie.nace@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA301

Amount: \$215,341.23

PID/PR: 0010090797

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$197,615.93
Estimated Base Fee:	\$7,090.12
Estimated Award Fee:	\$10,635.18
Estimated Total:	\$215,341.23

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

DEPARTURE	DESTINATION	PEOPLE	DAYS	TRIPS
Hagerstown, MD	Lakehurst, NJ	2	3	9

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

Statement of Work (SOW)**SOW PROFILE:**

Platform/Project:	FY04 CSE TECHNICAL MANUAL UPDATES
Initial Period of Performance:	See herein
<u>Place(s) of Performance other than travel locations.</u>	<u>Contractor's Site</u>
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	2 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY04 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates, Inc., Contract # N68936-01-D-0007 Task Order 0180
Prior support expiration date	05/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Post Award	Lakehurst, NJ
IPRs/Tech Reviews	Lakehurst, NJ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference (TMER) minutes	1 week after conclusion of meeting	NAVAIRLKE, Code 314400B596-2:LN

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A.

SCOPE PROFILE:

The technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual update. Source data may be a complete Technical Publication Deficiency Reports (TPDRs), engineering drawings, Technical Directives/Support Equipment Changes, Engineering Investigations, Quality Deficiency Reports, etc.

Further details of the task are as follows:

- For ROM purposes, an estimated page count including number of change pages are provided as an attachment and clean copies of each technical manual with associated Technical Publication Deficiency Reports (TPDRs) can be obtained from the TMAPS website.
- Estimate nine (9) three-day trips (1 post award and 8 IPR/Tech Reviews) to Lakehurst, NJ. At the IPR/Tech Reviews, contractor will provide 3 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds. Most manuals will only require a brief discussion/technical review with the APML and cognizant engineer to capture extent of the data changes.
- Draft and final reviews will be supported at contractors home office.
- The recommended production process for each manual is as follows:
 - Scan and OCR paper manuals.
 - If foldout illustration changes are minor or “fairly minor”, contractor will NOT vectorize entire foldout, but will generate “electronic overlays” for scanned foldouts. If changes are “major”, contractor will vectorize entire foldout in CGM format. It is estimated 5% of foldouts will require major change.
 - 8 ½ X 11 illustrations requiring changes will be vectorized.
 - Contractor will QC OCR'd files for accuracy prior to incorporating client changes.

- Contractor will convert each OCR'd manual to the same style, format and technical content specifications as the manual being changed. Contractor will support client reviews (draft and final) for each manual.
- Upon receipt of client "blessing" of each manual, contractor will prepare each for final delivery, which will be a hyperlinked PDF file (Class 1.5 IETM), appropriate for uploading to the NATEC website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC's current technical manual conversion guideline).
- Direct-image copy will not be required.
- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard-copies to be prepared as two-sided, "finished" books with foldouts incorporated).
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for each manual will delay production of each manual, accordingly. Work on manuals will occur simultaneously as availability of materials dictates.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	STATEMENT OR WORK TABLE OF CONTENTS:
	<ul style="list-style-type: none"> ● <i>Technical Manual Program Support (Par 3.3A, Page)</i> ● <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> ● <i>Technical Data Conversion (Par 3.3C, Page)</i> ● <i>Technical Data Distribution (Par 3.3D, Page)</i> ● <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> ● <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> ● <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> ● <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> ● <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> ● <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> ● <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> ● <i>Security Requirements (Par 3.3/3.0JD, Page)</i> ● <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
X	<p>1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability</p>

	(personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the

	government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

(A) To be Furnished:

X	1. <u>3</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>2</u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and _____ copy(s) of DD Form 250.
X	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 3144; TPOC Lorie Nace
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Technical Data and Engineering Service Command, NAS North Island, Building 90, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.

X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 3.1.4.4, Lorie Nace.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 3.1.4.4, Lorie Nace for resolution.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practices

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWCADLKE Code 3.1.4.4. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 3.1.4.4 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 3.1.4.4. The proper Mailing Address is:

Commanding Officer
 Naval Air Warfare Center Aircraft Division
 Attn: Code 314400B596-2/Lorie Nace
 Highway 547
 Lakehurst, NJ 08733-5108

A1	Initial review of all manuals to be 180 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A2	365 days after date of order two (2) CD ROMS to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4.
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 3.1.4.4, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

See attached spreadsheet description of FY04 CSE Technical Manuals.

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support services as specified in Task Order 0006 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$46,045.25
				BASE FEE	\$1,841.81
				SUBTOTAL MAX COST + BASE	\$47,887.06
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$47,887.06

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P2TM035/N6893604D0008 PURCHASE REQUEST NUMBER 0010100663		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$47,887.06

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
<hr/> SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$2,762.71
TOTAL MAX COST + FEE	\$2,762.71

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010100663		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
<hr/> SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$2,762.71

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006	CLIN 0006 FFP			\$	\$
					\$
				MAX NET AMT	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000601	For Accounting Purposes Only FFP - Funding for CLIN 0006AA PURCHASE REQUEST NUMBER 0010100663			\$	\$
					\$
ACRN AA Funded Amount				MAX NET AMT	\$24,970.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000602	For Accounting Purposes Only FFP - Funding for CLIN 0006AB PURCHASE REQUEST NUMBER 0010100663			\$	\$

MAX NET AMT \$

ACRN AA Funded Amount \$22,700.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000603	For Accounting Purposes Only FFP - Funding for CLIN 0006AC PURCHASE REQUEST NUMBER 0010100663			\$	\$

MAX NET AMT \$

ACRN AA Funded Amount \$11,265.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000604	For Accounting Purposes Only FFP - Funding for CLIN 0006AD PURCHASE REQUEST NUMBER 0010100663			\$	\$
					MAX NET AMT
ACRN AA Funded Amount					\$4,795.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AA	Page Changes FFP - to existing Technical Manuals -- Hardcopy to Digital Format	550.00	Page	\$45.40	\$24,970.00
					MAX NET AMT
					\$24,970.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AB	Page Changes FFP - to existing Technical Manuals -- Digital to Digital Format	500.00	Page	\$45.40	\$22,700.00
					MAX NET AMT
					\$22,700.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AC	New Pages FFP - in existing Technical Manuals -- Digital Format	150.00	Page	\$75.10	\$11,265.00

MAX NET AMT	\$11,265.00
----------------	-------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AD	Output of PDF Files FFP	700.00	Page	\$6.85	\$4,795.00

MAX NET AMT	\$4,795.00
----------------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007	CLIN 0007 FFP			\$	\$

MAX NET AMT	\$
----------------	----

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000701				\$	\$
	For Accounting Purposes Only				
	FFP - Funding for CLIN 0007AB				
	PURCHASE REQUEST NUMBER 0010100663				

				MAX NET AMT	\$
--	--	--	--	-------------	----

	ACRN AA Funded Amount				\$1,496.00
--	-----------------------	--	--	--	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000702				\$	\$
	For Accounting Purposes Only				
	FFP - Funding for CLIN 0007AC				
	PURCHASE REQUEST NUMBER 0010100663				

				MAX NET AMT	\$
--	--	--	--	-------------	----

	ACRN AA Funded Amount				\$446.00
--	-----------------------	--	--	--	----------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000703				\$	\$
	For Accounting Purposes Only				
	FFP - Funding for CLIN 0007AD				
	PURCHASE REQUEST NUMBER 0010100663				

				MAX NET AMT	\$
--	--	--	--	-------------	----

	ACRN AA Funded Amount				\$473.00
--	-----------------------	--	--	--	----------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AB	Conversion of Hardcopy to FFP - Master Revisable Text Files in Interleaf Format	100.00	Page	\$14.96	\$1,496.00

MAX NET AMT	\$1,496.00
----------------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AC	Conversion of Hardcopy/Digital FFP - Text or Illustrations to TIF Files	100.00	Page	\$4.46	\$446.00

MAX NET AMT	\$446.00
----------------	----------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AD	Conversion of Hardcopy to PDF FFP	100.00	Page	\$4.73	\$473.00

MAX NET AMT	\$473.00
----------------	----------

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0006 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1650	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$46,045.25 \$1,841.81 \$47,887.06
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$2,762.71
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total Cost Reimbursable					\$50,649.77
0006AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	550	pages	\$45.40	\$24,970.00
0006AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	500	pages	\$45.40	\$22,700.00
0006AC	New Pages in existing Technical Manuals -- Digital Format	150	pages	\$75.10	\$11,265.00
0006AD	Output of Portable Document Format (PDF) Files	700	pages	\$6.85	\$4,795.00
0007AA	Conversion of Hardcopy to Master Revisable Text Files in Microsoft Word Format	0	pages	\$14.96	\$0.00
0007AB	Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format	100	pages	\$14.96	\$1,496.00
0007AC	Conversion of Hardcopy/Digital Text or Illustrations to Tagged Image File Format (TIF) Files	100	pages	\$4.46	\$446.00
0007AD	Conversion of Hardcopy to Portable Document Format (PDF)	100	pages	\$4.73	\$473.00
0008AA	Hardcopy Drawings to Digital/CALS Type 4 (C4) File Format	0	images	\$11.95	\$0.00
0008AB	Hardcopy Drawings to Digital/Portable Document Format (PDF)	0	images	\$11.95	\$0.00
Total FFP					\$66,145.00
TOTAL TASK ORDER 0006					\$116,794.77

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0006 (PRB 0785) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of

time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$116,794.77**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,650 direct labor hours. The estimated composition of hours is as follows:

	ISI	HOURS
CATEGORY		
Technical Publication Writer/Editor		
Data Entry Clerk		
Technical Illustrator (Journeyman)		
TOTAL HOURS		1,650

b(4)

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 14 May 2004 to 13 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Craig Schneider
Naval Air Depot
6206 Aviation Ave.
Cecil Commerce Center
Jacksonville, FL 32221-8112
Phone: (904) 317-1557
E-mail: schneidercj@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRL2939

Amount: \$116,794.77

PID/PR: 0010100663

FED: 11/30/04

Funding is allocated as follows:

Estimated Cost:	\$112,190.25
Estimated Base Fee:	\$1,841.81
Estimated Award Fee:	\$2,762.71
Estimated Total:	\$116,794.77

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Task Order 0006 (PRB 0785)
F14 Technical Publications
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	F-14/Technical Publication Support
Initial Period of Performance:	12 months after TO award
<u>Place(s) of Performance other than travel locations.</u>	<u>Contractor facility, Cecil Commerce Center (CCC), Jacksonville, FL</u>
Will contractor need assigned government spaces?	No, but contractor must have daily access to Master Data Packages that are maintained at CCC Jacksonville, FL
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Craig Schneider, Code 3.3.1A, 904-317-1557
TOCOR Mailing address:	Naval Air Depot 6206 Aviation Ave Attn : Craig Schneider, Code 3.3.1A Jacksonville, FL 32221-8112
TOCOR Email:	schneidercj@navair.navy.mil
TOCOR Fax:	904-317-1787
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	400 hours of Technical Publication Writer/Editor, 625 hours Technical Illustrator, 625 hours Data Entry Clerk
FFP Item Expected (pages)	0006AA – 550 0006AB – 500 0006AC – 150 0006AD – 700 0007AB – 100 0007AC – 100 0007AD – 100
List all Funding Appn/Yrs to be used:	FY04 PRL (O&M, N)
Recommended RFP Response time:	14 days
Prior Support provided by:	ISI, Contract N68936-01-D-0007, TO 0189
Prior support expiration date	11 May 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u>	No
---	----

Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	
--	--

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Report	Monthly	Naval Air Depot, Code 3.3.1A (TPOC)

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

SCOPE PROFILE:

F-14 Program requires technical writing, word processing, desktop publishing, technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but not limited to TPDR/TD research, red line markups, word processing and formatting, change data incorporation, scanning, document conversion, technical illustrator support, and preparation of pubs in Interleaf and portable document format (PDF).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf 7, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf 7 and Adobe PDF file of the complete manual or an updated, collated digital Interleaf 7 and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf 7 and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf 7 files in IDU format. The Interleaf 7 files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC’s Technical Manual Conversion Guidelines manual, November 1, 2003.
- All changes shall be formatted to the existing style and format of the existing manuals

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and</p>

	products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals. 3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents

	will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process

	reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	5.The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE**Technical Manual Contract Requirement Work Statement**

Task Description:

(A) To be Furnished:

X	1. One set (1) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and One (1) copy of the Validation Certificate.
X	4. Original and One (1) copy of Record of Source Data Incorporation.
X	5. Original and One (1) copy of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: Naval Air Depot Jacksonville, F-14 FST Technical Publications, Code 3.3.1A
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	7. All new illustrations will be in the form of line drawings.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.3.1A. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.3.1A shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.3.1A. The proper Mailing Address is:

Commanding Officer
Naval Air Depot
6206 Aviation Ave
Attn: Code 3.3.1A/Craig Schneider
Cecil Commerce Center

JACKSONVILLE, FL 32221-8112

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, F14 FST has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0007	3. DATE OF ORDER/CALL 2004May10	4. REQ./ PURCH. REQUEST NO. 0010100285	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
--	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
--------------------	-----------	----------------------	------------------------

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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$8,780.06	29. DIFFERENCES
---	--	-------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	
			35. BILL OF LADING NO.	

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$
				MAX COST	\$4,884.69
				BASE FEE	\$176.51
				SUBTOTAL MAX COST + BASE	\$5,061.20
				TOTAL MAX COST + FEE	\$5,061.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6312604P7ZZ8LT/N6893604D0008 PURCHASE REQUEST NUMBER 0010100285 ACRN AA Funded Amount		Lot		\$
					\$5,061.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award fee in support of CLIN 0001		Lot		\$
				MAX AWARD FEE	\$264.76
				TOTAL MAX COST + FEE	\$264.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010100285 ACRN AA Funded Amount		Lot		\$
					\$264.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Material/ODC's in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$3,454.10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010100285 ACRN AA Funded Amount		Lot	\$	\$
					\$3,454.10

I. SCHEDULE OF SUPPLIES/SERVICES						
Item No.	Description	Qty	Unit	Unit Price	Amount	
0001	Services as specified in Task Order 0007 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work.	(64)	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$4,884.69 \$176.51 \$5,061.20	
0002	Award Fee in support of CLIN 0001	01	LOT			\$264.76
0003	Travel in support of CLIN 0001	01	LOT	NTE		\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE		\$3,454.10
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP		NSP
Total	Cost Reimbursable					\$8,780.06

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0007 (PRB 0788) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$8,780.06**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is **[b(4)]** direct labor hours. The estimated composition of hours is as follows:

HARRY KAHN ASSOCIATES	
CATEGORY	HOURS
Library Technician	[b(4)]
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 30 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Jim Greenfield
NATEC
San Diego, CA 92135
Phone: 619-545-1704
E-mail: James.Greenfield@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F1111J
Amount: \$8,780.06
PID/PR: 0010100285
FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$4,884.69
CLIN 0001-- Base Fee	\$ 176.51
CLIN 0001 -- Est Cost plus Base Fee	\$5,061.20
CLIN 0002 -- Award Fee	\$ 264.76

CLIN 0004 -- Material	\$3,454.10
TOTAL ORDER AMOUNT	\$8,780.06

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0788 Task Order 0007**3.0 TEAM Logistics Task Order (TO)****Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	NATEC Master Data Package Storage
Initial Period of Performance:	5-12-04 thru 11-30-04
Place(s) of Performance other than travel locations.	Contractor's Facility
Will contractor need assigned government spaces?	No
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	1/6 man year
List all Funding Appn/Yrs to be used:	FY04 O&M,N
Recommended RFP Response time:	10 days
Prior Support provided by:	N68936-01-D-0007 TO 0199
Prior Support expiration date	5-11-04

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input checked="" type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail.

Deliverable	Frequency:
--------------------	-------------------

DP list in Excel (IAW Gov't Sample)	Monthly to Jim Greenfield, NATEC and Vanessa Smith, NAVAIR vanessa.smith@navy.mil

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

Storage/Shipment

SCOPE PROFILE:

The contractor shall establish and maintain an inventory control system, by technical manual number, capable of storing and retrieving individual pieces of art, reproducible material, negatives, etc. The contractor shall provide all space, racks, shelves, files and labor required to perform this task for the cognizant Fleet Support Teams (FST). The contractor shall ship master copies to the appropriate facility upon request from NATEC.

- | | |
|---|---|
| X | <p>1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.</p> <p>A. In performance of this effort it will be necessary for a minimum number of contractor personnel to be cleared for handling classified material up to and including SECRET.</p> <p>B. The contractor shall obtain, transport, inventory and store the master data package including the reproducible copy, negatives, microfilm master, magnetic tapes, CD-ROMs and other digital files, etc.</p> <p>C. The contractor shall assemble complete packages for each manual (by technical manual number) by means of purging superseded pages and/or merging all available data changes into the master reproducible copy, if necessary (missing reproducible copy pages shall be replaced through utilization of printed copies of the manuals obtained from NATEC; missing negatives shall not be replaced until needed for updated actions).</p> <p>D. The contractor shall file/store the master data packages and provide FST/NATEC with complete list of master data packages on file.</p> <p>E. The contractor shall establish a master locator card file which shall be arranged and maintained in technical manual numerical order citing the technical manual number, location (file/drawer number or rack number), basic/revision date and change number/date.</p> <p>F. The contractor shall provide the reproducible copy, negatives, direct images copy to the government when requested for reprint actions or as required.</p> <p>G. When directed by the TPOC, the contractor shall destroy all the technical manuals not required by the government in accordance with the destruction notice on the publication and ship the requested publications to the appropriate FST as determined by the TPOC.</p> <p>1. Shipment and Packaging Notification for all pubs:
The contractor shall provide complete profiles, tracking, and notification for all shipments made. Five (5) days prior to shipment, the contractor shall provide the receiving activity with a Shipment Profile of the shipment to be made. This Shipment Profile will be emailed to the receiving activity, with a copy to the TPOC and shall include: 1) Number and type of containers being shipped, 2)method of packing, 3) offloading requirements (personnel, type of equipment). Once the shipment has commenced, the contractor shall also provide a weekly shipment status via phone calls and emails to the TPOC.</p> <p>2. Inventory Lists for all pubs:
For all pubs that are shipped, include a hard copy of an electronically prepared Master Inventory List identifying the box for each pub. Also, a hard copy of an electronically prepared Box Inventory List of the pubs for each box. These lists are to be prepared utilizing Microsoft Office Products and shall be included along with the shipment.</p> |
|---|---|

	<p>2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.</p>
X	<p>3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.</p>

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF		Lot		\$ \$
	Operational, managerial, analysis and technical support effort as specified in Task Order 0008 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				

MAX COST	\$167,453.11
BASE FEE	\$6,698.12
SUBTOTAL MAX COST + BASE	\$174,151.23
MAX AWARD FEE	\$0.00
TOTAL MAX COST + FEE	\$174,151.23

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010098002		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$174,151.23

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$10,047.19
				TOTAL MAX COST + FEE	\$10,047.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010098002		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$10,047.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$2,048.10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010098002		Lot	\$	\$
	ACRN AA Funded Amount			MAX COST	\$ \$2,048.10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (Not Separately Priced)	1.00	Lot	\$0.00	\$0.00

MAX NET AMT \$0.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0008 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6658	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$167,453.11 \$6,698.12 \$174,151.23
0002	Award Fee in support of CLIN 0001	01	LOT		\$10,047.19
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$2,048.10
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$186,246.52

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0008 (PRB 0789) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$186,246.52**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions

of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 8,340 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr Prog/Proj Control Spec	b(4)
Tech Pub Writer/Editor	
Tech Illustrator	
Editorial Assistant	
Editorial Clerk	
Data Entry	
Admin Assistant	
TOTAL HOURS	6,658

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:
Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

David M. Vatavuk
 NAWCAD, Code 326000A
 48110 Shaw Road, Unit 5
 Patuxent River, MD 20670-1906
 Phone: (301) 342-9214
 E-mail: david.vatavuk@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4A4A 252 00019 0 050119 2D 000000 PMA202F11125

Amount: \$186,246.52

PID/PR: 0010098002

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$169,501.21
Estimated Base Fee:	\$6,698.12
Estimated Award Fee:	\$10,047.19
Estimated Total:	\$186,246.52

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure	Destination	People	Days	Trips
Hagerstown, MD	PAX River, MD	2	3	2

SECTION H Special Contract Requirements

PRB 0789 Task Order 0008
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	NAVAIR 13 Series Pubs Support
Initial Period of Performance:	5/13/04 – 9/30/04
Place(s) of Performance other than travel locations.	<u>NAWCAD Code 4.6.3.3 Patuxent River</u>
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected: (LOE)	5,990 Hrs/5 Months
List all Funding Appn/Yrs to be used:	FY 04 O&M,N
Recommended RFP Response time:	14 days
Prior support provided by:	TeamQualtec N68936-01-D-0007-0128, 23330 Cottonwood Parkway, Suite 330, California, MD 20619
Prior support expiration date	5/12/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Publications Data Transfer Meetings (2)	NAWCAD Patuxent River, MD

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

Brief description of program/project. Highlights of program development expected to occur during the period of performance that will be covered by this SOW.

Provide CD-ROM update with interoperability of data link interface between manuals for Fleet Distribution July/August 2004 time frame.

Prepare manual changes and/or complete manual revisions for Aviation Crew Systems Technical Manuals listed below.

Incorporate changes/revisions for Aviation Crew Systems Technical Manuals listed below.

Incorporate outstanding source data as listed in Section H. Digital delivery of each manual shall be prepared in PDF format and delivered on a CD-ROM.

TASK PROFILE:

<u>TECHNICAL MANUAL NO.</u>	<u># OF PAGES</u>	<u>TITLE</u>
13-1-6.1-1	434	Inflatable Survival Equipment (Liferafts)
13-1-6.1-2	728	Inflatable Survival Equipment (Life Preservers)
13-1-6.2	1520	Parachutes
13-1-6.3-1	796	Seat Survival Kits (Oxygen Hoses and NON-SKU Series Seat Kits)
13-1-6.3-2	698	Seat Survival Kits (SKU Series Seat Kits)
13-1-6.4.1	290	Oxygen Equipment (Aircraft Equipment, Masks and Other Systems)
13-1-6.4.2	558	Oxygen Equipment (Regulators)
13-1-6.4.3	220	Oxygen Equipment (Concentrators)
13-1-6.4.4	362	Oxygen Equipment (Converters)
13-1-6.5	546	Rescue and Survival Equipment
13-1-6.7-1	146	Aircrew Personal Protective Equipment (Aircrew/Passenger Equipment)
13-1-6.7.2	610	Aircrew Personal Protective Equipment (Clothing)
13-1-6.7-3	474	Aircrew Personal Protective Equipment (Helmets and Masks)
13-1-6.7-4	114	Aircrew Personal Protective Equipment (Protective Assy, Aircrew Survival- Armor (A/P22P-18(V)))
13-1-6.7-5	164	Aircrew Personal Protective Equipment A/A24A-56 Helmet Unit, Integrated (Joint Helmet Mounted Cueing System)
13-1-6.10	410	Special Mission Aircrew Equipment
00-35QH-2	128	Section H NAVAIR Allowance List

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	<p>1. <u>Two (2)</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.</p>
---	---

X	2. <u>Two (2)</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>One (1)</u> copy(s) of the Validation Certificate.
X	4. Original and <u>One (1)</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>One (1)</u> copy(s) of DD Form 250.
X	6. Original and <u>One (1)</u> copy(s) of Technical Assistance Activity Reports (TAARS).
N/A	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
N/A	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	Task will be performed for : Naval Air Warfare Center Aircraft Division, Code 326000A, 48110 Shaw Road, Unit 5, Patuxent River, MD 20670-1906
N/A	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357032, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-3887.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: In PDF format with CD labeled with manual number and date.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Warfare Center Aircraft Division, Code 326000A, 48110 Shaw Road, Unit 5, Patuxent River, MD 20670-1906.

X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Warfare Center Aircraft Division, Code 326000A, 48110 Shaw Road, Unit 5, Patuxent River, MD 20670-1906 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Item A.2 shall be packed IAW Specification MIL-P-38790A; all other items (Not being retained by the Contractor) shall be packed IAW best commercial practices.

Marking: A. Deliveries shall be marked with the Contractor's return address/name.

B. Deliveries shall be marked with Contract No./Delivery Order No.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 326000A. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code 326000A or 4.6.3.3.) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA326000A or 4.6.3.3). The proper Mailing Address is:

DEPT OF THE NAVY
 AVIATION LIFE SUPPORT SYSTEMS
 CODE 326000A, BLDG 2187, 1240-7F
 NAWCAD 48110, SHAW RD, UNIT 5
 PATUXENT RIVER, MD 20670-1906

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

Completion Date of all items: 120 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Warfare Center Aircraft Division, Code 4.6.3.3, 48110 Shaw Road, Unit 5, Patuxent River, MD 20670-1906, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

PENDING WORK:

- a. CD-ROM to be updated with interoperability of data link interface between manuals and released **as early as 15 July and no later than 15 August 2004.**
- b. Publications **changes/revisions/IRAC incorporation** as listed as follows:

NAVAIR MANUAL NO.	WORK TO BE COMPLETED	ESTIMATED PAGES
13-1-6.1-1	Changes to be made, IRAC's Incorporated	20 pages
13-1-6.1-2	Changes to be made, IRAC's Incorporated	20 pages
13-1-6.2	Incorporate 1 CD into Master CD	1 CD
13-1-6.3-1	Changes to be made, IRAC's Incorporated	25 pages
13-1-6.3-2	Changes to be made, IRAC's Incorporated	30 pages
13-1-6.4.1	Changes to be made, IRAC's Incorporated	20 pages
13-1-6.4.2	Changes to be made, IRAC's Incorporated	10 pages
13-1-6.4.3	Changes to be made, IRAC's Incorporated	25 pages
13-1-6.4.4	Changes to be made, IRAC's Incorporated	15 pages
13-1-6.5	Revision	546 pages
13-1-6.7-1	Changes to be made, IRAC's Incorporated	35 pages
13-1-6.7.2	Changes to be made, IRAC's Incorporated	50 pages
13-1-6.7-3	Changes to be made, IRAC's Incorporated	25 pages
13-1-6.7-4	Changes to be made, IRAC's Incorporated	15 pages
13-1-6.7-5	Changes to be made, IRAC's Incorporated	20 pages

NAVAIR MANUAL NO.	WORK TO BE COMPLETED	ESTIMATED PAGES
13-1-6.10	Changes to be made, IRAC's Incorporated	35 pages
00-35QH-2	Revision	128 pages

3.0 Technical/Management Logistics Support Services

PRB-0789 (0008)

Alutiiq Security & Technology, LLC – N68936-04-D-0008

Subcontractor - Harry Kahn Associates, Inc.

PRB-0789
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

1. PRB Section F – Delivery or Performance specifies A2 delivery at 300 days after date of order, however, Completion Date of all items specifies 120 days after date of order.

Contractor assumes A1 deliveries are required 120 days after date of order, and A2 deliveries are required 180 days after date of order, and proposes accordingly.

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support services as specified in Task Order 0009 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$60,482.82
				BASE FEE	\$2,282.37
				SUBTOTAL MAX COST + BASE	\$62,765.19
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$62,765.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P2PF059/N6893604D0008 PURCHASE REQUEST NUMBER 0010100025		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$62,765.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$3,423.56
				TOTAL MAX COST + FEE	\$3,423.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$3,423.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$3,798.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$3,798.38

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0009 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2080	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$60,482.82 \$2,282.37 \$62,765.19
0002	Award Fee in support of CLIN 0001	01	LOT		\$3,423.56
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$3,798.38
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$69,987.13

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0009 (PRB 0792) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$69,987.13**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as

provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,080 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Logistics Manager	[b(4)]
Data Analyst	
Data Entry Clerk	
TOTAL HOURS	2,080

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

The Task Order COR is:

Rick L. Holm, Code 3.3.1
Naval Air Depot Cherry Point
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-5837
E-mail: holmrl@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL1138

Amount: \$69,987.13

PID/PR: 0010100025

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$64,281.20
Estimated Base Fee:	\$2,282.37
Estimated Award Fee:	\$3,423.56
Estimated Total:	\$69,987.13

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Statement of Work (SOW)

Response to PRB-0792: Task Order 0009

Scope: Requirement A: In-house contractor support

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.

1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.

3.2 GENERAL TASK 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems

TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.

7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

8. Other:

Data Analyst services are required at the government site to provide technical data support services. A total of 1 work year is covered by this SOW for this position. The contractor will be provided tasking via the AV-8 Data Management Specialists. Duties will include but not be limited to:

Research and verification of existing source data (TPDRs, MCRs, IRACs, AFCs, TDs, red line markups, etc.) to determine previous incorporation.

Development of source data packages.

Review of contract deliverables both paper and CD-ROM.

Data entry (using Microsoft Access, Word, and Excel) and general administrative office support functions.

Archive Direct Image Copies (DICs) of the aircraft and component publications.

Individual paper updates will be scanned into PDF and archived chronologically on CD-ROM by pub.

(B) Descriptions and Specifications:

1. Task will be performed for: AV8FST/3.3.1, NADEP Cherry Point.

2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/3.3.1 Data Management Specialists for resolution.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) AV-8FST / 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA AV-8 FST/ 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA AV-8 FST/3.3.1. The proper Mailing Address is:

COMMANDING OFFICER

CODE 3.3.1/AV8FST.TD
NAVAL AIR DEPOT CHERRY POINT
PSC BOX 8021
CHERRY POINT NC 28533-0021

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

CFA AV-8FST NADEP Cherry Point, NC, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
13

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0010	3. DATE OF ORDER/CALL 2004Apr01	4. REQ./ PURCH. REQUEST NO. 0010093203	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)			

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$154,023.47	29. DIFFERENCES
---	--	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED _____ DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP.	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. _____ DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Operational, managerial, analysis and technical CPAF - support efforts IAW Statement of Work - Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$133,024.45
				BASE FEE	\$5,320.98
				SUBTOTAL MAX COST + BASE	\$138,345.43
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$138,345.43

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604P7ZZ49L/N6893601D008 PURCHASE REQUEST NUMBER 0010093203		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$138,345.43

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee in support of CLIN 0001 CPAF		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$7,981.47
				TOTAL MAX COST + FEE	\$7,981.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010093203				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$7,981.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Materials/ODCs in support of CLIN 0001 COST		Lot	\$	\$
				MAX COST	\$7,696.57

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010093203			\$	\$
	ACRN AA Funded Amount			MAX COST	\$ \$7,696.57

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Data in accordance with DD Form 1423, Exhibit "A" FFP - (CDRL) of the basic contract	1.00	Lot	\$0.00	\$0.00
				MAX NET AMT	<hr/> \$0.00

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741804 4U4N 252 00019 0 050119 2D 000000
AMOUNT: \$154,023.47

AIR30F51133J

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0010 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$133,024.45 \$5,320.98 \$138,345.43
0002	Award Fee in support of CLIN 0001	01	LOT		\$7,981.47
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$7,696.57
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$154,023.47

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the Government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0010 (PRB 0793) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE:

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$154,023.47**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the

Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT:

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Configuration Management Specialist	[b(4)]
TOTAL HOURS	

V. SCOPE:

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 April 2004 to 31 March 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Patrick E Montgomery
NAWCAD
Bldg 1494
Patuxent River, MD 20670
Phone: (301) 757-2376
E-mail: Patrick.Montgomery@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F51133J
Amount: \$154,023.47
PID/PR: 0010093203
FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$140,721.02
Estimated Base Fee:	\$5,320.98
Estimated Award Fee:	\$7,981.47
Estimated Cost Plus Fee:	\$154,023.47

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	HELP DESK
Initial Period of Performance:	12 months after TO award
<u>Place(s) of Performance other than travel locations.</u>	<u>Patuxent River, Maryland</u>
Will contractor need assigned government spaces?	Yes/No? Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	P. E. Montgomery, 3.6, (301) 757-2311
TOCOR Mailing address:	Bldg 1494, Patuxent River, Maryland 20670
TOCOR Email:	Patrick.Montgomery@navy.mil
TOCOR Fax:	(301) 757-2376
Task Order Effort Security Classification:	Unclass
General Level of Effort Expected	2 Work Years
List all Funding Appn/Yrs to be used:	FY03 OM&N
Recommended RFP Response time:	3 working days
Prior Support provided by:	TEAMQUALTEC N68936-01-D-0007
Prior support expiration date	None

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	Yes?/No? No
--	----------------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	None

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order

No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Progress Review/preliminary OOMA Baseline	Initial due 30 DAC; monthly	Agency, code AIR-3.6.1
Conference minutes	Draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-3.6.1
Technical Publication Deficiency Reports (TPDRs)	As Required	Agency, code AIR-3.6.1

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

Not Applicable

SCOPE PROFILE: This Task Orders fall under paragraph 4.2 General Task 3.0JB CMIS SITE MANAGEMTN AND OPERATION -

1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
A. Exercise responsibility for managing the daily operations of CMIS.
B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The contractor shall man a OOMA/CMIS Help Desk 7 days a week from 6:00 a.m. Eastern Standard Time until 18:00 p.m. Eastern Standard Time to facilitate resolution of problems encountered in the development, maintenance, or use of OOMA and CMIS baselines.

- To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the data systems and sources:
 - Automated Help Desk Software

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.6</p>
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator’s (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor’s established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	<p>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS</p>

	services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner. SPECIFIC TASKING FOR THE OOMA/CMIS BASELINE HELPDESK <ul style="list-style-type: none"> • The contractor shall coordinate with the baseline coordinator for program support of the NALCOMIS OOMA implementation baselines. • The contractor shall receive, research, and reply to fleet baseline deficiency trouble reports. • The contractor shall maintain the OOMA/CMIS baseline Trouble Report Tracking Program. • The contractor shall provide weekly updates to the Monthly OOMA Baseline Status Report. • The contractor shall post weekly summary of baseline changes. • The contractor shall post daily BTDR Reports • The contractor shall coordinate with the Baseline Manager (BLM) for corrections/resolutions to BTDRs and baseline updates. • The contractor workdays shall encompass Monday through Sunday and Work Hours 0600-1800.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If

furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0011	3. DATE OF ORDER/CALL 2004Apr12	4. REQ./ PURCH. REQUEST NO. 0010097503	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
			8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	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 Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$160,841.73	29. DIFFERENCES
---	---	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF		Lot		\$ \$
	Operational, managerial, analysis and technical support efforts as specified in Task Order 0011 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
				MAX COST	\$140,247.76
				BASE FEE	\$5,292.37
				SUBTOTAL MAX COST + BASE	\$145,540.13
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$145,540.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF		Lot		\$ \$
	MILSTRIP N6312604P7ZZJTL/N6893604D0008 PURCHASE REQUEST NUMBER 0010097503				
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$38,397.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001	1.00	Lot	\$7,938.55	\$7,938.55

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$7,938.55
TOTAL MAX COST + FEE	\$7,938.55

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010097503		Lot	\$	\$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$2,094.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$7,363.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010097503		Lot	\$	\$
	ACRN AA Funded Amount			MAX COST	\$ \$1,942.55

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	COST Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of basic contract	1.00	Lot	\$0.00	\$0.00

MAX
NET AMT \$0.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0011 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	5200	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$140,247.76 \$5,292.37 \$145,540.13
0002	Award Fee in support of CLIN 0001	01	LOT		\$7,938.55
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$7,363.05
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$160,841.73

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0011 (PRB 0795) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$42,434.00**. The allotted funding will cover approximately **26%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 5,200 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Logistics Manager	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Jr. Draftsman	
Data Analyst	
Data Technician	
Data Entry Clerk	
TOTAL HOURS	5,200

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C,
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Larry Britt
AIR 3.3.1
NAVAIRDEPOT
Cherry Point, NC
Phone: (252) 464-5587
E-mail: brittlt@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 253 00019 0 050119 2D 000000 AIR30F5111AA

Amount: \$42,434.00

PID/PR: 0010097503

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$37,000.81
Estimated Base Fee:	\$1,396.26
Estimated Award Fee:	\$2,094.38
Estimated Travel:	\$1,942.55
Estimated Materials:	\$0.00
Estimated Total:	\$42,434.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure	Destination	Persons	Trips	Days
Havelock NC	Pax River MD	1	1	6
Havelock NC	Virginia Beach VA	1	1	6
Havelock NC	Jacksonville FL	1	2	6

SECTION H Special Contract Requirements

**Contract N68936-04-D-0008
PRB-0795 Task Order 0011**

Statement of Work

SCOPE Profile:

The contractor shall support the Propulsion & Power Team, Codes 3.3.1 and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to technical manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, and P-3 aircraft propellers. Common procedures will be consolidated and a propeller standard practices technical manual developed. Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs, and support in the development and release of technical data items such as IRACs, MCRs, and TPDRs. The contractor shall provide support in bookmarking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in-house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

This effort is considered Non-severable in that publication updates will provide a tangible end product, which would be of no benefit until completed.

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems

TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/classes.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALS) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

The contractor shall support the Propulsion & Power Team, Codes 3.3.1 and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to technical manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, and P-3 aircraft propellers. Common procedures will be consolidated and a propeller standard practices technical manual developed. Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs, and support in the development and release of technical data items such as IRACs, MCRs, and TPDRs. The contractor shall provide support in bookmarking and linking electronic technical manuals to be uploaded to the NATEC website per NATEC's Technical Manual Conversion Guidelines. Additionally in-house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

This effort is considered Non-severable in that publication updates will provide a tangible end product, which would be of no benefit until, completed.

(A) To be Furnished:

1. 2 set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. 2 CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

(B) Descriptions and Specifications:

1. Task will be performed for: Prop-IPT, 3.3.1, Cherry Point, NC.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date).

Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928.
5. Proof copies shall be prepared in accordance with best commercial practices.
6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in PCX.
7. All new illustrations will be in the form of line drawings.
8. Questions which arise in relation to technical manual content shall be presented to: PROP-IPT, 3.3.1, Cherry Point, NC, for resolution.
9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations XXXXXXXX.
10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to PROP-IPT, 3.3.1, Cherry Point, NC, Code 3.3.1 for resolution.
11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK 38790 all other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking: 1) Deliverables shall be marked with the contractor's return address.

2) Deliverables shall be marked with the Control No./Task Order No.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 3.3.1, Prop-IPT.
Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA Code 3.3.1 Prop-IPT, Cherry Point, NC) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is, (CFA Code 3.3.1 Prop-IPT, Cherry Point, NC). The proper Mailing Address is:

Commanding Officer

Attn: Code 3.3.1/Larry Britt

Naval Aviation Depot

PSC Box 8021

Cherry Point, NC 28533-0021

Incremental delivery of small publication updates and Type B IRACs

A1	Incremental delivery of small publication updates and Type B IRACs as required
A2	Incremental delivery of small publication updates and Type B IRACs as required

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA Code 3.3.1, PROP-IPT), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A

CONTRACT DATA REQUIREMENTS LIST										<i>Form Approved</i> <i>OMB No. 0704-0188</i>										
(9 Data Items)																				
Public reporting burden for this collection of information is estimated to average 220 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for information Operations and reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project, (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.																				
A. CONTRACT LINE ITEM NO.			B. EXHIBIT			C. CATEGORY														
			A			TDP _____ TM _____ OTHER _____														
D. SYSTEM/ITEM				E. CONTRACT / PR NO.				F. CONTRACTOR												
T-56 Propulsion and Power				N68936-04-D-0008/PRB-0795				ALUTHIQ												
1. DATA ITEM NO.	2. TITLE OF DATA ITEM					3. SUBTITLE														
A001	Technical Report – Study/Services					Standard Practices Manual														
4. AUTHORITY (Data Acquisition Documentation No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE												
								NAVAVNDEPOT CHPT 3.3.1												
7. DO 250 REQ.	9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION													
LT			1 Time		EODO		See Block 16													
8. APP CODE	11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE				b. COPIES											
N/A	See Block 16								<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">Final</th> </tr> <tr> <td style="width:33%;">Dist</td> <td style="width:33%;">Reg</td> <td style="width:33%;">Reps</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Final			Dist	Reg	Reps			
Final																				
Dist	Reg	Reps																		
16. REMARKS																				
Block 4: FORMAT IAW TMCR REQUIREMENTS																				
Blocks 9 & 14: IAW Distribution Statement C																				
15. TOTAL																				
1. DATA ITEM NO.	2. TITLE OF DATA ITEM					3. SUBTITLE														
4. AUTHORITY (Data Acquisition Documentation No.)				5. CONTRACT REFERENCE				6. REQUIRING OFFICE												
7. DO 250 REQ.	9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION		14. DISTRIBUTION													
8. APP CODE	11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION		a. ADDRESSEE				b. COPIES											
									<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="3">Final</th> </tr> <tr> <td style="width:33%;">Dist</td> <td style="width:33%;">Reg</td> <td style="width:33%;">Reps</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Final			Dist	Reg	Reps			
Final																				
Dist	Reg	Reps																		
16. REMARKS																				
15. TOTAL																				
G. PREPARED BY			H. DATE			I. APPROVED BY			J. DATE											

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
12

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0012	3. DATE OF ORDER/CALL 2004Apr12	4. REQ./ PURCH. REQUEST NO. 0010097506	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)			

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$63,076.65	29. DIFFERENCES
---	--	--------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED _____ DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP.	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
--	--	--------------------	--------------	---------------------------------

36. I certify this account is correct and proper for payment. _____ DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	35. BILL OF LADING NO.
--	--	-------------	------------------	------------------------

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF Operational, managerial, analysis and technical services to support efforts in accordance with Statement of Work- Attachment (1) (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$57,342.41
				BASE FEE	\$2,293.70
				SUBTOTAL MAX COST + BASE	\$59,636.11
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$59,636.11

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6312604P7ZZJVL/N6893604D0008 PURCHASE REQUEST NUMBER 0010097506		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$0.00
	ACRN AA Funded Amount				\$33,626.27

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$3,440.54
TOTAL MAX COST + FEE	\$3,440.54

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010097506				\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$1,938.27

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0012 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	1,954	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$57,342.41 \$2,293.70 \$59,636.11
0002	Award Fee in support of CLIN 0001	01	LOT		\$3,440.54
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$63,076.65

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0012 (PRB 0791) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$35,564.54**. The allotted funding will cover approximately **56%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer

in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,954 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician (Govt site)	[b(4)]
Logistics Manager	
Total	1,954

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 13 Apr 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Mike Gaskins
NADEP
Cherry Point, NC
Phone: 252-464-5589
E-mail: gaskinsma@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F111AA

Amount: \$35,564.54

PID/PR: 0010097506

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$32,331.72
CLIN 0001-- Base Fee	\$1,294.55
CLIN 0001 -- Est Cost plus Base Fee	\$33,626.27
CLIN 0002 -- Award Fee	\$1,938.27
TOTAL ORDER AMOUNT	\$35,564.54

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services**Alutiiq – N68936-04-D-0008**

PRB 0791 Task Order 0012
3.0 Team Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	GTC/Pneumatics FST Contract Support
Initial Period of Performance:	4/13/2004 - 4/12/2005
Place(s) of Performance other than travel locations.	Naval Aviation Depot Cherry Point, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.11 WY=2300 hours
List all Funding Appn/Yrs to be used:	FY 04 PRL
Recommended RFP Response time:	14 days
Prior Support provided by:	Information Spectrum Inc, / N68936-01-D-0007
Prior support expiration date	5/11/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

The contractor shall provide support for Technical Manual (TM) management support for GTC/Pneumatics FST (4.4.6.1) and the Technical Data Support Team (3.3.1), Naval Air Depot Cherry Point, N.C. Contract support will provide scanning and conversion of files to digital format, small publication updates, Type B IRAC's, linking and bookmarking data to manuals on the Naval Air Technical and Engineering Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. The contractor will also provide support in the development and release of technical data items such as IRAC's, MCR's, and TPDR's for the C-2, E-2, EA-6B, F-14, F-18 (Models A-D and E-F), P-3 and S-3 platforms. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability to provide the required support.

This effort is considered Non-severable in that publication updates will provide a tangible end product, which will be of no benefit until completed.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A,)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B,)</i> • <i>Technical Data Conversion (Par 3.3C,)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i>
--	--

	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to

	Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

(A) To be Furnished:

X	1. ____ (2) _____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. __ (2) ___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : GTC/Pneumatics FST, 3.3.1, Cherry Point N.C.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in PCX.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK-38790. All other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking: (1) Deliverables shall be marked with the contractors return address.

(2) Deliverables shall be marked with the Control No./Task Order No.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 3.3.1, GTC/Pneumatics FST. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C.) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA code 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C.). The proper Mailing Address is:

Commanding Officer
ATTN 3.3.1 Mike Gaskins
Naval Air Depot
PSC Box 8021
CHERRY POINT NC 28533-0021

Task 1- Incremental delivery of small publication updates and Type B IRAC's

A1	Incremental delivery of small publication updates and Type B IRAC's as required
A2	Incremental delivery of small publication updates and Type B IRAC's as required

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA code 3.3.1, GTC/Pneumatics FST), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
18

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0013	3. DATE OF ORDER/CALL 2004May19	4. REQ./ PURCH. REQUEST NO. 0010100233	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
			8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
--------------------	-----------	----------------------	------------------------

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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$948,402.49	29. DIFFERENCES
---	---	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$859,207.00
				BASE FEE	\$32,404.37
				SUBTOTAL MAX COST + BASE	\$891,611.37
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$891,611.37

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N0001904P2PF060/N6893604D0008 PURCHASE REQUEST NUMBER 0010100233		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$330,836.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
<hr/> SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$48,606.56
TOTAL MAX COST + FEE	\$48,606.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010100233		Lot	\$	\$

MAX COST	\$
ACRN AA Funded Amount	\$17,597.70

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Material/ODC's in support of CLIN 0001		Lot	\$	\$ NTE

MAX COST	\$8,184.56
----------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010100233		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$3,519.54

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0013 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	28,825	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$859,207.02 \$32,404.37 \$891,611.39
0002	Award Fee in support of CLIN 0001	01	LOT		\$48,606.56
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$8,184.54
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$948,402.49

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$351,954.00**. The allotted funding will cover approximately **37%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 28,825 direct labor hours. The estimated composition of hours is as follows:

ANTEON	
CATEGORY	HOURS
Logistics Manager	b(4)
Technical Publication Writer/Editor	
Junior Draftsman	
Data Analyst	
Data Technician	
Computer Operator	
Data Entry Clerk	
Total	28,825

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 18 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

The Task Order COR is:

Rick Holm, AIR-3.3.1
 NADEP
 Cherry Point, NC 28533-0021
 Phone: 252-464-7171
 E-mail: holmrl@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL1138

Amount: \$351,954

PID/PR: 0010100233

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$320,278.14
CLIN 0001-- Base Fee	\$ 10,558.62
CLIN 0001 -- Est Cost plus Base Fee	\$330,836.76
CLIN 0002 -- Award Fee	\$ 17,597.70
CLIN 0004 -- Material/ODC's	\$ 3,519.54
TOTAL ORDER AMOUNT	\$351,954.00

X. This order is severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

3.3 Technical/Management Logistics Support Services**ALUTHIQ SECURITY & TECHNOLOGY, LLC N68936-04-D-0008**

PRB 0794 Task Order 0013

3.0 TEAM Logistics Task Order (TO)

Statement of Work (SOW)

SOW 1 - Technical Manuals, Conversion, and TMCR**SOW PROFILE:**

Platform/Project:	AV-8 Technical Publication
Initial Period of Performance:	5/12/04 – 5/12/05
Place(s) of Performance other than travel locations.	Contractor Site and Government Site
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Rick L. Holm/AIR-3.33.1/252.464.7171
TOCOR Mailing address:	COMMANDING OFFICER CODE 3.3.1 NAVAL AIR DEPOT CHERRY POINT PSC BOX 8021 CHERRY POINT NC 28533-0021
TOCOR Email:	holmrl@navair.navy.mil
TOCOR Fax:	252.464.8502
Task Order Effort Security Classification:	UNCLASSIFIED
General Level of Effort Expected	13.86 WY's
FFP items Expected	NONE
List all Funding Appn/Yrs to be used:	PRL/APN
Recommended RFP Response time:	minimum 14 days
Prior Support provided by:	Anteon
Prior support expiration date	5/11/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> ALUTHIQ SECURITY & TECHNOLOGY, LLC Attn: RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE , VA. 23320-4039	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

None

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
X	NO	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

ODC Profile: Unusual Other Direct Costs

N/A

SCOPE PROFILE:

Intent of SOW is to identify hours and labor categories required to provide updated AV-8 Technical Publications

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the

	current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed

	in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.

X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all

	pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometric. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

SCHEDULE

Technical Manual Contract Requirement Work Statement

A1-445VB-MDB-000	12/01/95			44	0	0	0	0	0	0	0	0
A1-445VB-MDB-010	06/01/91	1	04/15/96	50	23	21	2	0	1	1	2	0
A1-445VB-MDB-020	04/01/99			116	8	8	0	0	1	0	0	0
A1-445VB-MDB-030	04/01/99			66	10	10	0	0	2	0	0	0
A1-445VB-MDB-040	12/01/95	1	04/01/99	88	0	0	0	0	0	0	0	0
A1-445VB-MDB-100	01/02/97			54	0	0	0	0	0	0	0	0
A1-446VB-MDB-000	04/15/97			36	3	3	0	0	1	0	0	0
A1-454VB-MDB-000	12/01/95			34	10	10	0	0	0	0	1	0
A1-470VB-MDB-010	01/02/97			38	7	7	0	0	0	0	1	0
A1-470VB-MDB-020	01/01/91	1	04/15/96	66	28	28	0	0	1	0	1	0
A1-471VB-MDB-000	11/01/96			30	4	4	0	0	1	0	0	0
A1-550VB-MDB-000	12/01/95		12/01/95	80	24	24	0	0	1	0	1	0
A1-550VB-MDB-200	12/01/95			26	10	10	0	0	0	0	1	0
A1-553VB-MDB-010	01/02/97			52	0	0	0	0	0	0	0	0
A1-555VB-MDB-000	12/01/95			32	11	11	0	0	0	0	1	0
A1-555VB-MDB-100	12/01/95			32	24	24	0	0	2	0	1	0
A1-560VB-MDB-000	03/01/93			32	4	4	0	0	3	0	0	0
A1-565BC-MDB-000	04/15/96			34	12	12	0	0	0	0	1	0
A1-565VB-MDB-000	04/01/99			28	9	9	0	0	0	1	1	0
A1-572VB-MDB-000	04/15/96			26	0	0	0	0	0	0	0	0
A1-572VB-MDB-010	04/15/96			26	11	11	0	0	1	0	1	0
A1-573VB-MDB-000	01/02/97			34	9	9	0	0	0	0	1	0
A1-573VB-MDB-010	12/01/95			36	8	8	0	0	0	0	1	0
A1-573VB-MDB-020	09/15/87			22	0	0	0	0	0	0	0	0
A1-573VB-MDB-030	10/01/96			26	6	6	0	0	0	0	1	0
A1-580VB-IPB-400	11/01/99	1	01/30/02	106	10	10	0	0	0	0	0	2
A1-580VB-MDB-010	06/01/94	2	01/15/02	52	11	11	0	0	0	1	1	0
A1-580VB-MDB-020	12/01/02			42	2	2	0	0	1	0	0	0
A1-580VB-MMD-300	09/01/98	1	06/01/03	298	107	105	2	0	1	0	1	2
A1-580VB-MMI-200	11/01/99			270	38	34	4	3	1	1	1	3
A1-761VB-MDB-020	12/01/98			74	5	5	0	0	2	0	0	0
A1-762VB-MDB-000	01/02/97			56	21	21	0	0	2	0	0	0
A1-764BC-MDB-000	03/15/90	1	04/15/96	56	0	0	0	0	0	0	0	0
A1-767VB-MDB-000	12/01/95	1	04/01/99	36	2	2	0	0	1	0	0	0
A1-767VB-MDB-100	12/01/95			52	4	4	0	0	0	1	0	0
A1-769VB-MDB-100	01/01/95	1	12/05/96	162	21	21	0	0	0	1	1	0
A1-771VB-MDB-100	04/15/96			32	3	3	0	0	1	0	0	0
Technical Manual	Base Date	Chg No	Chg Date	# of Pages	# of B/C	B Pg	C Pg	IRAC	MCR	TPDR	SDMU	TD
A1-780VB-MDB-020	12/01/95			40	0	0	0	0	0	0	0	0
A1-780VB-MDB-030	12/01/95			36	0	0	0	0	0	0	0	0
AE-214BD-MDB-000	04/15/97			72	15	15	0	0	0	0	1	0
AE-257VB-MDB-000	04/01/86	2	04/15/96	72	0	0	0	0	0	0	0	0
AE-610VB-MDB-030	01/01/95	1	07/01/97	424	48	48	0	0	0	0	2	0
AE-650VB-MDB-000	01/01/90	1	04/15/96	486	47	47	0	0	1	1	1	0
AE-930VB-MDB-000	07/15/88	2	12/01/97	206	4	4	0	0	0	0	2	0
AE-930VB-MDB-010	01/01/88	1	04/15/96	124	6	6	0	0	0	1	1	0
AE-930VB-MDB-100	12/01/97			356	0	0	0	0	0	1	0	0

AG-502VB-MEB-100	04/30/90			120	5	5	0	1	0	0	0	0
AG-502VB-MEB-200	02/29/96	1	04/01/99	229	0	0	0	0	0	0	0	0
AN-570VB-MDB-030	04/15/96			70	21	21	0	0	0	1	1	0
AS-730AV-MDB-000	07/10/95	1	03/01/99	104	45	45	0	0	6	0	1	0
AS-730AV-MDB-100	03/31/89			82	14	13	1	0	1	0	0	0
AS-730VB-MIB-000	09/15/00			30	12	12	0	1	1	1	2	0
AT-840VB-MIB-000	06/01/97	1	06/15/99	112	0	0	0	0	0	0	0	0
AW-644CV-MIB-000	08/01/89	1	04/15/96	188	0	0	0	0	0	1	0	0

Task Description:

(A) To be Furnished:

X	1. _____1_____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___1___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____1_____ copy(s) of the Validation Certificate.
X	4. Original and _____1_____ copy(s) of Record of Source Data Incorporation.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

X	1. Task will be performed for: AV8FST/3.3.1, NADEP Cherry Point
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island. P. O. Box 357031, Building 90 Distribution, San Diego, CA. 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: In

	ARBORTEXT AND MS WORD with CD labeled with manual number, Change number r revision, and date.
X	7. All new illustrations will be in the form of line drawings.
	8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Naval Air Depot, PSC Box 8021 Code 3.3.1 Attn Rick Holm, Cherry Point, N.C. 28533-0021.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations updated
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/3.3.1 Data Management Specialists for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)AV-8FST.TD / 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code AV-8 FST/3.3.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA AV-8 FST/3.3.1). The proper Mailing Address is:

COMMANDING OFFICER

CODE 3.1.2
NAVAL AIR DEPOT CHERRY POINT
PSC BOX 8021
CHERRY POINT NC 28533-0021

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA AV-8FST NADEP Cherry Point, NC), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H - SPECIAL CONTRACT REQUIREMENTS

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0014	3. DATE OF ORDER/CALL 2004May10	4. REQ./ PURCH. REQUEST NO. 0010098368	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
			8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	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 Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
--------------------	-----------	----------------------	------------------------

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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$128,044.46	29. DIFFERENCES
---	---	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support as specified in Task Order 0014 Statement of Work -- Attachment (1), and in accordance with the basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$116,404.06
				BASE FEE	\$4,656.16
				SUBTOTAL MAX COST + BASE	\$121,060.22
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$121,060.22

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010098368		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$34,792.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010098368		Lot		\$ \$

				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AB Funded Amount				\$34,792.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$6,984.24
				TOTAL MAX COST + FEE	\$6,984.24

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010098368		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$2,007.27

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000202	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010098368		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AB Funded Amount				\$2,007.27

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0014 (PRB 0798) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2003 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$73,600.00**. The allotted funding will cover approximately **57%** of the total effort, and **will cover the period from 12 May 2004 through 30 November 2004. FY05 funding will be provided to fund 1 December 2004 through 11 May 2005. If the additional funding is not provided by 30 November 2004, this task order will terminate on that date.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,840 direct labor hours. The estimated composition of hours is as follows:

	ALUTIQ	HOURS
CATEGORY		
Jr. Logistics Manager		[b(4)]
Data Manager		
TOTAL HOURS		3,840

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 30 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Jim Isenock
 Naval Air Depot
 Attn: AIR H-46/FST.7
 PSC 8021
 Cherry Point, NC 28533-0021
 Phone: (252) 464-9519
 E-mail: isenockjr@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLA273
 Amount: \$36,800.00

AB 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLA293
 Amount: \$36,800.00

PID/PR: 0010098368
 FED: 11/30/04

Funding is allocated as follows:

Estimated Cost:	\$66,909.10
Estimated Base Fee:	\$2,676.36
Estimated Award Fee:	\$4,014.54
Estimated Travel:	\$0.00
Estimated Materials:	\$0.00
Estimated Total:	\$73,600.00

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated for this task order.

PRB 0798 TO 0014
3.0 TEAM Logistics Task Order (TO)
Draft Statement of Work (SOW)

SOW 1 - Technical Manuals, Conversion, and TMCR

SOW PROFILE:

Platform/Project:	3.0 Competency Technical Manual & Directives Division 3.3.1 NADEP CP H46FST.7
Initial Period of Performance:	05/12/04 - 05/11/05
Place(s) of Performance other than travel locations:	Naval Air Depot Cherry Point, NC
Will contractor need assigned government spaces?	Yes
Technical Point of Contract (TPOC):	Jim Isenock, 252-464-9394 3.3.1 Alt.(TPOC) Tim Cartwright, 252-464-9519
TPOC Mailing address:	COMMANDING OFFICER NAVAL AIR DEPOT ATTN: AIR H-46/FST.7 PSC 8021 CHERRY POINT, NC 28533-0021
TPOC Email:	isenockjr@navair.navy.mil cartwrightte@navair.navy.mil
TPOC Fax:	252-464-5058
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	3840 hours
List all Funding Appn/Yrs to be used:	(FY 04 O&M,N)
Recommended RFP Response time:	5 days
Prior Support provided by:	CCI
Prior support expiration date	05/11/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> ALUTIIQ SECURITY & TECHNOLOGY, LLC 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039 Attn: RON HANCOCK	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
TECHINCAL REPORT OF SERVICES PERFORMED	Every 30 days	COR

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

(Note) 2 NMCI Red seats with associated software to perform their task will be funded by a JON from H46 program starting 1 Oct 2004.

SCOPE PROFILE:

Provide 2 personnel (1920 hrs each) for on-site technical manual management support for the H-46 Helicopter and T-58 Engine Programs, and their related components under the cognizance at the Naval Air Depot Cherry Point. The inventory of technical manuals used to support these programs includes both paper and electronic copies.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. Do NOT change any contractual wording. If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. **The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.**

<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
--

X	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
X	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.

	3.1.2 General Task 3.3A-2 Requirements Analysis
X	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA) for incorporation into the respective technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.5. General Task 3.3/3.0JE SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential or secret material.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data

	when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the tasks and follow command policies regarding recycling of specific items. above
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description: Contractor shall provide 2 personnel (1920 hrs each) for technical manual management support for the H-46 helicopter, T-58 engine. The inventory of technical manuals used to support these programs includes both traditional paper publications and emerging levels of electronic technical manuals. To accomplish the scope of work, required to adequately support these programs, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. In addition, the contractor must provide support in the development, review, and verification of source data packages from engineering data. Prepare draft manuscripts from engineering source data and existing technical manuals. Provide support to lead program data manager in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Management tasks will consist of, but is not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research and answer CAT 1 and 2 type Technical Publication Deficiency Reports, review and issue Manual Change Releases, research Engineering Investigations and Quality Deficiency Reports.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for Naval Air Depot, Cherry Point H-46/FST.7

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Naval Air Depot, Cherry Point, H46FST.7 will perform inspection and acceptance of deliverable items. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of

pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA AIR H46FST.7) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA AIR H46FST.7). The proper Mailing Address is:

**Commanding Officer
Naval Air Depot
Attn; Air H46FST.7
PSC 8021
Cherry Point NC 28533-0021**

(insert table if necessary)

example:

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Depot, North Island, Air 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Depot, North Island, Air 3.3.1 and one copy to NATSF Code 2.6.4

The period of performance for this effort is May 12, 2004 through May 11, 2005, **if FY05 funding is provided by November 30, 2004 to fund the balance not funded at award of the task order. Otherwise the period of performance is May 12, 2004 through November 30, 2004.**

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot, Cherry Point, H46FST.7 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Contractor shall provide two fully qualified persons to work at the government location, full time, for the entire period of performance. Contractor personnel will be provided work via the H-46 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-46 government location, for two contractor personnel, each with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
13

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0015		3. DATE OF ORDER/CALL 2004May10		4. REQ./ PURCH. REQUEST NO. 0010100678		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
								12. DISCOUNT TERMS				
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.									
	PURCHASE	<input type="checkbox"/>	Reference your quote dated						Furnish the following on terms specified herein.			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		SEE SCHEDULE										
* 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  BY: SHARON SCHUMANN					25. TOTAL \$501,902.23		
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED					27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO.		29. DIFFERENCES		30. INITIALS	
DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____									34. CHECK NUMBER			
									35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$454,706.81
				BASE FEE	\$18,188.27
				SUBTOTAL MAX COST + BASE	\$472,895.08
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$472,895.08

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010100678		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$472,895.08

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$27,282.41
				TOTAL MAX COST + FEE	\$27,282.41

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010100678		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$27,282.41

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$1,724.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010100678		Lot	\$	\$ NTE
				MAX COST	\$
	ACRN AA Funded Amount				\$1,724.74

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0001	Services as specified in Task Order	21,120	HRS	Est Cost:	\$454,706.81
	0015 Statement of Work --			Base Fee:	\$18,188.27
	Attachment (1), and in accordance			Est Cost plus	
	with basic contract Statement of work.			Base Fee:	\$472,895.08
0002	Award Fee in support of CLIN 0001	01	LOT		\$27,282.41
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$1,724.74
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$501,902.23

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0015 (PRB 0799) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$501,902.23**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 21,120 direct labor hours. The estimated composition of hours is as follows:

ALUTHQ S&T	
CATEGORY	HOURS
Library Technician	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Administration Assistant	
Data Entry Clerk	
Logistics Manager	
Total	21,120

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is 11 May 2004 to 10 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Patricia Waggy
NADEP
Jacksonville, FL 32212
Phone: 904-542-5402 x327
E-mail: waggypa@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2E 252 77777 0 065886 2F 8E0038 00004WX4A052
Amount: \$501,902.23
PID/PR: 0010100678

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$454,706.81
CLIN 0001-- Base Fee	\$ 18,188.27
CLIN 0001 -- Est Cost plus Base Fee	\$472,895.08
CLIN 0002 -- Award Fee	\$ 27,282.41
CLIN 0003 -- Travel	\$ 1,724.74
TOTAL ORDER AMOUNT	\$501,902.23

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

DEPART	DESTINATION	MODE	TRIPS
NAS Jacksonville	Cecil Field	POV	52
NAS Jacksonville	Mayport	POV	24

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services**Alutiiq – N68936-04-D-0008**

PRB 0799 TO 0015
Draft – Technical Libraries
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Library
Initial Period of Performance:	5/11/04 – 5/10/05
Place(s) of Performance other than travel locations.	NADEP JAX & Norfolk/Oceana VA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	12 Work Years (WY=1920)
List all Funding Appn/Yrs to be used:	FY04 PRL (O&M, N)
Recommended RFP Response time:	14 days
Prior Support provided by:	ISI - Contract N68936-01-D-0007, TO 0189
Prior support expiration date	11 May 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Local Travel to incorporate changes	Cecil Field - Mayport
Use of (POV) and Inter-facility (GFE-light Industrial Electric Vehicle	Jacksonville FL, Naval Air Depot aboard NAS JAX

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
N/A		

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

The contractor shall operate eleven (11) Satellite Technical Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as one (1) off-site Norfolk/Oceana locations. The work involves receiving technical publications/manuals and associated updates/changes and revisions thereto, including Manual Change Releases (MCR’s) formal Changes and Revisions, Rapid Action Changes, and physically incorporating these items into technical publications located in production workspaces.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

- The Contractor is responsible for incorporating changes into the manuals within the guideline of the Standard Operating Procedures. The Contractor is responsible for disposal of discarded publications/material in accordance with established procedures. Specific requirement are indicated by “X” in the left column of the standardized task descriptions of this Statement of Work. However, the contractor shall not be required to handle in any way secret or classified data.

C.1 STATEMENT OF WORK

The Contractor shall operate eleven (11) Satellite Technical Data Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as one (1) off-site library at the Norfolk/Oceana, Virginia location. The work involves receiving technical publication/manuals and associated updates/changes and revisions thereto, including Manual Change Releases (MCR’s), formal Changes and Revisions, Rapid Action Minor engineering changes (RAMECS), and Interim Rapid Action Changes, and physically incorporating same into technical publications. The Contractor is responsible for managing the effectiveness of this work and completing a quarterly audit of all publications in accordance with the NAVAIR 00-25-100. These audits will be conducted using Government – provided database report. The Contractor shall provide results of said audits to the Government Program Manager. The Contractor is responsible for complying with and correcting all ISO 9000 Standard Operating Procedures (SOP’s), and for correcting all discrepancies reported by Aviation Maintenance Management Audit within satellite library locations. The Contractor is responsible for daily pick up of technical publication/manual

change material from Government’s Central Technical Publication Library, using a Government furnished electric-powered light industrial vehicle, the Contractor is responsible for delivery of that material to the dispersed satellite libraries throughout the NADEPJAX industrial facility.

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking; based on information you’ve provided above.

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).	
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries. (a) The Contractor shall not handle or process any classified data.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor’s responsibility to maintain the most current issue or changes, to ensure that the Contractor’s employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to; those listed in Attachment C.
X	
B. Data/Media Control.	
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and

	data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item. (a) The Contractor shall not handle or process any classified data.
	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hour's labor and other costs that track the task progress.
	C. Data/Media Management.
X	(1) The Contractor shall perform record keeping for data/media identification, location, and access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies identify any update requirements and schedules for updating of data/media items when applicable.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hour's labor and other costs that track the task progress.
	D. Inventory
	E. Data Reproduction.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	F. Data Acquisition and retrieval support.
	G. Management of Master Data Packages or Master Files.
X	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
X	(2) The Contractor shall notify the COR/Task order Manager when the site is inadequate in terms of insufficient storage space for the quantity of data to be stored. The Government shall identify and furnish additional space or facilities, if required, for the purpose of establishing a new satellite library. With prior written Government approval, the Contractor is authorized to lease temporary or permanent facilities for the purpose of establishing these new libraries.
	K. Data Dissemination
	L. Mail Operations .
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates services and access controls are available during hours specified in Task Orders.
X	(2) The Contractor may not provide data management services outside the normal working hours without prior written or verbal approval of the PCO.
X	(3) The Contractor shall prepare and submit a Request for Overtime Form for approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed,

	and approving agents signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours.
	N. Travel/mileage.
X	(2) Local mileage is authorized in the coordination of shipping and receiving of data/media.
	O. Supplies, material, equipment, and facilities
X	
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Data Library Contract Requirement Work Statement

SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

SECTION E - INSPECTION AND ACCEPTANCE

1. Naval Air Depot Jacksonville, Code 3.3.1, will perform inspection and acceptance of deliverable items. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected; the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that all errors are corrected and that the integrity of all library technical data is maintained in accordance with Naval Air Depot, Jacksonville ISO 9000 Standard Operating Procedures (Sop's) and applicable NAVAIR instruction, as specified in C.1. Statement of Work.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, Code 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable. ISO 9000 Standard Operating Procedures (SOP's) and applicable NAVAIR instructions, as specified in C1 Statement of Work must be reviewed in the event that the contractor cannot meet the performance criteria or schedules.

Destination of all deliverables is Naval Aviation Depot, code 3.3.1. The proper Mailing Address is:

Commanding Officer
Naval Air Depot
Attn: Code 3.3.1/Patricia Waggy, Bldg. 101W
Naval Air Station
JACKSONVILLE, FL 32212-0016

SECTION G - CONTRACT ADMINISTRATION DATA**A. GENERAL:**

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, Florida is the requiring Activity under this effort.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

N/A

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
18

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0016	3. DATE OF ORDER/CALL 2004May12	4. REQ./ PURCH. REQUEST NO. 0010099651	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
---	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	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 Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$428,764.02	29. DIFFERENCES
---	--	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support services as specified in Task Order 0016 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$88,085.47
				BASE FEE	\$3,523.42
				SUBTOTAL MAX COST + BASE	\$91,608.89
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$91,608.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P7LJ280/N6893604D0008 PURCHASE REQUEST NUMBER 0010099651		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$26,487.51

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001	1.00	Lot	\$5,285.13	\$5,285.13

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$5,285.13
TOTAL MAX COST + FEE	\$5,285.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010099651			\$	\$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$1,528.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006	CLIN 0006 FFP			\$	\$
					\$
				MAX NET AMT	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000601	For Accounting Purposes Only FFP PURCHASE REQUEST NUMBER 0010099651			\$	\$
					\$
				MAX NET AMT	

ACRN AA Funded Amount

\$65,634.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000602	For Accounting Purposes Only FFP PURCHASE REQUEST NUMBER 0010099651			\$	\$

MAX
NET AMT

\$

ACRN AA Funded Amount

\$10,857.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AA	Page Changes FFP - to existing Technical Manuals -- Hardcopy to Digital Format	5,000.00	Page	\$45.40	\$227,000.00

MAX
NET AMT

\$227,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AC	New Pages FFP - in existing Technical Manuals -- Digital Format	500.00	Page	\$75.10	\$37,550.00

MAX
NET AMT

\$37,550.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007	CLIN 0007 FFP			\$	\$

	MAX NET AMT	\$
--	-------------	----

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000701	For Accounting Purposes Only FFP PURCHASE REQUEST NUMBER 0010099651			\$	\$

	MAX NET AMT	\$
--	-------------	----

ACRN AA Funded Amount	\$19,464.70
-----------------------	-------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AB	Conversion FFP - of Hardcopy to Master Revisable Text Files in Interleaf Format	4,500.00	Page	\$14.96	\$67,320.00

MAX NET AMT	\$67,320.00
----------------	-------------

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0016 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3100	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$88,085.47 \$3,523.42 \$91,608.89
0002	Award Fee in support of CLIN 0001	01	LOT		\$5,285.13
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total Cost Reimbursable					\$96,894.02
0006AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	5000	pages	\$45.40	\$227,000.00
0006AC	New Pages in existing Technical Manuals -- Digital Format	500	pages	\$75.10	\$37,550.00
0007AB	Conversion of Hardcopy to Master Revisble Text Files in Interleaf Format	4500	pages	\$14.96	\$67,320.00
Total FFP					\$331,870.00
TOTAL TASK ORDER 0016					\$428,764.02

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0025 (PRB 0855) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$123,971.52**. The allotted funding will cover approximately **29%** of the total effort and **will cover the period from 12 May 2004 through 30 September 2004. FY05 funding will be provided to fund 1 October 2004 through 11 May 2005. This task order will terminate on 30 September 2004 if the additional funding is not provided by 1 October 2004.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,100 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Technical Publications Writer/Editor	b(4)
Technical Illustrator (Journeyman)	
Data Entry Clerk	
TOTAL HOURS	3,100

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the

Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Mike Burn
Naval Air Depot
6206 Aviation Ave
Cecil Commerce Center
Jacksonville, FL 32221-8112
Phone: (904) 317-1544
E-mail: burnmj@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL2736

Amount: \$123,971.52

PID/PR: 0010099651

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$25,468.76
Estimated Base Fee:	\$1,018.75
Estimated Award Fee:	\$1,528.13
Estimated Travel:	\$0.00
Estimated Materials:	\$0.00
0006AA	\$65,634.09
0006AC	\$10,857.09
0007AB	\$19,464.70
Estimated Total:	\$123,971.52

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated for this task order.

PRB 0809 Task Order 0016

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	EA6B/Common Avionics/P-3 Technical Publication Support
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	Contractor facility, Cecil Commerce Center (CCC), Jacksonville, FL
Will contractor need assigned government spaces?	No, but contractor must have daily access to Master Data Packages that are maintained at CCC Jacksonville, FL
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Mike Burn (904) 317-1544
TOCOR Mailing address:	Naval Air Depot 6206 Aviation Ave Cecil Commerce Center Attn : Mike Burn, Code 3.3.1C Jacksonville, FL 32221-8112
TOCOR Email:	burnmj@navair.navy.mil
TOCOR Fax:	(904) 317-1787
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	900 hours of Technical Publication Writer/Editor, 900 hours Technical Illustrator, 1300 hours Data Entry Clerk
FFP Item Expected (pages)	0006AA – 6000 0006AB –0 0006AC –500 0006AD –0 0007AB – 5000 0007AC –0 0007AD –0
List all Funding Appn/Yrs to be used:	FY04 PRL (O&M, N)
Recommended RFP Response time:	14 days
Prior Support provided by:	ISI, Contract N68936-01-D-0007, TO 0172
Prior support expiration date	11 May 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Report	Monthly	Naval Air Depot, Code 3.3.1C (M. Burn)

ODC Profile: Unusual Other Direct Costs

SCOPE PROFILE:

Contract N68936-04-D-0008

Alutiq's Response to PRB-0809: Task Order 0016

Part (1) Statement of Work for PRB-0809

Scope: The EA-6B, Common Avionics and P-3 programs require technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but are not limited to research of Master Data Packages , including TPDR,TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format

(PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manual.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf 7, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf 7 and Adobe PDF file of the complete manual or an updated, collated digital Interleaf 7 and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf 7 and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf 7 files in IDU format. The Interleaf 7 files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, November 1, 2003.
- All changes shall be formatted to the existing style and format of the existing manuals

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations

Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

PRB0809, Task Order 0016

Task Description:

(A) To be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

5. Original and one (1) copy of DD Form 250.

(B) Descriptions and Specifications:

1. Task will be performed for: NAVAL AIR DEPOT, JACKSONVILLE, EA-6B, Common Avionics and P-3 Technical Publications FSTs, Code 3.3.1C

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date).

Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

7. All new illustrations will be in the form of line drawings.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Jacksonville, EA6B FST (M. Burn), Code 3.3.1C. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Jacksonville, EA6B FST Technical Publications, Code 3.3.1C shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Jacksonville, EA6B FST Technical Publications, Code 3.3.1C. The proper Mailing address is:

Commanding Officer
Naval Air Depot
6206 Aviation Avenue
Attn: Code 3.3.1C/Mike Burn
Cecil Commerce Center
Jacksonville, FL 32221-8112

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAL AIR DEPOT JACKSONVILLE, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Part (2) Task Order Cost Proposal

The overall Cost Proposal for this Task Order, the dollar amount and proposed subcontract, along with the breakdown of the proposed number of labor hours by labor category, travel, and Other Direct Cost (ODCs) is presented in Attachment (1).

Part (3) Contract Data Requirements List (CDRL). A Monthly Progress Report has not been included as a CDRL item since the basic contract includes a CDRL (A002) for Monthly Progress Reports.

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0017	3. DATE OF ORDER/CALL 2004May11	4. REQ./ PURCH. REQUEST NO. 0010098254	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
--	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.	
	PURCHASE		Reference your quote dated	Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.				

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$1,270,516.52	29. DIFFERENCES
---	--	-----------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Material/ODC's COST		Lot	\$	\$ NTE
				MAX COST	\$1,270,516.52
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST MILSTRIP N6312604P7ZZ78L/N6893604D0008 PURCHASE REQUEST NUMBER 0010098254 ACRN AA Funded Amount		Lot	\$	\$ \$60,000.00
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000402	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010099990 ACRN AB Funded Amount			\$	\$ \$37,000.00
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000403	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010099990 ACRN AC Funded Amount			\$	\$ \$11,100.00
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000404	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010099990 ACRN AD Funded Amount			\$	\$ \$321,900.00

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0001	Services as specified in Task Order 0017 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	0	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$0.00 \$0.00 \$0.00 \$0.00
0002	Award Fee in support of CLIN 0001	01	LOT		\$0.00
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$1,270,516.52
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$1,270,516.52

III. INCREMENTAL FUNDING:

As of the date of the execution of this contract, there has been allotted the sum of **\$430,000**. The allotted funding will cover approximately **34%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 award to 30 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Tim Ruth
NATEC
San Diego, CA 92135
Phone: 619-545-2891
E-mail: timothy.ruth@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F51148J
Amount: \$60,000
PID/PR: 0010098254
FED: 09/30/04

AB 1741804 4A4A 252 00019 0 050119 2D 000000 000001600300
Amount: \$37,000
PID/PR: 0010099990
FED: 09/30/04

AC 1741804 4A4A 252 00019 0 050119 2D 000000 000001600100
Amount: \$11,100
PID/PR: 0010099990
FED: 09/30/04

AD 1741804 4A4A 252 00019 0 050119 2D 000000 000001600900
Amount: \$321,900
PID/PR: 0010099990
FED: 09/30/04

Funding is allocated as follows:

CLIN 0004 – Material/ODC's	\$430,000.00
TOTAL FUNDED AMOUNT	\$430,000.00

X. This order is severable, recurring and is non-A&AS.

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services**TEAM Qualtec – N68936-04-D-0008 Alutiiq**

PRB 0815, Task Order 0017
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	NATEC 3.3 Contractor Support
Initial Period of Performance:	5-12-04 thru 11-30-04
Place(s) of Performance other than travel locations.	NATEC NAS North Island San Diego, CA
Will contractor need assigned government spaces?	Yes
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	38,000 Man Hours (approx 37 CSS for 6.5 mo)
List all Funding Appn/Yrs to be used:	O&M,N FY04 Incrementally funded
Recommended RFP Response time:	5 Days
Prior Support provided by:	N68936-01-D-0007 TO 0202
Prior support expiration date	05/11/2004

HARDCOPY MATERIAL FOR REVIEW:

<p>Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes-please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</p> <p>Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:</p>	<p>No – all attachments are provided electronically</p>
---	---

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	No	I expect that the final SOW will provide adequate detail.

Deliverable	Furnish to:	Frequency:
Non-Disclosure Statement	NATEC Security Office	Within 30 days of Contract Award
Telephone Calls Received/Made Log Sheet(s) – Distribution Department	NATEC Distribution Manager, 3.3.5	As Required
Phone Record	NATEC Gov't, Industry Sales Lead, 3.3.5	Weekly
JEDMICS Tracking Report	NATEC Gov't, Industry Sales Lead, 3.3.5	Daily as Task Assignments Recorded
Competitive Procurement Tracking Report	NATEC Gov't, Industry Sales Lead, 3.3.5	By 0900 each and every Friday of each Week.
Weekly, Fiscal Year Status Report	NATEC Gov't, Industry Sales Lead, 3.3.5	Weekly By 0900 each and every Friday of each Week
Incoming IRAC Chart	NATEC TM Conversion Lead	Upon Request
IRAC Tracker Message	NATEC TM Conversion Lead	Weekly
TPDR/IRAC Metric Charts	NATEC TM Conversion Lead	Monthly
Training/Cross Training Plan	NATEC TPOC	W/I 30 Days of award
Employee Check In/Out	NATEC TPOC	10 days after award and within one working day of new hire

CDRL's will be submitted in accordance with A001 contractor specified formats as approved by the government TPOC.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

TBD

SCOPE PROFILE:

1. The Contractor shall provide readily available and well documented interface with internal and external customers and clerical and other business related duties for the NATEC Distribution, Repository, Technical Directive (TD), Work Unit Code (WUC) and Fleet Liaison Divisions.

2. Contractor shall convert paper and digital manuals to digital format in accordance with the current NATEC conversion guidelines, applicable NATEC Standard Operating Procedures (SOPs), this SOW and applicable Government instructions and post to NATEC Web site. The contractor shall convert engineering drawings and associated documents to a digital format in accordance with NATEC SOPs and applicable specifications and post to the NATEC Joint Engineering Data Management Information System (JEDMICS) Magnetic Disk Server (MDS).

3. The contractor shall research publications identified as out-of-stock. Research will determine publication currency/obsolescence and priority for scanning/reprinting. Contractor shall load this information into the Technical

Manual Application System (TMAPS) Database. Contractor shall also stage publications for scanning/reprinting and perform scanning on an emergency basis.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p>3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:</p>
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
	<p>B. Initial Graphics Exchange Specification (IGES)</p>
	<p>C. Computer Graphics Metafile (CGM)</p>
	<p>D. CAL5 Type IV MIL-PRF-28002</p>
	<p>E. Portable Document Format (PDF)</p>
	<p>2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.</p>
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.</p> <p>(A) Publication Digitization Effort – Contractor shall convert paper manuals into a digital format, make PDF manuals compatible with the NATEC Conversion Guideline and Current Allowable and Non-allowable Formats for Print On Demand (POD) POD G and POD D (each available on the NATEC Web Site) as required and post to the NATEC Web site. Publications in paper shall be converted to digital format in accordance with Editing and Conversion Team Standard Operating Procedures and Checklist, attachments (1) and (2) and as described below:</p> <p>(i) Scan all technical manuals, technical directives, Interim Rapid Action Changes (IRAC’s), Naval Air Standard Operating Procedures Standardization (NATOPS) IC’s, publication changes and any other publications that NATEC needs in order to perform its mission.</p> <p>(ii) Clean all TIFF images of all technical manuals, technical directives, IRAC’s, NATOPS IC’s, publication changes and any other publications that NATEC needs in order to perform its mission.</p>

	<p>(iii) Produce PDF files of all technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.</p> <p>(iv) Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G (attached)</p> <p>(v) Post to the NATEC web site technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publication in PDF that NATEC needs to perform its mission.</p> <p>(vi) Archive all cleaned TIFF images of technical manuals, IRAC's, NATOPS IC's, publication changes and other publication that NATEC needs to perform its mission.</p> <p>(vii) Archive all technical manuals that are posted to the NATEC web site.</p> <p>(viii) Technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications provided in PDF shall be converted to the NATEC Conversion Guidelines. Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G. Contractor shall post the PDF files to the NATEC web site and shall archive all technical manuals that are posted.</p> <p>(B) Technical Directive (TDs) Digitization Effort – Contractor shall convert TDs into a PDF format and make PDF TDs compatible with the NATEC Conversion Guideline.</p> <p>(i) Scan all TDs that NATEC needs in order to perform its mission.</p> <p>(ii) Clean all TIFF images of all TDs that NATEC needs in order to perform its mission.</p> <p>(iii) Produce PDF files of all TDs that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.</p> <p>(iv) Post the TDs to the NATEC web site.</p>
	<p>4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.</p>
X	<p>5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.</p> <p>(A). Perform Quality Assurance (QA) procedures on all engineering drawings and associated documents in accordance with NATEC JEDMICS Quality Assurance SOP, attachment (3), JEDMICS PC Users Guide, attachment (4), JEDMICS Graphics Display Workstation User's Guide, attachment (5) latest revisions. Incorrect work will be returned for rework.</p>
X	<p>6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to Level 2 through Level 9.</p> <p>(A) Scan engineering drawings and associated documents from aperture card and hard copy into JEDMICS in accordance with NATEC JEDMICS Standard Operating Procedures for Scanners, attachment (6), The JEDMICS Input (SCAN) Subsystem User's Guide, attachment (7) and Output User Guide, attachment (8) latest revisions. Incorrect work will be returned for rework.</p> <p>(B) Provide data analysis upon request in accordance with SOPs.</p> <p>(C) Provide monthly status reports to the Department Supervisor or NATEC JEDMICS Branch Team Lead, code 3.3A10, of all data production completed by each technician by data type in accordance with SOPs. Attachments (9) and (10) are provided as samples.</p> <p>(D) <u>Backup System Administrator for the JEDMICS engineering repository system.</u> JEDMICS consists of an ORACLE database management system and applications that support storage and retrieval of over eight million engineering drawings on RAID magnetic storage drives. Security for the system is controlled by username and password and encryption of files via CRYPTEC security hardware. Currently the system supports more than 5800 users.</p> <p>Duties of the system administrator include, but are not limited to the following:</p> <ol style="list-style-type: none"> 1. Daily monitoring of system functions to ensure all facets of the system are operational 2. Rebooting the system as required due to maintenance or system failures 3. Troubleshooting system hardware and software to resolve problems with system functionality or user access 4. Ensuring daily and weekly backups are performed and run to successful completion

	<p>5. Responding to user questions and problems and resolving their issues</p> <p>6. Advising management on hardware and software related issues including suggested upgrades</p> <p>7. Resolving problems with database corruption as it occurs</p> <p>Installing IAVA security patches as required to maintain a secure system environment.</p>
--	---

	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The contractor shall process customer requests, including Automatic Distribution Requirements Listings (ADRL), Initial Outfitting Lists (IOL), Publication Order Sheets (POS), Number Assignments, Manual Cancellations, ADRL Account Cancellations, standard military supply system (MILSTRIP) requisitions, orders for Print On Demand (POD) manuals, and Reprints of manuals to replenish shelf stock.</p> <p>(b) The contractor shall update and retrieve information from customer database and use customer database to generate mailing labels and shipping documentation for distribution of technical manuals. Contractor shall update and retrieve information from technical manual database, library and archive databases.</p> <p>(c) The contractor shall convert manuals to Print On Demand Status, maintain continuous exchange of information with customers, and follow through on customer requests via telephone, email, mail and fax, fulfill customer technical manual requirements for deploying fleet activities, using internal NATEC processes in the Technical Manuals Distribution Desktop Procedures, provided either in a loose-leaf binder at each contractor's desk or on the NATEC web site as well as standard military supply processes set forth in NAVSUP P485 Volume 3 and DOD 4000.25.-1-M.</p> <p>(d) The contractor shall record all telephone calls, official correspondence, email and other internal and external customer contact using the Telephone Calls Received/Made Log Sheet, attachment (11), when required by the Department Supervisor or Branch Team Lead. The "Notes" column should indicate what was done for the customer.</p> <p>(e) The contractor shall assist in maintaining Technical Publications Library and Archives, update shelf copies of manuals as required, assist customers in locating technical data as needed, perform inventory of library and archives, prepare manuals for scanning.</p> <p>(f) The contractor shall interface with Defense Automated Printing Service (DAPS) personnel, order copies of manuals for urgent customer requirements and for fulfillment of standard supply system requisitions, maintain and update databases containing information about technical manuals.</p> <p>(g) The contractor shall research information, such as outstanding Interim Rapid Action Changes, publication history, distribution requirements, aircraft applicability, part numbers, Navy stock numbers and cross-service publication numbers, in regard to technical manuals, using multiple databases and points of contact.</p> <p>(h) The contractor shall perform data entry of work unit code information into multiple databases, based on information and guidance provided by Department Supervisor or Branch Team Lead. The contractor shall assist in generating work unit code manuals from said databases and prepare work unit code manuals to be posted to the NATEC web site, for automatic distribution and for requisition via the Print On Demand system. The contractor shall be proficient in PDF editing, MS Word, Access, Excel, and Power Point.</p> <p>(i) The Contractor shall be thoroughly familiar with the 00-25-300 the NAVAIR Technical Directives System Management and Procedures Manual. The contractor shall process all <i>incoming</i> Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <p style="margin-left: 20px;">(1) P performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.</p> <p style="margin-left: 20px;">(2) P repair TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch</p>

	<p>government personnel via e-mail of receipt.</p> <p>(3) F</p> <p>orward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.</p> <p>(4) P</p> <p>repare TDs requiring NAVAIR approval for shipment.</p> <p>(j) The Contractor shall process all <i>completed</i> Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting; File remaining document into the TD master repository.</p> <p>(k) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.</p> <p>(l) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(m) The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning TDs in accordance with paragraph 3.3 above, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	<p>6. The contractor shall provide research and support in the management of data requested under the Government and Cash Sales programs.</p> <p>The contractor shall provided research and support in the management of data requested under the Government, Fleet, and U. S. Qualified Contractor Program for Private Industry Cash Sales engineering drawing and NAVAIR publication programs.</p> <p>The contractor shall perform clerical and other business related duties as well as those described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>The contractor shall perform duties to include: operate duplicating, scanning, keypunch, computer equipment and</p>

	<p>databases as required to complete assigned tasks. Draft letters from boiler plate for communications with and billing of customers to include formal correspondence for technical data review. Tickler tracker file shall be maintained to track task assignment of progress of request(s) and billing of customer. Perform data and database entry and data management.</p> <p>The contractor shall perform paper, film and electronic filing of records, correspondence and other data as required. The contractor shall answer, initiate and log phone calls and correspondence to and from internal and external customers. Provide email and other documentation as required.</p> <p>The contractor shall research and build data tool sets for technical data packages to include engineering drawings and technical publications provided in CD, engineering drawing electronic NATEC database, paper and aperture card format, in order to complete customer technical data requests.</p> <p>The contractor shall research technical publications and engineering drawings via NATEC database and customer database. Pull engineering drawings in film format. Return of film format engineering drawing to files, and other filing tasks as applicable in support of NATEC Distribution and Repository functions.</p> <p>The contractor shall review technical data (engineering drawings and NAVAIR publications) for distribution release per applicable regulations as provided to the contractor by Department Supervisor or Branch Team Leads and described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>The contractor shall keep detailed records of work accomplished, including all telephone calls, facsimiles, email contacts and database request tracking system with internal and external customers, attachment (12). Provide reports to Department Supervisor or Branch Team Lead regarding production work task assignment status, customer contract, and official correspondence, attachments (13)-(16).</p>
	<p>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</p>
	<p>1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.</p>
	<p>2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.</p>
	<p>3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.</p>
	<p>4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall</p>

	include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.

	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	C. Data/Media Management.
	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated traceability and customer researchable characteristics for access and retrievability.
	(3) The Contractor shall maintain and update project support documentation including military specifications, standards, Data Item Descriptions (DID), and security instructions in hard copy or electronic media. The Contractor shall purchase or request, through government technical data distribution centers or vendor designated distributor, required support documentation. The Contractor shall maintain and update such documentation.
	(4) The Contractor shall provide data conversion from electronic media to hardcopy or electronic distribution via a file server (government or contractor-provided as specified in Task Order) when required for data/media distribution/access.
	(5) For automated library database information systems, the contractor shall perform periodic (e.g., daily) backups and polish to the Library database system to maintain database information integrity. The Contractor shall provide a periodic disaster backup file and store at a mutually agreed upon back-up site approved by the Government.
	(6) The Contractor shall be responsible for database system administration by providing software integrity validation management, implementing of software changes and modifications, software version updating, and ensuring multi-user interfaces.
	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
	(1) The Contractor shall perform a joint (Contractor/Government) random inventory of all active documents. A periodic database inventory report will be generated and inventory format shall be barcode driven. In addition, a self-sighting SECRET inventory report by users shall be sent to all local engineering community personnel as copies identify as "borrowed" active (on-loan). Database inventory reporting shall reflect the joint sighting and any discrepancies shall be reported in accordance with current security regulations and requirements.
	(2) The Contractor shall maintain a complete and up-to-date listing, SECRET Log (SECRET Baseline Document) of all SECRET data/items including all copies received and reproduced, every transaction that has occurred to each SECRET data item, check-in/out, destruction, archiving, etc.)
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.
	F. Data Acquisition and retrieval support.
	(1) The Contractor shall ensure that all project related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	(2) The Contractor shall acquire, control, and manage a complete set of Data Item Description (DIDs) in support of government access to current contract preparation and contract technical reviewing requirements. The Contractor shall utilize the DOD on-line DODISS system for current DIDs and Specifications or other resource as identified in Task Order. The Contractor shall prepare the documentation to provide or purchase new, superseded or obsolete

	technical data/media needed at the site, i.e., Data Item Descriptions, Military Standards and Technical Manuals, operator manuals, and other instructions and technical data, both in hard copy and automated media such as microfilm/microfiche, CD-ROM, etc.
	(3) The Contractor shall periodically review acquired data/media to determine their current status, i.e., currency of DIDs, Standards, etc. Upon written approval by the Government, the Contractor shall order and update files or make distribution.
	G. Management of Master Data Packages or Master Files.
	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required. (a) Respond to routine inquiries from customers.
	I. Technical Documentation Research.

X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>(A) In support of the NATEC Distribution Division, the contractor will research all publications that are identified as “out-of-stock”. Through this research, the contractor will determine the currency/obsolescence of the publications and the priority for scanning/reprinting. The contractor will load this information into the Technical Manual Application System Database. The contractor will also stage the publications for scanning/reprinting, and perform scanning on an emergency basis.</p> <p>1. The contractor will perform the following steps in performing this effort in support of the NATEC Distribution Division:</p> <p>Step (1): Identify the source (s) that will be used to research publications and identify those publications that are out of stock.</p> <p>The contractor will support the NATEC Distribution Division in its management and control of the “out of stock” process and Reprint Log. The contractor will assist the NATEC Distribution Division in researching the NLL and NAVICP to identify pubs that are out of stock.</p> <p>Step (2): Identify how the obsolescence/currency of the publications will be identified.</p> <p>The contractor will support the NATEC Distribution Division throughout the “out of stock” process, as required, including the identification of the obsolescence/currency of the pubs. Presently, there are approximately 1,600 single line items on the out of stock list.</p> <p>Step (3): Provide recommendations regarding the priority of the pubs for scanning/reprinting.</p> <p>The contractor in conjunction with the NATEC Distribution Division will review demand data and recommend priorities based on either demand data (NLL, NAVICP, Defense Automated Addressing System), or special circumstances (availability [maintenance] impact to Fleet aircraft, “paying” customers, including Foreign Military Sales [FMS], special interest program).</p> <p>When database access is authorized, the contractor will load all information researched into the Technical Manual Application System Database on a regular basis as specified by the NATEC Distribution Division.</p> <p>Step (4): Stage the publications for scanning/reprinting.</p> <p>Since the scanning and reprinting functions are dependent upon the media in which the publications are received, the contractor will stage scanned pubs for scanning as they are received based on the priority of the platform as assigned by NATEC; reprinting is a function of demand and such items as NATOPS and colored print pubs will be staged for reprinting on demand and distribution.</p> <p>Actual publications or Master Data Packages (MDPs) on-site at NATEC will remain in their existing repository location until the day scheduled for the scanning operation. Following scanning and Quality Assurance (QA) of the scanned material, all materials will be returned to their repository location. If the publications or MDPs are not at NATEC, the contractor will contact the technical manual Cognizant Field Activity (CFA) for a complete copy. This copy will be held at scanning until the scanning and QA are complete at which time the contractor will deliver the copy for archiving at NATEC.</p>
---	---

	<p>The contractor will propose an electronic scanning workload management system that could be used to monitor changes in priorities. This type of system could be implemented with a simple work list, using EXCEL.</p> <p>Step (5): Perform the scanning function (on an emergency basis).</p> <p>As required and if building access is authorized by NATEC, the contractor will effect the appropriate coordination with NATEC and DAPS to prioritize scanning efforts to meet “emergency” requirements and to perform the scanning function. As required for exceptionally high priority scanning requirements, the contractor will recommend contingency scanning arrangements to the NATEC Distribution Division .</p>
	J. Relocation of data and satellite libraries.
	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M
	(2) The Contractor shall notify the COR/Task order Manager when the site is inadequate in terms of insufficient storage space for the quantity of data to be stored. The Government shall identify and furnish additional space or facilities, if required, for the purpose of establishing a new satellite library. With prior written Government approval, the Contractor is authorized to lease temporary or permanent facilities for the purpose of establishing these new libraries.
	K. Data Dissemination.
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	(4) The Contractor shall, with the approval of the government, transmit classified project or business sensitive data via secure electronic file server or secure facsimile machine.
	(5) The Contractor shall provide courier service on a pre-approved schedule, to assist in data dissemination between libraries, other support offices such as the Post Office, Mail Room, other government data centers, etc.
	L. Mail Operations.
X	<p>(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.</p> <p>(2) The Contractor shall receive, sort, process and deliver mail, guard mail and freight in accordance with OPNAVINST 5112.5A and DOD Postal Instruction 4525-6-M.</p> <p>(3) Track and maintain cost accounting for Express Mail accounts and delivery receipts.</p> <p>(4) Upon notification of equipment malfunctions the Contractor will provide minor maintenance to office equipment such as: copiers, fax machines, paper shredders and printers. If office equipment needs further maintenance, authorization to call outside sources shall be coordinated through NATEC Facilities Rep.</p> <p>(5) Contractor will coordinate with the appropriate NATEC government representative to order office supplies such as: copier paper, computer printer ribbons/cartridges, and other general office supplies for support of local NATEC operations.</p> <p>(6) Contractor must be able lift up to 50 pounds as required by the receipt and delivery of data, supplies, and freight of NATEC mailroom operations.</p> <p>(7) Contractor will deliver copier paper in support of NATEC Building 2.</p> <p>(8) Maintain and limit access to authorized personnel only in support of the NATEC Mailroom located in Building 90.</p> <p>(9) Maintain the Mailroom in a neat, clean and orderly manner.</p>

X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.

CONTRACT ADMINISTRATION DATA

A. GENERAL:

US Citizenship is required. Work performance requires SECRET clearance. Each employee and appropriate corporate officer shall sign the Conflict of Interest and Non-Disclosure Statement, attachment (17) and forward to the NATEC Security Officer.

ATTACHMENTS:

1. Editing and Conversion Team Standard Operating Procedures Dated 09-03-2002
2. Editing and Conversion Team Checklist Dated 04-08-2002
3. NATEC Standard Operating Procedures for Quality Assurance of Engineering Drawings, Dated August 20, 2002
4. JEDMICS PC Application Users Guide Release 3.3
5. Graphics Display Workstation User's Guide, Release 3.3
6. NATEC Standard Operating Procedures for Scanners, Dated February 8, 2001
7. JEDMICS Input (SCAN) Subsystems User's Guide, Release 3.3
8. Output User Guide, Release 3.3
9. JEDMICS Data Analysis Report
10. JEDMICS Work Status Report
11. Telephone Calls Received/Made Log Sheet(s) - Distribution Department
12. Work, Task Accomplished Report – Gov't, Industry Sales Department
13. Customer Contact Record – Gov't, Industry Sales Department
14. JEDMICS Tracking Report – Gov't, Industry Sales Department
15. Competitive Procurement Tracking Report – Gov't, Industry Sales Department
16. Weekly Fiscal Year Status – Gov't, Industry Sales Department
17. Non-Disclosure Statement

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support as specified in Task Order 0018 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$206,802.41
				BASE FEE	\$8,272.10
				SUBTOTAL MAX COST + BASE	<u>\$215,074.51</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$215,074.51

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P5AU551/N6893604D0008 PURCHASE REQUEST NUMBER 0010099229		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$84,978.03

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$12,408.14
TOTAL MAX COST + FEE	\$12,408.14

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010099229		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$4,902.58

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$

MAX COST \$7,895.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only		Lot	\$	\$
	COST				
	PURCHASE REQUEST NUMBER 0010099229				
				MAX COST	\$
	ACRN AA Funded Amount				\$3,119.39

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0018 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6283	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$206,802.41 \$8,272.10 \$215,074.51
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$12,408.14
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$7,895.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$235,377.65

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0018 (PRB 0811) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$93,000.00**. The allotted funding will cover approximately **40%** of the total effort and **will cover the period from 12 May 2004 through 30 September 2004. FY05 funding will be provided to fund 1 October 2004 through 11 May 2005. This task order will terminate on 30 September 2004 if the additional funding is not provided by 1 October 2004.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made

available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 6,283 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	ALUTIIQ	HOURS	
Data Analysis		<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>	
Jr. Computer Operator			
Sr. Logistics Mgr.			
Technical Publication Writer/Editor			
Technical Writer			
Sr. Draftsman			
Jr. Draftsman			
TOTAL HOURS			6,283

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

The Task Order COR is:

Robert F. Eastman
 Naval Aviation Depot
 PSC Box 8021
 Cherry Point, NC 28533-0021
 Phone: (252) 464-8650
 E-mail: eastmanrf@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL19E3

Amount: \$93,000.00

PID/PR: 0010099229

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$81,709.64
Estimated Base Fee:	\$3,268.39
Estimated Award Fee:	\$4,902.58
Estimated Travel:	\$0.00
Estimated Materials:	\$3,119.39
Estimated Total:	\$93,000.00

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

PRB 0811 Task Order 0018

STATEMENT OF WORK

SCOPE PROFILE:

Requirement A: Alutiiq Technology and Technology, LLC shall provide two in-house (government site) personnel to support the H-60 Technical Publication Program.

Requirement B: Alutiiq to develop complete and pickup revisions for the H-60 Technical Publication Program. Tag and hyperlink program IRACs into new PDF documents in compliance with current NATEC guidelines. Digitize publications into editable Word format, saving diagrams as PCX files. Archive direct image copies and historical source data as required by H-60 Data Managers.

SOW PROFILE:

Platform/Project:	H-60 Technical Publication
Initial Period of Performance:	12 MAY 2004 – 11 MAY 2005
Place(s) of Performance other than travel locations:	Naval Air Depot Cherry Point, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	R.F. Eastman, MMHISST.6, 252-464-8650
TOCOR Mailing address:	Commanding Officer Naval Aviation Depot ATT: R. Eastman PSC Box 8021 Cherry Point, NC 28533-0021
TOCOR Email:	eastmanrf@navair.navy.mil
TOCOR Fax:	252-464-8624
Task Order Effort Security Classification:	UNCLASS
General Level of Effort Expected	3.29 work years (2080 = 1 work year)
FFP items Expected	None
List all Funding Appn/Yrs to be used:	FY04 & FY05 O&M,N
Recommended RFP Response time:	14
Prior Support provided by:	Team Qualtec TO 0171
Prior support expiration date	11 MAY 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> ALUTIIQ SECURITY & TECHNOLOGY, LLC Attn: RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
xx	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
-------------	------------	--------------

ODC Profile: Unusual Other Direct Costs

NMCI Seats

SCOPE PROFILE:

Provide support of H-60 publications to include:

- Maintain/develop technical data, databases and spreadsheets
- Provide desktop publishing support
- Provide technical data analysis
- Review tech data documents
- Processing tech data documentation
- Digitization/updating of technical manuals

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. Do NOT change any contractual wording. If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. **The contractor's proposal will provide detailed tasking, based on information you've provided above.**

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles,

	techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Commanding Officer Naval Aviation Depot ATT: R. Eastman PSC Box 8021 Cherry Point, NC 28533-0021

	<p>2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.</p>
	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-STD-81929.</p>

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) MMHISST.6.
Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (MMHISST.6) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (MMHISST.6). The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 ATT: R. Eastman
 PSC Box 8021
 Cherry Point, NC 28533-0021

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

MMHISST.1/.2/.3/.5 CFA, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

(insert table if necessary)

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF		Lot		\$ \$
	Operational, managerial, analysis and technical services to support efforts in accordance with Statement of Work- Attachment (1) (excluding travel, material and ODC's)				
				MAX COST	\$420,712.29
				BASE FEE	\$16,828.49
				SUBTOTAL MAX COST + BASE	<u>\$437,540.78</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$437,540.78

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY				\$ \$
	CPAF				
	PURCHASE REQUEST NUMBER 0010096454				
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$437,540.78

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$25,242.74
				TOTAL MAX COST + FEE	\$25,242.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010096454				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$25,242.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$9,495.15

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010096454			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$9,495.15

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0019 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	11,700	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$420,712.29 \$16,828.49 \$437,540.78
0002	Award Fee in support of CLIN 0001	01	LOT		\$25,242.74
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$9,495.15
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$472,278.67

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0019 (PRB 0818) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$472,278.67**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 11,700 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Configuration Management Specialist	b(4)
Technical Publication Writer/Editor	
Senior Draftsman	
Administrative Assistant	
Data Technician	
Senior Analyst	
Technical Writer	
Total	11,700

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 May 04 to 30 September 04.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Rodney Zagala
NAWC-WD
China Lake, CA 93555
Phone: 760-939-1464
E-mail: Rodney.zagala@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2C 252 77777 0 054219 2F 000000 000005020200

Amount: \$472,278.67

PID/PR: 0010096454

FED: N/A

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$420,712.29
CLIN 0001-- Base Fee	\$ 16,828.49
CLIN 0001 -- Est Cost plus Base Fee	\$437,540.78
CLIN 0002 -- Award Fee	\$ 25,242.74
CLIN 0003 -- Travel	\$ 9,495.15
TOTAL ORDER AMOUNT	\$472,278.67

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

DEPARTURE	DESTINATION	PEOPLE	TRIPS	DAYS
China Lake, CA	San Diego, CA	2	3	3
Camarillo, CA	China Lake, CA	2	3	3
Camarillo, CA	San Diego, CA	2	3	3
San Diego, CA	Point Mugu, CA	2	3	3

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0818 Task Order 0019
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Support Division, Direct Product Account (DPA)
Initial Period of Performance:	05/01/04 to 09/30/04
Place(s) of Performance other than travel locations.	NAWCWD China Lake and Camarillo Airport
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified through Secret
General Level of Effort Expected	11,738 hours
List all Funding Appn/Yrs to be used:	Navy Working Capital Fund (NWCF)
Recommended RFP Response time:	5 days
Prior Support provided by:	N68936-01-D-0007 Qualtec TO 0183
Prior support expiration date	5/01/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Various	Camarillo Airport, China Lake, San Diego, CA
	Various

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
XX	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.

ODC Profile: Unusual Other Direct Costs

Passport for overseas site survey

SCOPE PROFILE:

The Technical Data Direct Product Account provides the full spectrum of Technical Data services. The contractor shall provide Technical Data services including data tracking, configuration/data management, and archive/on-line viewing library management, with data storage, data retrieval, and publishing functions. The DPA provides the Library of Electronic Data System (LEDS). This system provides to our weapons programs a wide variety of distribution and archive capabilities for Technical Data, servicing users nation-wide. Various data management databases are Configuration and Data Management Support System (CADMSS) and Product Center. The archive/on-line viewing library contains the full spectrum of technical data for a large number of weapons programs and associated systems, including engineering drawings and associated lists, specifications, ECPs, NORs, SCNs, Deviations, Waivers and associated documentation, ranging from Technical/Training manuals to plans/schedules, many of which are CDRL submittals from various contractors. Provide documentation support related to CDRL Submittal Staging, Engineering Drawings, Specifications and Technical Manual services. Incorporate Government approved and authorized changes/additions to the archive/on-line-viewing library on the Code 333000D server. Create and revise Engineering drawings, Specifications and Technical manuals, electronically documenting and incorporating authorized changes to these documents. Verify electronic data entered by performing quality check/review of documents in process. Have a working understanding of electronic specifications and technical manuals desk procedures. The ability to electronically document and manipulate software files, supporting the data exchange using JCALS Standards. Must be able to perform the required documentation support functions using the following software applications: required CAD and electronic publishing/word processing software (Interleaf V, Quark X-Press, Ventura Publisher, Microsoft Word, WordPerfect, MacDraw Pro, AppleScan, OmniPage, Arbortext, IslandDraw, IslandPaint, World View, MacFlow, Ashlar Vellum, LD Scan 4000, Cannon File 250, CFView, AutoCAD, AutoCAD Overlay, Intergraph Veri-Best PCB, a number of file conversion filters, and corresponding support software packages) running on PC/Sun platforms.

Contractor will interface with NATEC, and various commands to accomplish the required tasks. This may include but are not limited to coordinate data calls, label requests, TPDR resolution, and library/documentation tasks. Current Technical Manual generation procedures, and interface issues to allow the smooth data transfer between various commands, and customers as required. Documentation of files as required to meet various data calls, including file size, software utilized and level of changes made to various publications. Naval Message traffic, including generation and tracking will be required as they pertain to CFA publications, which are generated in the Technical Data Direct Product Account.

Contractor may provide on-site functional leads required for this task order. One lead will be designated for the task order. Others will be designated for specific functional areas. In addition to supervisory duties, the on-site leads shall perform as a working member of Technical Data Support Division's Computer Aided engineering team and

must possess the necessary skills to function as a working member of the group and not solely in a supervisory mode. A 24-hour shift may be required for this task order. The work schedule will be 8 hour days, five days a week, with no "Flex" Friday schedule. The first shift will be 0700 to 1600 (one hour lunch break), second shift will be 1530 to 0030 (one hour lunch break) and the third shift will be 2330 to 0800 (one half hour lunch break).

The contractor shall be able to support 24-hour turnaround requirements for Priority 1 digital Contract Data Requirements List (CDRL) submittal staging tasks and the associated CADMSS and Product Center data entry for these Technical Data deliverables. This requires close functional coordination and demands absolute minimum process times from everyone. There is almost no contingency allowance in the schedule for these Priority 1 deliverables. A 24-hour shift may be required for this task order to fully utilize the equipment and personnel and meet the 24-hour turnaround requirements. The Government will provide a two week notification to the Contractor prior to start of the 24 hour shift.

Contractor daily tasking will be delineated via internal job-tracking procedures. Current procedures will be maintained. Cover Sheets for each job will outline expected results. The Contractor shall provide a Log-In Desk, and shall track the status of every Cover Sheet task from task initiation to task completion and closeout, IAW the Operations Manual/Desk Procedures. The Contractor shall, within one hour of task submittal, verify and enter tracking information into a tracking database supplied by the Government. The Contractor shall update status information within one hour of any event that affects the status of tasks in progress. The Contractor shall verify that all Cover Sheet requirements have been satisfied and all deliverables have been prepared IAW the Operations Manual/Desk Procedures, and shall notify the Requester on the Cover Sheet by electronic mail or telephone within one hour of task completion. After the Requester has signed the transmittal(s) for all deliverables, the Contractor shall close the task in the tracking database. The Contractor shall, upon request by the TA, print out a status report of the Cover Sheets and attend a Status Meeting, these meetings may be weekly.

The Contractor shall, when specified by the Cover Sheet, IAW the Operations Manual/Desk Procedures, provide configuration/data management services, to generate, update, and verify information through data entry, data extraction, and database analysis IAW requirements on the Cover Sheet. The databases include CADMSS, Product Center, and other program-specific and task-specific databases. The Contractor shall provide personnel knowledgeable and experienced in the application of configuration and data management concepts, terminology, and practices, and certified in the CADMSS and Product Center systems. Certification at 95% is desired immediately.

The Contractor shall provide certification training for all personnel performing CADMSS/Product Center configuration/data management tasks under this task order. Contractor CADMSS/ Product Center certification candidates shall score a minimum of 85% on the respective Certification Test in 15 calendar days or less, and shall be fully certified at a minimum of 95% within 90 calendar days of being assigned to this Task Order. A Contractor, fully certified at 95% in CADMSS/Product Center, shall conduct training, testing, and scoring, using the applicable Training Plan and Certification Test supplied by the Government (2.2, a. through d.), with Government acceptance of results. Individual Contractor certification and CADMSS or Product Center passwords may be revoked if performance (calculated using the same weight factors applied to the test scores) drops and is documented below the achieved certification level for a period of one week.

The CADMSS and Product Center Certification Tests encompass necessary elements of basic configuration/data management concepts, terminology, and practices, as well as the operating functions within CADMSS or Product Center. The tests are standardized for objective scoring. Test scores are calculated, applying weight factors that reflect the relative importance of each CADMSS or Product Center data element type.

Accuracy and throughput are both highlighted as critical performance factors on this task. Extracted reports have little value if database accuracy falls below 95%, and the contractually driven 24-hour turnaround requirements for Priority 1 CADMSS/Product Center data entry must be met. Service rates are set assuming 95% certification-level accuracy and throughput proficiency.

The Contractor shall, when specified by the Cover Sheet, perform CADMSS/Product Center or other database data entry from Government furnished documentation, including Engineering Drawings, Specifications, Engineering Change Proposals (ECPs), Request for Deviations (RFDs), Request for Waivers (RFWs), Contractor In-house Change Paper, contracts, and contract data. Data entry shall be completed within 24 hours of receipt of a Cover Sheet/GFI, and shall be performed IAW the CADMSS/Product Center or other user manuals, modified by any program-specific tailoring documented in the

Operations Manual/Desk Procedures (2.1, e.). The Contractor shall perform a quality check of data entry against input to ensure database accuracy equals/exceeds the minimum requirement for that program. Data entry errors shall be corrected within one hour of discovery

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The</p>

	range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93,

	ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality.

	Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
X	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the

	OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
XX	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department

	CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	4. Technical Data Maintenance.
X	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
	3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be

required in accordance with individual task orders:	
X	2. As specified by task order, the Contractor shall review TDPs (furnished as GFI) for technical accuracy, prepare subsequent changes for inclusion to the data package, make recommendations for changes with supporting rationale, and upon approval by the Government, incorporate the changes in the technical data package. The Contractor shall evaluate the changes for their immediate or potential impact upon the data package. Delivered data packages shall comply with the requirements specified by the task order. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats: Standard Generalized Mark-up Language (SGML), Initial Graphics Exchange Specification (IGES), Computer Graphics Metafile (CGM), or International Consultative Committee on Telegraphy and Telephony (CCITT-4) and it may require the data to be delivered on tape or CD-ROM medium. The contractor shall also be able to scan existing manually prepared drawings and specification and perform change maintenance utilizing computer aided drafting software. The contractor shall have the capability to deliver the data files as intelligent databases and/or viewing files as specified in the delivery order.
X	3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the task order.
X	4. As specified by task order, the Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices as specified by task order.
X	5. As specified by task order, the Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor, as specified by the task order, shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above or as otherwise listed by the task order.
X	6. As specified by task order, the Contractor shall prepare and deliver a plan with inspection procedures and acceptance criteria for technical data package inspections to meet the applicable provisions of the task order and provide supporting rationale for each inspection and acceptance element.
X	7. Engineering Drawings and Associated Lists. As specified by task order, the Contractor shall prepare or modify engineering drawings and associated lists to meet the requirements of the task order. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough-draft sketches. Task orders will specify the required format of the drawings. Prior to delivering completed drawing packages, the Contractor shall inspect each new or modified drawing to ensure compliance with task order.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0020	3. DATE OF ORDER/CALL 2004 Apr 29	4. REQ./ PURCH. REQUEST NO. 1300033800	5. PRIORITY
--	--	---	--	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
---	-----------------------	--	-----------------------	--

9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
--	------	--	-----------------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 BY: SHARON SCHUMANN	<i>Sharon Schumann</i> CONTRACTING / ORDERING OFFICER	25. TOTAL \$177,827.26
			29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO.	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services		Lot		\$ \$
	CPAF - as specified in Task Order 0020 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
				MAX COST	\$129,791.10
				BASE FEE	\$5,191.64
				SUBTOTAL MAX COST + BASE	<u>\$134,982.74</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$134,982.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only		Lot		\$ \$
	CPAF				
	MILSTRIP N0001904P7PU766/N6893604D0008				
	PURCHASE REQUEST NUMBER 0010099570				
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$134,982.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$7,787.47
TOTAL MAX COST + FEE	\$7,787.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010099570		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$7,787.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST - in support of CLIN 0001		Lot	\$	\$

MAX COST \$23,404.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010099570		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$23,404.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Materials/ODC's COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$11,652.12

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010099570		Lot	\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$11,652.12

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005	Data FFP - in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	1.00	Lot	\$0.00	\$0.00

MAX
NET AMT

\$0.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0020 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2448	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$129,791.10 \$5,191.64 \$134,982.74
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$7,787.47
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$23,404.93
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$11,652.12
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$177,827.26

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq Security & Technology, LLC and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0020 (PRB 0835) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that the Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq Security & Technology, LLC that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse

the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$177,827.26. The allotted funding will cover approximately 100% of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,448 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager - Contractor Site	b(4)
Data Entry Clerk - Contractor Site	
Logistics Manager (NC)	
Sr. Program/Project Control Specialists (CA)	
Sr. Program/Project Control Specialists (TX)	
TOTAL HOURS	2,448

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 through 30 Sep 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandra Burroughs, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Alberto Miranda
NATEC Code 3.3A115
Box 357031 Bldg 90
San Diego, CA 92135-7031
Phone: (619) 545-4683
E-mail: alberto.miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741319 U577 251 00019 0 050119 2D 000000 PMA275AC1521

Amount: \$177,827.26

PID/PR#: 0010099570

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$129,791.10
Estimated Base Fee:	\$5,191.64
Estimated Award Fee:	\$7,787.47
Estimated Travel:	\$23,404.93
Estimated Materials:	\$11,652.12
Estimated Total:	\$177,827.26

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

From	To	People	Days	Trips
Fort Worth, TX	San Diego, CA	1	5	1
Fort Worth, TX	Amarillo, TX	1	5	1
Fort Worth, TX	New River, NC	1	5	1
Fort Worth, TX	Lakehurst, NJ	1	5	1
Fort Worth, TX	Philadelphia, PA	1	5	1
New River, NC	San Diego, CA	1	5	1
New River, NC	Amarillo, TX	1	5	1
New River, NC	Lakehurst, NJ	1	5	1
New River, NC	Philadelphia, PA	1	5	1
San Diego, CA	New River, NC	1	5	2
San Diego, CA	Amarillo, TX	1	5	1
San Diego, CA	Lakehurst, NJ	1	5	1
San Diego, CA	Philadelphia, PA	1	5	1
San Diego, CA	Pax River, MD	1	5	1

PRB 0835 TO 0020
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	V-22 Osprey
Initial Period of Performance:	12 May 2004 – 30 Sep 2004
<u>Place(s) of Performance other than travel locations.</u>	<u>NATEC, NAS North Island San Diego, CA</u> <u>V-22 FST Detachment MCAS New River, NC</u> <u>Bell Helicopter Textron Inc., FT Worth, TX</u>
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Alberto Miranda, 3.3A115, 619-545-4683
TOCOR Mailing address:	Commanding Officer Attn: Albert Miranda NATEC Box 357031 Bldg 90 San Diego, CA 92135-7031
TOCOR Email:	Alberto.Miranda@navy.mil
TOCOR Fax:	(619) 545-1883
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	3.15 Man Year (1 MY=1920 hours)
List all Funding Appn/Yrs to be used:	FY 04 RTD&E
Recommended RFP Response time:	15 Days
Prior Support provided by:	Team Qualtec/Qualtec Inc. Contract # N68936-01-D-0007 Task Order 0198 Contract # N68936-01-D-0007 Task Order 0203 Contract # N68936-01-D-0007 Task Order 0208
Prior support expiration date	May 11, 2004

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Guidance/Quality Planning Mtg	San Diego, CA
In-Process/Adequacy Reviews	Amarillo, TX
Validation/Verification/Follow-up	New River, NC
Quality Program Reviews	Lakehurst, NJ
ILSMT/IPT	Philadelphia, PA
PEDD/JIMIS/Phoenix Mtgs	New River, NC
TMMT	Patuxent River, MD

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC Profile: Unusual Other Direct Costs

N/A

SCOPE PROFILE:

The contractors shall provide guidance and support as Naval Air Technical Data and Engineering Service Command (NATEC) Quality Assurance (QA) representative to assure the quality of Technical Manuals through application of effective Quality Assurance (QA) provisions. A technical manual QA program must be maintained to assure adequate, accurate and usability of technical documentation in the development and sustainment to support the V-22 Tilt rotor Program. Also shall provide assistance to V-22 Logistics Element Manager (LEM) of Naval Air Technical Data and Engineering Service Command (NATEC) in the development and sustainment of the technical data required to support the V-22 Osprey program. Task will also include data management support for the V-22 Technical Data Logistics Manager, as well as aircraft and support equipment maintenance engineering and logistics support services. This task order is to be performed at NATEC, NAS North Island, San Diego, CA., Bell Helicopter Textron Inc., Ft Worth, TX., and V-22 FST Detachment MCAS New River, North Carolina. The contractors will be required to travel as necessary to fulfill contractual requirements.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-I Management Support.
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US. Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence

	shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide,

	AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected. 2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system. <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.

	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations.
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	1. Data Identification.
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	2. Data Acquisition.
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the

	vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.
X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in EIA Standard 649 : <ul style="list-style-type: none"> • Document identification • Data status level management • Data and product configuration relationships • Data version control & management of review, comment, annotation, & disposition • Digital data transmittal • Data access control.
	4. Technical Data Maintenance.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0021		3. DATE OF ORDER/CALL 2004 Apr 29		4. REQ./ PURCH. REQUEST NO. 1300026735		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15											
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT				
	SEE SCHEDULE										
* 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 BY: SHARON SCHUMANN			25. TOTAL \$111,057.25		29. DIFFERENCES		
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____				27. SHIP NO.		28. DO VOUCHER NO.		30. INITIALS			
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO		42. S/R VOUCHER NO.	

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts in accordance with Statement of Work- Attachment (1) (excluding travel, material and ODC's)		Lot		\$ \$
				MAX COST	\$92,517.76
				BASE FEE	\$3,700.71
				SUBTOTAL MAX COST + BASE	\$96,218.47
				TOTAL MAX COST + FEE	\$96,218.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010098451 ACRN AA Funded Amount		Lot		\$ \$
					\$30,000.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010098451 ACRN AB Funded Amount		Lot		\$ \$
					\$21,983.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$
				MAX AWARD FEE	\$5,551.07
				TOTAL MAX COST + FEE	\$5,551.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010098451 ACRN AB Funded Amount		Lot		\$ \$ \$2,999.03

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel Requirements in support of CLIN 0001		Lot	\$	\$ NTE \$5,439.42

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010098451 ACRN AB Funded Amount		Lot	\$	\$ \$2,938.71

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Material/Other Direct Costs (ODC's) in support of CLIN 0001		Lot	\$	\$ NTE \$3,848.29

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010098451 ACRN AB Funded Amount		Lot	\$	\$ \$2,079.08

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0021 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work.	2,200	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$92,517.75 \$3,700.71 \$96,218.46
0002	Award Fee in support of CLIN 0001	01	LOT		\$5,551.07
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$5,439.42
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$3,848.29
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$111,057.24

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the Government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0021 (PRB 0836) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$60,000**. The allotted funding will cover approximately **54%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,200 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ S&T	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Program Manager	
Total	2,200

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

David Shopshire
NADEP
Cherry Point, NC 28533
Phone: 252-464-8395
E-mail: shopshiredv@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLA275

Amount: \$30,000
PID/PR: 0010098451
FED: 09/30/04

AB 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLA295

Amount: \$30,000
PID/PR: 0010098451
FED: 09/30/04

Funding is allocated as follows:

		AA	AB
CLIN 0001-- Estimated Cost	\$49,983.83	\$30,000.00	\$19,983.83
CLIN 0001-- Base Fee	\$1,999.35	\$0.00	\$1,999.35
CLIN 0001 -- Est Cost plus Base Fee	\$51,983.18	\$30,000.00	\$21,983.18
CLIN 0002 -- Award Fee	\$2,999.03	\$0.00	\$2,999.03
CLIN 0003 -- Travel	\$2,938.71	\$0.00	\$2,938.71
CLIN 0004 -- Materials	\$2,079.08	\$0.00	\$2,079.08
TOTAL FUNDED AMOUNT	\$60,000.00	\$30,000.00	\$30,000.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

DEPART	DESTINATION	PERSONS	TRIPS	DAYS
Pax River, MD	Virginia Beach, VA	1	1	5
Pax River, MD	Miramar, CA	1	1	5
Pax River, MD	Camp Pendleton, CA	1	1	5
Pax River, MD	Cherry Point, NC	1	1	5
Pax River, MD	New River, NJ	1	1	5

SECTION C Descriptions and Specifications

Alutiiq – N68936-04-D-0008

PRB 0836 Task Order 0021
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	CH-46/T-58 Engine
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	Patuxent River, Maryland
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.1 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY 04 PRL, O&M,N)
Recommended RFP Response time:	7 days – (minimum 14 days)
Prior Support provided by:	Team Qualtec: N68936-01-D-0007
Prior support expiration date	May 11, 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
ILSMT	Virginia Beach, VA
OOMA Installation Support	Miramar, CA
OOMA Installation Support	Camp Pendleton, CA
OOMA Installation Support	Cherry Point, NC
OOMA Installation Support	New River, NC

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
X	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference Minutes	As Required	H46/T58FST.4 AIR 3.1.4.2 (PMA 226)

ODC Profile: Unusual Other Direct Costs

One (1) NMCI "Red" Seat

SCOPE PROFILE:

This Task Order (TO), Statement of Work (SOW) defines the effort required for Aircraft Baseline Sustainment Support for those platforms that have established Naval Aviation Logistics Command/Management Information System (NALCOMIS) Optimized Organizational Maintenance Activity (OOMA), and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval Air Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government Data Systems and Sources:

- CH46/T-58 Engine OOMA/CMIS Servers
- FEDLOG/HAYSTACK Information Servers
- Interactive Electronic Technical Manuals (IETM)
- Naval Aviation Inventory Control Point (NAVICP) and Defense Logistics Agency (DLA) Asset Availability Websites
- CH-46/T58 Engine Maintenance Plans (as required)
- Support Equipment Resources Management Information System (SERMIS) as required
- Naval Air Technical Data and Engineering Service Command (NATEC) Websites
- Technical Directive Status Accounting Website (TDSA), (for Baseline Manager access to NA00-500C)

Government Furnished Equipment (GFE)/Government Furnished Material (GFM): The Government will provide a contractor workspace and equipment for OOMA/CMIS Baseline Managers in Building 516, Naval Air Warfare Center, Aircraft Division; Patuxent River, Maryland. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval/Government personnel.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.1 General Task 3.0JA JEDMICS SITE MANAGEMENT AND OPERATION - The Joint Engineering Data Management Information and Control System (JEDMICS) repository is used to store digitized indexing and image data for retrieval to support user requirements. JEDMICS is fed by a data entry and data integrity front end and used by a data demand-driven back end. JEDMICS consists of multiple servers and databases that require typical AIS services.
	4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner. <ul style="list-style-type: none"> a. The contractor shall coordinate with the Naval Air Technical Data and Engineering Service Command (NATEC)/Applicable Fleet Support Team (FST) on recommended Work Unit Codes (WUC's) additions and deletions. b. The contractor shall coordinate with the Space and Naval Warfare Systems Command (SPAWAR) System Center, Norfolk, VA. On recommended Position Sensitive Indicator (PSI) additions and changes. c. The contractor shall interface with the applicable aircraft Program Manager, AIR (PMA, PMA 226), Fleet Support Team (FST, H46/T58 Engine FST's) and Naval Air Technical Data and Engineering Service Command (NATEC). The Government will provide Points of Contact (POC's).
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, TPOC shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA _____). has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Not Applicable

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)				Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.							
A. CONTRACT LINE ITEM NO.		A		C. CATEGORY: TDP _____ TM _____ OTHER <u>X</u>			
D. SYSTEM/ITEM H-46E HELICOPTER/T58 ENGINE			E. CONTRACT/PR NO. N68936-04-D-0008		F. CONTRACTOR Alutiiq		
1. DATA ITEM NO. AO02	2. TITLE OF DATA ITEM CONFERENCE MINUTES				3. SUBTITLE OPTIMIZED ORGANIZATIONAL MAINTENANCE ACTIVITY (OOMA) BASELINE SUSTAINMENT		
4. AUTHORITY (Data Acquisition Document No.) See SOW			5. CONTRACT REFERENCE SEE BLOCK 16		6. REQUIRING OFFICE H46FST.4		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED NOT APPLICABLE	10. FREQUENCY AS REQUIRED		12. DATE OF FIRST SUBMISSION DRAFT 1 WEEK AFTER CONCLUSION OF MEETING, FINAL 1 WEEK AFTER GOVERNMENT APPROVAL		14. DISTRIBUTION	
8. APP CODE NOT APPLICABLE		11. AS OF DATE NOT APPLICABLE	13. DATE OF SUBSEQUENT SUBMISSION SEE BLOCK 16	a. ADDRESSEE	b. COPIES		
					Draft	Final	
						Reg	Repro
16. REMARKS CONTRACTOR FORMAT IS ACCEPTABLE BLOCK 5: PAGE 31 SECTION 4.3 GENERAL TASK 3.0JB, SUBTASK (1A, 1B, and 1C). Page 38 Section 4.5 General Task 3.3/3.0JE Other Requirements, Item 3 BLOCKS 12 AND 13: PROVIDE DRAFT OF CONFERENCE MINUTES ONE (1) WEEK AFTER CONCLUSION OF MEETING WITH FINAL ONE (1) WEEK AFTER GOVERNMENT APPROVAL BLOCKS 14: COVER LETTER ONLY TO THE TASK ORDER TOCOR. DELIVER ELECTRONICALLY OR AS DETERMINED BY PROGRAM REQUIREMENTS.				H-46FST.4	0	1	0
				AIR 3.1.4.2 (PMA 226)	0	1	0
				TOCOR	0	1	0
				15. TOTAL →	0	3	0
G. PREPARED BY			H. DATE 5/8/08	I. APPROVED BY			J. DATE

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
0006	Technical manual preparation and publishing FFP - performed IAW Statement of Work-Attachment 1		Page	\$	\$	
					MAX NET AMT	\$

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT	
000601	For Accounting Purposes Only CLIN 0006AB FFP MILSTRIP N0001904P50127/N6893694D0008 PURCHASE REQUEST NUMBER 0010102370		Page	\$	\$	
					MAX NET AMT	\$
ACRN AA Funded Amount					\$95,340.00	

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000602	For Accounting Purposes Only CLIN 0006AC FFP MILSTRIP N0001904P50127/N6893694D0008 PURCHASE REQUEST NUMBER 0010102370		Page	\$	\$
					MAX NET AMT
ACRN AA Funded Amount					\$4,130.50

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000603	For Accounting Purposes Only CLIN 0006AD FFP MILSTRIP N0001904P50127/N6893694D0008 PURCHASE REQUEST NUMBER 0010102370		Page	\$	\$
					MAX NET AMT
ACRN AA Funded Amount					\$14,761.75

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AB	Page Changes to Existing Technical Manuals FFP - -Digital to Digital Format	2,100.00	Page	\$45.40	\$95,340.00

MAX NET AMT	\$95,340.00
----------------	-------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AC	New Pages to Existing Technical Manual FFP - Digital Format	55.00	Page	\$75.10	\$4,130.50

MAX NET AMT	\$4,130.50
----------------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AD	Output of Portable Document Format FFP - (PDF) Files	2,155.00	Page	\$6.85	\$14,761.75

MAX NET AMT	\$14,761.75
----------------	-------------

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0842 TO 0022
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	F/A-18
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Sharon Wicke, Code 3.1.8, phone: 619-545-3909
TOCOR Mailing address:	P.O. Box 357058, San Diego, CA 92135-7058
TOCOR Email:	Sharon.wicke@navy.mil
TOCOR Fax:	619-545-4625
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	2,155 pages
List all Funding Appn/Yrs to be used:	FY 04 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates, N68936-01-D-0007
Prior support expiration date	01/16/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Sample: Technical Report	Sample: Monthly	Agency, code AIR-XXX
Sample: Conference minutes	Sample: draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-XXX
Sample: Analytical Study	Sample: 100 days after task order award	Agency, code AIR-XXX

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

Prepare either a Change or Revision for the F/A-18 technical manuals listed below using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

Publication No.	Manual Title
A1-412AC-140-030	Aileron Hydraulic Servocylinder
A1-412AC-140-050	Leading Edge Flap Drive Unit/Servo Valve Assy & Wing Hydraulic LEF Servo Valve
A1-412AC-140-060	Hydraulic Trailing Edge Flap Servocylinder
A1-412AC-140-090	Hydraulic Rudder Servocylinder
A1-412AC-140-250	Directional Control Linear Valve
A1-423AC-130-040	Nose Wheel Steering Hydraulic Power Unit
A1-F18AC-460-310	Fuel System, Maintenance with IPB, Vol. II
A1-F18AC-SRM-210	Structure Repair - Wing, Vol. I
A1-F18AC-SRM-211	Structure Repair - Wing, Vol. II
A1-F18AC-SRM-220	Structure Repair - Forward Fuselage, Vol. I
A1-F18AC-SRM-230	Structure Repair - Center Fuselage, Vol. I
A1-F18AC-WDM-000	Wiring Diagrams (F/A-18A), Vol. I
A1-F18AC-WDM-010	Wiring Diagrams (F/A-18A), Vol. II

Publication No.	Manual Title
A1-F18AC-WRM-000	Wiring Repair with Parts Data - General Wiring Repair Procedures, Vol. I
A1-F18AC-WRM-001	Wiring Repair with Parts Data - General Wiring Repair Procedures, Vol. II
A1-F18AC-WRM-040	Wiring Repair with Parts Data - Cable Assemblies 74A754001 thru 75A756999
AT-820FT-S78-030	Intermediate Avionics Test Set (IATS)
AT-901AC-S56-000	Adapter Set Assy
AT-908SG-S92-500	OTPS Interface Device Set, Type OTPH206-001

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The</p>

	range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

Prepare either a Change or Revision for the F/A-18 technical manuals listed below using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and IPDF delivered on a CD. All illustrations shall be prepared as CGM and provided as a separate file. All illustrations shall be integrated with the test of the final editable copy.

Publication No.	Task	Estimated Pages
A1-412AC-140-030	CHG 2	12 change
A1-412AC-140-050	CHG 3	15 change
A1-412AC-140-060	CHG 2	6 change
A1-412AC-140-090	CHG 2	20 change
A1-412AC-140-250	REV	50 change
A1-423AC-130-040	CHG 2	19 change
A1-F18AC-460-310	CHG 2	20 change
A1-F18AC-SRM-210	CHG 3	8 change
A1-F18AC-SRM-211	CHG 2	5 change
A1-F18AC-SRM-220	CHG 3	13 change

Publication No.	Task	Estimated Pages
A1-F18AC-SRM-230	CHG 2	110 change
A1-F18AC-WDM-000	REV	1021 change
A1-F18AC-WDM-010	REV	739 change
A1-F18AC-WRM-000	CHG 6	13 change/13 new
A1-F18AC-WRM-001	CHG 3	6 change/42 new
A1-F18AC-WRM-040	CHG 3	7 change
AT-820FT-S78-030	CHG 1	7 change
AT-901AC-S56-000	CHG 1	6 change
AT-908SG-S92-500	CHG 1	23 change

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) of IPDF for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each

	manual shall be prepared in Interleaf IDU format and shall also be delivered in Indexed Portable Document Format (IPDF) IAW NATEC Technical Manual Conversion Guidelines.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island, Code 3.1.8.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 3.1.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 3.1.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 3.1.8 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn: Code 3.1.8/Sharon Wicke, Bldg. 334-1
 P. O. Box 357058
SAN DIEGO, CA 92135-7058

A1	210 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Completion Date of all items: 270 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source Data
A1-412AC-140-030	Revision - 01 Feb 02	Change 1 - 15 Mar 03	MCR
A1-412AC-140-050	Revision - 01 Feb 02	Change 2 - 15 Nov 03	MCR
A1-412AC-140-060	Revision - 15 Feb 02	Change 1 - 01 Mar 03	MCR/TPDR
A1-412AC-140-090	Revision - 01 Feb 02	Change 1 - 01 Apr 03	MCR/mark-up
A1-412AC-140-250	Revision - 15 Apr 01	Change 1 - 15 Nov 03	Mark-up
A1-423AC-130-040	Revision - 01 Jun 02	Change 1 - 15 Mar 03	PCR
A1-F18AC-460-310	Revision - 01 Jul 00	Change 1 - 01 Apr 03	MCR
A1-F18AC-SRM-210	Revision - 01 Sep 98	Change 2 - 01 Feb 03	MCR/TPDR
A1-F18AC-SRM-211	Revision - 01 May 99	Change 1 - 01 Apr 03	MCR
A1-F18AC-SRM-220	Revision - 01 Aug 99	Change 2 - 01 Feb 03	IRAC #1 dtd 17OCT03 & TPDR

Publication No.	Basic Issue	Latest Change	Source Data
A1-F18AC-SRM-230	Revision - 01 Aug 99	Change 1 - 01 Apr 03	MCR/TPDR
A1-F18AC-WDM-000	Revision - 15 Apr 92	Change 5 - 01 Nov 02	TPDR/MCR
A1-F18AC-WDM-010	Revision - 15 Jun 92	Change 7 - 01 Nov 02	MCR/TPDR
A1-F18AC-WRM-000	Revision - 01 Oct 93	Change 5 - 15 Mar 03	MCR
A1-F18AC-WRM-001	Revision - 01 Oct 93	Change 2 - 15 Mar 03	MCR
A1-F18AC-WRM-040	Revision - 01 Oct 93	Change 2 - 01 Jun 03	TPDR
AT-820FT-S78-030	Revision - 01 Jul 02		IRAC #2 dtd 4DEC03.
AT-901AC-S56-000	Revision - 01 Aug 02		TPDR/MCR
AT-908SG-S92-500	Revision - 01 Jul 02		TPDR/MCR

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741506 Y5C8 251 00019 0 050119 2D 000000
 AMOUNT: \$114,232.25

PMA265AA1910

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Managerial, operational, analyses and technical support services as specified in Task Order 0023 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$582,831.58
				BASE FEE	\$23,313.26
				SUBTOTAL MAX COST + BASE	\$606,144.84
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$606,144.84

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF394/N6893604D0008 PURCHASE REQUEST NUMBER 0010101913		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount TAC: N826				\$17,295.15

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF394/N6893604D0008 PURCHASE REQUEST NUMBER 0010101913		Lot		\$ \$

MAX COST \$

BASE FEE \$

SUBTOTAL MAX COST + BASE \$

MAX AWARD FEE \$

TOTAL MAX COST + FEE \$

ACRN AA Funded Amount \$10,231.09
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000103	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF394/N6893604D0008 PURCHASE REQUEST NUMBER 0010101913		Lot		\$ \$

MAX COST \$

BASE FEE \$

SUBTOTAL MAX COST + BASE \$

MAX AWARD FEE \$

TOTAL MAX COST + FEE \$

ACRN AA Funded Amount \$41,395.73
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000104	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF394/N6893604D0008 PURCHASE REQUEST NUMBER 0010101913		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AB Funded Amount \$199,320.90
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000105	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF394/N6893604D0008 PURCHASE REQUEST NUMBER 0010101913		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AC Funded Amount \$197,774.89
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000106			Lot		\$ \$
	For Accounting Purposes Only				
	CPAF				
	MILSTRIP N0001904P7CF394/N6893604D0008				
	PURCHASE REQUEST NUMBER 0010101913				

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AD Funded Amount \$24,669.62
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000107			Lot		\$ \$
	For Accounting Purposes Only				
	CPAF				
	MILSTRIP N0001904P7CF394/N6893604D0008				
	PURCHASE REQUEST NUMBER 0010101913				

MAX COST	\$
BASE FEE	\$
SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AE Funded Amount \$115,457.47
TAC: N826

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
<hr/> SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$34,969.89
TOTAL MAX COST + FEE	\$34,969.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF				\$ \$

MAX COST	\$
BASE FEE	\$
<hr/> SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$997.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000202	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$590.25

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000203	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$2,388.21

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000204	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AB Funded Amount				\$11,499.28

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000205	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AC Funded Amount				\$11,410.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000206	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AD Funded Amount				\$1,423.25

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000207	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101913				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AE Funded Amount				\$6,661.01

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$4,627.94

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$132.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000402	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$78.11

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000403	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$316.06

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000404	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AB Funded Amount				\$1,521.82

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000405	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AC Funded Amount				\$1,510.02

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000406	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101913			\$	\$
				MAX COST	\$
	ACRN AD Funded Amount				\$188.35

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000407	For Accounting Purposes Only			\$	\$
	COST				
	PURCHASE REQUEST NUMBER 0010101913				
				MAX COST	\$
	ACRN AE Funded Amount				\$881.52

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0023 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	15,450	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$582,831.58 \$23,313.26 \$606,144.84
0002	Award Fee in support of CLIN 0001	01	LOT		\$34,969.89
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$4,627.94
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$645,742.67

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0023 (PRB 0845) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the

Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$645,742.67**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 15,450 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ S&T	
CATEGORY	HOURS
Data Technician (govt site)	b(4)
Sr. Program/Project Control Specialist	
Technical Publication Writer/Editor	
Technical Writer	
Sr Draftsman	
Jr Draftsman	
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 27 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature.

In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Carmelo Nicastro
NADEP
Cherry Point, NC 28533
Phone: 252-464-9101
E-mail: nicastrocw@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1731506 45BT 252 00019 0 050119 2D 000000 PMA207AB1081	\$73,424.45
AB 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA173	\$212,342.00
AC 1741506 45BT 252 00019 0 050119 2D 000000 PMA207AB3610	\$210,695.00
AD 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLAA93	\$26,281.22
AE 1741506 45BT 252 00019 0 050119 2D 000000 PMA207AB4610	\$123,000.00

PID/PR: 0010101913

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001 -- Estimated Cost	\$582,831.58
CLIN 0001 -- Base Fee	\$23,313.26
CLIN 0001 -- Est Cost plus Base Fee	\$606,144.84
CLIN 0002 -- Award Fee	\$34,969.89
CLIN 0004 -- Materials/ODC's	\$4,627.94
TOTAL ORDER AMOUNT	\$645,742.67

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0845 Task Order 0023
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

C-130 Series Aircraft Technical Manual Updates, Incorporation of Airframe Change Data, and In-House Contractor Support Services

SOW PROFILE:

Platform/Project:	C-130
Initial Period of Performance:	365 Days after T.O. award
Place(s) of Performance other than travel locations.	<u>Contractors Facility Havelock, NC</u> Government Facility, Cherry Pt., NC
Will contractor need assigned government spaces?	Yes In-House support contractor will occupy government spaces.
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Carmelo W. Nicastro, 3.3.1; 252-464-9101
TOCOR Mailing address:	Commanding Officer Naval Aviation Depot Attn: Code 3.3.1 PSC 8021 Cherry Point, NC 28533-0021
TOCOR Email:	<u>nicastrocw@navair.navy.mil</u>
TOCOR Fax:	252-464-5058
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	
List all Funding Appn/Yrs to be used:	FY04 OM&N and FY04 APN
Recommended RFP Response time:	14 days – (minimum 14 days)
Prior Support provided by:	Harry Kahn Assoc. N68936-01-D-007
Prior support expiration date	May 11, 2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	Yes, Material available for review at Cherry Point.
--	---

TRAVEL PROFILE: KNOWN TRIPS

N/A

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

XX	Yes	Profile is detailed in table below.
XX	No	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Plan of Action and Milestones	1 delivery 14 days After Award	C-130 Technical Data 3.3.1 Cherry Point, NC
Technical Publication Updates	Per Section F	C-130 Technical Data 3.3.1 Cherry Point, NC

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the C-130 program (delineated in TMCR section), and provide 1 man-year of In-house (Gov't Site) Data Management support for the C-130 technical publications team.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives,

	engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will

	encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.

SCHEDULE**Technical Manual Contract Requirement Work Statement**

Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes, revisions or new development will be in the same style and format as the original manuals unless otherwise identified. In addition to the changes and revisions, the contractor will provide one fully qualified data management specialist to work within the C-130 technical publications team, within the government facility for a period of 365 days from award. Technical requirements for the data manager are listed below.

Contractor will provide one fully qualified Data Manager, for one work year, to augment the C-130 Data Management team. The individual will work as an integral part of the technical publications team and perform Data Management functions/tasks following ISO and C-130 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the Data Management and dress requirements will match those required for NADEP employees in an office environment. Breaks and lunch hours will be scheduled to align with NADEP CP requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the complete master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages in a manner, which will facilitate accurate and expedient publication updates and revisions.

Researches and analyzes technical directives, Local Engineering Specifications, Local Process Specifications, Temporary Engineering Instructions, Design Change Notices, technical instructions and messages for COMNAVAIRLANT, COMNAVAIRPAC, COMNAVAIRSYSCOM, NAVAIRLOGCEN, NATEC, etc, to determine if the master data package must be modified.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Manual Change Releases to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Assists the assigned Fleet Support Team (FST) at Technical Manual Management Team (TMMT) Conferences In-Process reviews, verification and Integrated Logistics Support Team Meetings. Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews and approves the finished Direct Image Copy prior to forwarding the Defense Automated Printing Service Office.

Writes Interim Rapid Action Changes to correct technical publication problems that affect safety of flight.

Manual #	Page	Front matter	Foldouts	
GAB-6-1	4	1		Change
GAB-6-2	1	3		Change
GAB-6-3	27	8		Change
GAD-2-3	0	4		Change
GAD-2-5	8	4		Change
GAD-2-6	5	4		Change
GAD-2-8	2	3		Change
GAD-2-9	0	5		Change
GAD-2-11	342			Revision
GAD-2-12	10	10		Change
GAF-3S	123	6		Change
GAG-2-5	2	3		Change
GAG-2-8	310	7	13	Change
GAG-2-13	5	5	268	Change
GAG-4-1	55	3		Change
GAG-4-2	8	8		Change
GAG-4-6	3	2		Change
GAG-4-7	37	5		Change
GAG-4-8	42	3		Change
GAG-4-9	12	6		Change
GAH-2-8	305	5	17	Change
GAH-2-13	4	7	292	Change
GAH-4-1	2	2		Change
GAH-4-5	5	5		Change
GAH-4-6	32	3		Change
GAH-4-7	64	5		Change
GAH-4-10	40	3		Change
GAK-4	4	2		Change
GAA-0	57	4		Change
GAA-2-1	12	7		Change
GAA2-2	3	5		Change
GAA-2-3	0	8		Change
GAA-2-4	0	20		Change
GAA-2-5	22	10	10	Change
GAA-2-6	0	5		Change
GAA-2-7	16	6		Change
GAA-2-8	330	18	13	Change
GAA-2-9	9	5		Change
GAA-2-10	2	6		Change
GAA-2-11	6	5		Change
GAA2-12	0	6		Change
GAA-2-13	2	9	71	Change
GAA-2-14	65	7		Change
GAA-2-16	146	4	1	Change

GAA-2-17	150	4	Change
GAA-3	1732	0	Revision
GAA-36	1142	0	New Pub
GAA-4-1	3	8	Change
GAA-4-2		8	Change
GAA-4-3	13	8	Change
GAA-4-5	5	6	Change
GAA-4-6	45	9	Change
GAA-4-7	20	5	Change
GAA-4-8	35	6	Change
GAA-4-9		7	Change
GAA-4-10	50	10	Change
GAA-6	35	5	Change
GAA-6-1	24	1	Change
GAA-6-2	11	6	Change
GAA-6-3	151	9	Change
GAA-6-3ISO	49	5	Change
GAA-6-4	41	13	Change
GAA-6-4ISO	9	3	Change
GAA-6ISO	13	20	Change
GAA-9	562	6	Revision(Change of Format to Work Package Manual)
GAA9CL-1	0	0	Change
GAA-10	0	15	Change
totals	6212	401	885

(A) To be Furnished:

X	1. <u> 1 </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u> 4 </u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u> </u> copy(s) of the Validation Certificate.
X	4. Original and <u> </u> copy(s) of Record of Source Data Incorporation.
	5. Original and <u> </u> copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Plan of Action and Milestones due 14 days after award

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, P.O. Box 357031, Building 90 Distribution, San Diego, CA 9213507031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11 & 11 x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	<p>7. All new illustrations will be in the form of line drawings.</p> <ul style="list-style-type: none"> - 11 x 17 and smaller in PCX format - Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: C-130 Data Management Team.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C-130 FST Data Management Team for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Distribution Statement "C" as indicated in B.3

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (C-130FST Code) 3.3.1 _____.
 Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for each manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis::

(1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages = .03 x 100= 3% Reject
 1 page w/errors/100 total SD pages = .01 x 100 = 1% Accept

(2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (C-130FST.L 3.3.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (C-130FST.L 3.3.1). The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn; Code 3.3.1/C.W. Nicastro, Bldg. 163
 PSC 8021
 CHERRY POINT, NC 28533-0021

A1	Incrementally beginning 60 days after date of order
A2	Incrementally beginning 90 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval

	Aviation Depot, Cherry Point, NC, Code 3.3.1
A8	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 3.3.1.

Completion Date of all items: ___365___ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(C-130FST), has been assigned engineering cognizance of the technical manuals covered under this effort

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. The new technical manual, NA 01-75GAA-36, will be created from a marked-up (redlined) USAF technical manual in paper format. Digital files for the NA 01-75GAA-36 may become available at a later date.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
12

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0024	3. DATE OF ORDER/CALL 2004May11	4. REQ./ PURCH. REQUEST NO. 0010100135	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A
			8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$49,514.59	29. DIFFERENCES
---	--	--------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER
				35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support services as specified in Task Order 0024 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$37,623.08
				BASE FEE	\$1,504.92
				SUBTOTAL MAX COST + BASE	<u>\$39,128.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$39,128.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N0001904P7CF362/N6893604D0008 PURCHASE REQUEST NUMBER 0010100135		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$39,128.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
<hr/> SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$2,257.38
TOTAL MAX COST + FEE	\$2,257.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010100135		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
<hr/> SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$2,257.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel in support of CLIN 0001	1.00	Lot	\$5,605.31	\$5,605.31

MAX COST \$5,605.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only		Lot	\$	\$
	COST				
	MILSTRIP N0001904P7CF362/N6893604D0008				
	PURCHASE REQUEST NUMBER 0010100135				
				MAX COST	\$
	ACRN AA Funded Amount				\$5,605.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$2,523.90

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only		Lot	\$	\$
	COST				
	MILSTRIP N001904P7CF362/N6893604D0008				
	PURCHASE REQUEST NUMBER 0010100135				
				MAX COST	\$
	ACRN AA Funded Amount				\$2,523.90

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0024 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$37,623.08 \$1,504.92 \$39,128.00
0002	Award Fee in support of CLIN 0001	01	LOT		\$2,257.38
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$5,605.31
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$2,523.90
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$49,514.59

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0025 (PRB 0855) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$49,514.59**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions

of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

	ALUTIIQ	HOURS
CATEGORY		
Configuration Management Specialist		[b(4)]
TOTAL HOURS		

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2004 to 30 November 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Chris Blinn
 Naval Air Systems Command
 PMA 207.7L
 46990 Hinkle Circle, Bldg 419
 Patuxent River, MD 20670-1627
 Phone: (301) 757-8471
 E-mail: christine.blinn@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRLAA75
 Amount: \$49,514.59
 PID/PR: 0010100135
 FED: 11/30/04

Funding is allocated as follows:

Estimated Cost:	\$37,623.09
Estimated Base Fee:	\$1,504.92
Estimated Award Fee:	\$2,257.38
Estimated Travel:	\$5,605.31
Estimated Materials:	\$2,523.90
Estimated Total:	\$49,514.59

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

From	To	People	Days	Trips
Pax River, MD	Fort Worth, TX	1	5	2
Pax River, MD	Jacksonville, FL	1	5	2

PRB 0847 TO 0024

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	C-40 OOMA Baseline
Initial Period of Performance:	05/12/04 – 11/30/04
Place(s) of Performance other than travel locations.	NAVAIR HDQTRS
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Chris Blinn, PMA207.7L, (301) 757-8471
TOCOR Mailing address:	Naval Air Systems Command PMA 207.7L ATTN: Chris Blinn 46990 Hinkle Circle, Bldg 419 Patuxent River, MD 20670-1627
TOCOR Email:	Christine.blinn@navy.mil
TOCOR Fax:	(301) 342-0955
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1120 Manhours
List all Funding Appn/Yrs to be used:	FY 04 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	Mantech, Contract #
Prior support expiration date	04/11/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Site Implementation	Ft Worth, TX
Site Implementation	Jacksonville, FL

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Status Report	Monthly	NAVAIR, PMA 207.7L

ODC Profile: Unusual Other Direct Costs

PKI Certificate: \$ 126.88
 NMCI Portable Seat: \$ 2,226.19

SCOPE PROFILE:

C-40A OOMA Baseline Manager will update and manage the OOMA baseline to reflect current C-40A requirements. During this time both sites (FTW + JAX) should be converted to the new system from Legacy NALCOMIS.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.
X	D. Determine system/subsystem access privileges granted to various user classes and the permissible user activities.

	Establish and maintain user/device profiles in accordance with the established procedures.
X	(1) Provide planning assistance relative to system technology refreshment, system maintenance, continuity of operations, data protection, process re-engineering efforts, software licensing and system interface management.
X	(2) Assist in the incorporation of hardware technology refreshment and software upgrades.
X	(3) Coordinate system/equipment maintenance actions and problem report tracking.
X	(4) Provide system information and reports as requested by the Program Management Office, or other designated activity.
X	(5) Develop and maintain system process and procedures for administration of CMIS.
X	(6) Provide for the configuration management of the site's CMIS system, such as installation of approved system baseline changes and execution of site specific changes, including related facility/network/security services.
X	(7) Provide system overview/introductory familiarization as required.
X	(8) Provide technical support services to populate CMIS/IDE with data relative to ECP processing and management. Provide validation to ensure the completeness and accuracy of the data as it is entered.
X	(9) Provide technical support in the evaluation, design, development, testing and documentation of application enhancements for users with access to modification management tools. Provide recommendations in support of business process improvements and system migration to CMIS, the DoD's CM system of choice. Provide technical support services to populate MODMIS/IWSDB with data relative to ECP processing and management. Provide validation to ensure the completeness and accuracy of the data as it is entered.
X	(10) The contractor shall review, evaluate, update and/or maintain automated management information systems used for tracking, controlling and analyzing actions, status and progress, and maintaining configuration baselines, status accounting and document control.
	2. REQUIREMENTS. The contractor shall perform functions to enable efficient and customer-responsive operations at the site. These functions are described in five groups, which are not mutually exclusive:
X	A. Configuration services are concerned with assuring that CMIS (1) is operating under an approved baseline, including any site specific approved changes, (2) is operating under the protection of the mechanisms required to maintain system security and site security accreditation; (3) data is appropriately protected from unauthorized disclosure and contamination and is appropriately protected during transmission over the network, (4) equipment maintenance agreements and licensing are in place, (5) technology refreshment of hardware and software COTS has been adequately planned, (6) interfaces to other site applications and systems are being adequately managed, (7) operations support workforce is appropriate to meet work projections and is adequately trained, (8) process plans and procedures are in place for all support operations, (9) assistance is provided to support process re-engineering efforts, and (10) assistance is provided for accreditation..
X	B. Operations support is concerned with performing those functions related to the operation of CMIS including: data receipt, data entry, data integrity validation, reporting and customer support. Each aspect of the system operations support to be provided should be covered by a process plan or procedure.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by PMA 207.7L. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, PMA 207.7L shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is PMA 207.7L. The proper Mailing Address is:

Naval Air Systems Command
PMA 207.7L ATTN: C-40 APML
46990 Hinkle Circle, Bldg 419
Patuxent River, MD 20670-1627

:

A1	60 days after date of order
A2	300 days after date of order One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, North Island, Code 3.3.1 and one copy to NATSF Code 2.6.4

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Organizational, managerial, analyses and technical support services as specified in Task Order 0025 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work		Lot		\$ \$
				MAX COST	\$115,834.03
				BASE FEE	\$4,633.36
				SUBTOTAL MAX COST + BASE	\$120,467.39
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$120,467.39

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF MILSTRIP N6893604D0008 PURCHASE REQUEST NUMBER 0010102302		Lot		\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$103,257.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001		Lot		\$ \$

MAX COST	\$0.00
BASE FEE	\$0.00
<hr/> SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$6,950.04
TOTAL MAX COST + FEE	\$6,950.04

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010102302		Lot		\$ \$

MAX COST	\$
BASE FEE	\$
<hr/> SUBTOTAL MAX COST + BASE	\$
MAX AWARD FEE	\$
TOTAL MAX COST + FEE	\$

ACRN AA Funded Amount \$5,957.18

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0025 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	5200	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$115,834.03 \$4,633.36 \$120,467.39
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$6,950.04
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$127,417.43

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0025 (PRB 0855) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$109,214.94**. The allotted funding will cover approximately **86%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions

of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 5,200 direct labor hours. The estimated composition of hours is as follows:

	ALUTIIQ	HOURS
CATEGORY		
Library Technician		
Administrative Assistant		
TOTAL HOURS		5,200

[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 25 May 2004 to 30 September 2004.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Mike Warren
Naval Air Depot North Island
Code 33500, Bldg. 90-1
P.O. Box 357058
San Diego, CA 92135-7058
Phone: (619) 545-3897
E-mail: mike.warren@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0020 613ECKR33300

Amount: \$109,214.94

PID/PR: 0010102302

FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$99,286.31
Estimated Base Fee:	\$3,971.45
Estimated Award Fee:	\$5,957.18
Estimated Travel:	\$0.00
Estimated Materials:	\$0.00
Estimated Total:	\$109,214.94

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

PRB 0855 TO 0025

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Libraries
Initial Period of Performance:	12 May 2004 through 30 Sep 2004
<u>Place(s) of Performance other than travel locations.</u>	<u>NADEP NORTH ISLAND</u>
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Mike Warren, 3.3.3, (619) 545-3897
TOCOR Mailing address:	Naval Air Depot North Island Code 33500, Bldg. 90-1 P.O. Box 357058 San Diego, CA 92135-7058
TOCOR Email:	Mike.warren@navy.mil
TOCOR Fax:	(619) 545-4567
Task Order Effort Security Classification:	Unclass
General Level of Effort Expected	2.5 WY (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY04 Indirect
Recommended RFP Response time:	14 days
Prior Support provided by:	Team Qualtec, N68936-01-D-0007, TO 0194
Prior support expiration date	05/11/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: NOT APPLICABLE

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC Profile: **NOT APPLICABLE**

SCOPE PROFILE:

The Contractor shall provide Customer Service and Technical Data Support for the Technical Data Libraries of NADEP North Island in accordance with the following Task Profile. All services are to be performed in NADEP North Island facilities on NAS North Island, MCAS Miramar, or Camp Pendleton. The contractor shall not require access to classified technical data. The contractor is limited to the administrative processing of customer requests and the administrative update of technical data.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p> <p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>

X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management

	familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
X	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for

	incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNs signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
X	(4) The Contractor shall provide data conversion from electronic media to hardcopy or electronic distribution via a file server (government or contractor-provided as specified in Task Order) when required for data/media distribution/access.
X	(5) For automated library database information systems, the contractor shall perform periodic (e.g., daily) backups and polish to the Library database system to maintain database information integrity. The Contractor shall provide a periodic disaster backup file and store at a mutually agreed upon back-up site approved by the Government.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.

	D. Inventory
X	(1) The Contractor shall perform a joint (Contractor/Government) random inventory of all active documents. A periodic database inventory report will be generated and inventory format shall be barcode driven. In addition, a self-sighting SECRET inventory report by users shall be sent to all local engineering community personnel as copies identify as "borrowed" active (on-loan). Database inventory reporting shall reflect the joint sighting and any discrepancies shall be reported in accordance with current security regulations and requirements.
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(5) The Contractor shall provide courier service on a pre-approved schedule, to assist in data dissemination between libraries, other support offices such as the Post Office, Mail Room, other government data centers, etc.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems

X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
X	As appropriate, library data/media shall have distribution statements affixed to them.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Code 33500. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Code 33500 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Code 33500. The proper Mailing Address is:

Commanding Officer
 Naval Air Depot
 Attn; Code 3.3.3/Mike Warren, Bldg. 90-1
 P. O. Box 357058
 San Diego, CA 92135-7058

Completion Date of all items: 30 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Code 33500 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA

SECTION H – SPECIAL CONTRACT REQUIREMENTS: NOT APPLICABLE

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services		Lot		\$ \$
	CPAF - as specified in Task Order 0027 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
				MAX COST	\$341,383.36
				BASE FEE	\$13,655.34
				SUBTOTAL MAX COST + BASE	<u>\$355,038.70</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$355,038.70

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only		Lot		\$ \$
	CPAF				
	MILSTRIP N6312604P7ZZ111/N6893604D00008				
	PURCHASE REQUEST NUMBER 0010101563				
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	<u>\$</u>
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$355,038.70

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF - in support of CLIN 0001		Lot		\$ \$
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$20,483.00
				TOTAL MAX COST + FEE	\$20,483.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF PURCHASE REQUEST NUMBER 0010101563				\$ \$
				MAX COST	\$
				BASE FEE	\$
				SUBTOTAL MAX COST + BASE	\$
				MAX AWARD FEE	\$
				TOTAL MAX COST + FEE	\$
	ACRN AA Funded Amount				\$20,483.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$7,472.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101563			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$7,472.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Materials/ODC's COST - in support of CLIN 0001		Lot	\$	\$
				MAX COST	\$3,848.29

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST PURCHASE REQUEST NUMBER 0010101563			\$	\$
				MAX COST	\$
	ACRN AA Funded Amount				\$3,848.29

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0027 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	7600	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$341,383.36 \$13,655.34 \$355,038.70
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$20,483.00
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$7,472.05
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$3,848.29
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$386,842.04

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0027 (PRB 0858) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2003 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$386,842.04**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions

of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 5,200 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Functional System Analyst	b(4)
Systems Administrator	
Technical Writer	
TOTAL HOURS	7,600

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 17 May 2004 to 16 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C,
NAWCAD,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Gary Sunderland
 Naval Air Systems Command (AIR 3.3.5)
 Bldg 447 Suite 100A
 47060 McLeod Rd Unit 8
 Patuxent River, MD 20670-1626
 Phone: (301) 757-8821
 E-mail: gary.sunderland@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30F51113J
 Amount: \$386,842.04
 PID/PR: 0010101563
 FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$352,703.70
Estimated Base Fee:	\$13,655.34
Estimated Award Fee:	\$20,483.00
Estimated Total:	\$386,842.04

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

From	To	People	Days	Trips
San Diego, CA	New River, NC	1	5	1
San Diego, CA	Lakehurst, NJ	1	5	1
San Diego, CA	Pax River, MD	1	5	1
San Diego, CA	Jacksonville, FL	1	5	1
San Diego, CA	Pt. Mugu, CA	1	5	1

PRB 0858 Task Order 0027

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Business Process Reengineering
Initial Period of Performance:	05/12/04 – 05/11/05
Place(s) of Performance other than travel locations.	<u>NATEC, NAS North Island, CA</u>
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Gary Sunderland AIR 3.3.5 (301) 757-8821
TOCOR Mailing address:	Naval Air Systems Command (AIR 3.3.5) Bldg 447 Suite 100A 47060 McLeod Rd Unit 8 Patuxent River, MD 20670-1626
TOCOR Email:	Gary.sunderland@navy.mil
TOCOR Fax:	(310) 342-4260
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	7600 hours (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY04 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	TeamQualtec, Contract # N68936091-D-0007 to T.O. 0134 & 0149
Prior support expiration date	05/11/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Provide training, improve accuracy and reliability of site data in TMAPS and enhance overall understanding of the system	Various locations, including but not limited to China Lake CA, Point Mugu CA, Patuxent River MD, Jacksonville FL., Cherry Point NC, Lakehurst NJ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
a. System Overview / Executive Summary: including a brief history, functional description, primary user groups and system process, functional flow diagrams and a Plan of Action and Milestones.	No later than 2 months after Task Order award.	TOCOR NATEC (3.3.4/3.3.5)
Detailed Description Of Major Applications: to include tables accessed, data elements and indices and keys used to link tables. This description shall also include a description of data updates relative to posting technical manuals on the web, and allowable updates after the manual has been posted.	First 2 major applications shall be completed no later than 3 months after Task Order award. Remaining 30 applications shall be completed no later than 9 months after Task Order award.	TOCOR NATEC (3.3.4/3.3.5)
Detailed Functionality Of Each Major Application: and its links and impacts on other applications. Included in this requirement is a detailed system flow that shows application and table interrelationships, and describes this in detail.	First 10 major applications shall be completed no later than 5 months after Task Order award. Remaining 30 applications shall be completed no later than 9 months after Task Order award.	TOCOR NATEC (3.3.4/3.3.5)
Security Access Definition And Description: this documentation shall include the various "groups" that have update capability and how these groups are managed and updated with the security access applications.	Documentation for all major applications shall be completed no later than 10 months after Task Order award.	TOCOR NATEC (3.3.4/3.3.5)
Non-Disclosure Statement: as attached.	Due Date: 30 Days after Task Order award.	NATEC (3.3.4/3.3.5)
User's Guide, Handbook and Syllabus/Training Aides started under a previous task order shall be maintained/updated. Detailed data for the Source Data Module re-	Deliver not later than 10 months after Task Order award with interim updates on an as required basis (which may be prior to 10 mo.).	TOCOR NATEC (3.3.4/3.3.5) NADEP NI (3.3.5)

design is required. Training on these items plus the Pubs Plans, Budget Model, and ePOS at designated sites is also required.		
TMAPS Monthly Report: a TMAPS monthly report detailing progress against initial Plan of Action and Milestones, accomplishments, barriers/challenges, future plans, and recommendations	Monthly	TOCOR NATEC (3.3.4/3.3.5) NADEP NI (3.3.5)
Role-Based Management Strategies: for achieving role-based management of permissions and privileges by program and/or FST/IPT.	Deliver not later than 10 months after Task Order award with updates as changes occur.	TOCOR NATEC (3.3.4/3.3.5) NADEP NI (3.3.5)

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

The contractor shall perform the following technical tasks in the training, support, programming and documentation of TMAPS Program. The TMAPS Program tasking will be in coordination with NAVAIR 3.3 Competencies; PEOs, PMAs, FSTs, IPTs, LEMs, and other POCs as may be identified by the Navy.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical tasks in the training and support of training, support, programming and documentation of the TMAPS Program.</p> <ol style="list-style-type: none"> 1) The contractor shall establish interaction and communication with FST/IPTs in the area of training on the Users' Guide, Source Data Module for Data Managers, Logistics Element Managers, and other designated personnel as so identified by the TOCOR. 2) The contractor shall update and maintain the TMAPS Users Guide and Handbook to provide guidance to FST/IPTs, DMs, LEM's, and users. The task will include the modification/update of the Users Guide and Handbook to include development of new applications of the TMAPS program. 3) The contractor shall develop/update syllabus and training aides to provide instruction on the usage of the TMAPS Users Guide, Handbook and the Source Data Module. 4) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repository's with Meta-data updating the NATEC Web site using TMAPS. Provide data integrity by eliminating stand-a-lone in-house databases and maintaining a sanitized environment using TMAPS. 5) The contractor shall travel to NAVAIR facilities and DoD Contract Support facilities in support of the above requirements and the SDM re-design. This includes but is not limited to training of the SDM, Pubs Plans, Budget Module, ePOS, and other TMAPS related data at the following sites (as a minimum): China Lake, Point Mugu, North Island, Jacksonville, Cherry Point, Lakehurst, Pax River and Crane. 6) The contractor will provide APML Training as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes. 7) The contractor shall furnish a TMAPS monthly report detailing progress against initial Plan of Action and Milestones, accomplishments, barriers/challenges, future plans, and recommendations. 8) The contractor will develop documentation specific in nature to Software and Systems Applications for TMAPS configurations. 9) The contractor shall support the NATEC technical data web site by continuing to develop and update

systems overview/executive summary; system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables; detailed functional program operation specifications; and the above TMAPS Users Guide for system access and operation.

- 10) The contractor shall identify existing TMAPS permissions and privileges relating to function name and user view/update capability.
- 11) The contractor shall propose strategies for achieving role-based management of permissions and privileges by program and/or FST/IPT.
- 12) The contractor will provide website development for software applications enhancements such as HTML, SQL 7.0, ASP for NATEC Information Technology Programs. Contractor support will include analysis, design and web programming of assigned modules for TMAPS. The task will include planning and implementation of TMAPS Change Requests (TCRs), modification of existing applications in TMAPS and/or development of new applications as required.

B. Additional travel contemplated under this Task Order will be coordinated with the TOCOR and Site Leads at each facility. The primary justification for travel is to provide updated training, resolve issues peculiar to a site/user, and improve the continuity of TMAPS/SDM.

C. The contractor shall provide support to NATEC 3.3.4/5 for development of documentation for the NATEC technical data web site. The web site includes approximately 40 programs written using Active Server Pages (ASPs) that access a SQL7.0 database for technical data relative to Naval Aviation technical manuals. Documentation shall include a system overview / executive summary, system and application flow diagrams and show database table relations, including indices, keys and the applications that access the tables. Documentation shall also include detailed functional and program operation specifications. In addition, documentation shall include a user's guide for system access and operation. As the web-based systems evolve and change, the documentation shall be updated to reflect current system state.

All written documentation shall be provided in Microsoft Word format. Flow charts shall be provided in Microsoft PowerPoint format.

Qualifications Required: Contractor must possess a minimum of two years experience in developing web-based applications using ASP pages.

In addition, contractor must possess a minimum of two years experience writing web-based applications using relational databases such as SQL7.0. Contractor must possess a minimum of two years experience in documenting web-based applications, preferably in a government environment.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0029		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Jul 01		4. REQ./ PURCH. REQUEST NO. 0010104650		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> X PURCHASE <input type="checkbox"/>										
This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL \$12,688.70	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

SCHEDULE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		UNDEFINED		\$0.00	UNDEFINED
	Technical manual preparation and publishing FFP performed IAW Statement of Work-Attachment 1 FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006AB		61	Page	\$45.50	\$2,775.50
	Page changes to existing technical manuals FFP -digital to digital format FOB: Destination PURCHASE REQUEST NUMBER: 0010104650 ACRN AA CIN: 001010465000001				
					\$2,775.50

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AC		132	Page	\$75.10	\$9,913.20
	New pages in existing FFP technical manuals-digital format FOB: Destination PURCHASE REQUEST NUMBER: 0010104650 CIN: 001010465000001				
			ACRN AA	FUNDED AMOUNT	\$9,913.20

I. SCHEDULE OF SUPPLIES/SERVICES					
ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0006	Technical manual preparation & publication performed IAW Statement of Work-Attachment (1)				
0006AB	Page Changes to existing Technical Manuals – Digital to Digital Format	61	Pages	\$45.50	\$2,775.50
0006AC	New Pages in existing Technical Manuals – Digital Format	132	Pages	\$75.10	\$9,913.20
TOTAL					\$12,688.70

II. SCOPE

Prepare a change package for the F/A-18 technical manual listed in task order Statement of Work using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of the manual shall be prepared in Interleaf IDU format and delivered on a CD. There will be one In Process Review (IPR) to be held 5 months after start of work.

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 01 July 04 to 31 March 05.

V. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The contract COR is:

Sandy Burroughs, Code 3.0C

NAWCAD

22477 Peary Road, Bldg. 516

Patuxent River, MD 20670

(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Sharon Wicke, Code 3.1.8

Naval Air Depot

PO Box 357058

San Diego, CA 92135-7058

(619) 545-3909

VI. This order is **non-severable/non-recurring** and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1741506 Y1CF 252 00019 0 050119 2D 000000 PMA265DA1110

Amount: \$12,688.70

PID/PR: 0010104650

FED: 30 Sep 04

Funds will be applied as follows:

CLIN	ACRN	AMOUNT
0006AB	AA	\$2,775.50
0006AC	AA	\$9,913.20
TOTAL FUNDING		\$12,688.70

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0861 Task Order 0029
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	F/A-18
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	193 pages
List all Funding Appn/Yrs to be used:	FY 04 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	
Prior support expiration date	

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	Yes
---	-----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
---------	----------

N/A	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

SCOPE PROFILE:

Prepare a change package for the F/A-18 technical manual listed below using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of the manual shall be prepared in Interleaf IDU format and delivered on a CD. There will be one In Process Review (IPR) to be held 5 months after start of work.

Publication No.	Manual Title
A1-471AC-460-030	External Fuel Tank, FPU-6A and FPU-8A, Intermediate and Depot Maintenance with Illustrated Parts Breakdown

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities

	(CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000. a. One IPR to be held 5 months after start of work.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Prepare a Change to F/A-18 technical manual, A1-471AC-460-030, using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery shall be prepared in Interleaf IDU format and IPDF delivered on a CD. All illustrations shall be prepared as CGM and provided as a separate file. All illustrations shall be integrated with the test of the final editable copy.

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.

X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) of IPDF for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: Naval Air Depot, North Island
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6-point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format and shall also be delivered in Indexed Portable Document Format (IPDF) IAW NATEC Technical Manual Conversion Guidelines.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions, which arise in relation to technical manual content, shall be presented to: Naval Air Depot North Island, Code 3.1.8.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 3.1.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 3.1.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 3.1.8 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn: Code 3.1.8/Sharon Wicke, Bldg. 334-1
 P. O. Box 357058

San Diego, CA 92135-7058

A1	210 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Completion Date of all items: 270 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source Data
A1-471AC-460-030	Revision - 01 Aug 02	none	LES NI F18-060-03

Assumptions:

- Work Package Template will be provided by the NADEP TPOC by date of order
- Delivery of IPDF on a CD is not required for this project
- Illustrations will be scanned and embedded as Raster images within the Interleaf file. CGM Illustrations are not required for this task as stated in the SOW.
- As a FFP PRB, no additional CDRLs are required
- Based on our evaluation of the engineering source material (LES) for this project, the number of changed and new pages by CLIN are as follows: CLIN 0006 AB 61 pages, CLIN 0006 AC 132 pages for a total of 193 pages vice 183 pages as stated in the SOW
- Delivery schedule is dependent upon source data being supplied to the subcontractor by date of order.

Exceptions:

- If Work Package Template is not provided by the customer, or if such template requires modification, the contractor will develop or update the Template at additional cost to the government.
- If page counts exceed those stated in PRB 0861, Task Order 0029, a modification will be issued to cover the cost of the additional pages produced
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741506 Y1CF 252 00019 0 050119 2D 000000

COST CODE: PMA265DA1110

AMOUNT: \$12,688.70

CIN 001010465000001: \$12,688.70

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF
10

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0030	3. DATE OF ORDER/CALL 2004May12	4. REQ./ PURCH. REQUEST NO. 0010101090	5. PRIORITY
--	-------------------------------------	------------------------------------	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)
--	----------------	--	----------------	--

9. CONTRACTOR ALUTIIQ SECURITY & TECHNOLOGY, LLC RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER & MOCAS SOUTH ENTITLEMENTS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated _____ Furnish the following on terms specified herein.
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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  BY: SHARON SCHUMANN CONTRACTING / ORDERING OFFICER	25. TOTAL \$94,248.20	29. DIFFERENCES
---	--	--------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
---	--	--------------------	--------------	---------------------------------

36. I certify this account is correct and proper for payment. DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	35. BILL OF LADING NO.
---	--	-------------	------------------	------------------------

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)		Lot		\$
				MAX COST	\$79,329.26
				BASE FEE	\$3,173.17
				SUBTOTAL MAX COST + BASE	\$82,502.43
				TOTAL MAX COST + FEE	\$82,502.43

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF MILSTRIP N0001904P2PF067/N6893604D0008 PURCHASE REQUEST NUMBER 0010101090 ACRN AA Funded Amount		Lot		\$
					\$82,502.43

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award fee in support of CLIN 0001		Lot		\$
				MAX AWARD FEE	\$4,759.76
				TOTAL MAX COST + FEE	\$4,759.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF PURCHASE REQUEST NUMBER 0010101090 ACRN AA Funded Amount		Lot		\$
					\$4,759.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$3,137.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010101090 ACRN AA Funded Amount		Lot	\$	\$
					\$3,137.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Material/ODC's in support of CLIN 0001		Lot	\$	\$ NTE
				MAX COST	\$3,848.28

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST PURCHASE REQUEST NUMBER 0010101090 ACRN AA Funded Amount		Lot	\$	\$
					\$3,848.28

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0030 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$79,329.26 \$3,173.17 \$82,502.43
0002	Award Fee in support of CLIN 0001	01	LOT		\$4,759.76
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$3,137.73
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$3,848.28
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$94,248.20

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiiq and the Government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0030 (PRB 0865) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$94,248.20**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions

of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ S&T	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 11 May 05.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Lt Col Nick Smith
NAWC-AD
Patuxent River, MD 20670
Phone: 301-757-5416
E-mail: nick.smiyh@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL1158

Amount: \$96,248.20

PID/PR: 0010101090

FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$79,329.26
CLIN 0001-- Base Fee	\$ 3,173.17
CLIN 0001 -- Est Cost plus Base Fee	\$82,502.43
CLIN 0002 -- Award Fee	\$ 4,759.76
CLIN 0003 -- Travel	\$ 3,137.73
CLIN 0004 -- Material	\$ 3,848.28
TOTAL ORDER AMOUNT	\$94,248.20

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Pax River, MD	Yuma, AZ	1	1	5
Pax River, MD	Cherry Point, NC	1	2	5

SECTION C Descriptions and Specifications

3.3 Technical/Management Logistics Support Services**Alutiiq – N68936-04-D-0008**

**PRB 0865 Task Order 0030
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

SOW PROFILE:

Platform/Project:	AV-8B
Initial Period of Performance:	5/12/04 - 5/11/05
Place(s) of Performance other than travel locations.	<u>NAVAIR Patuxent River, MD</u>
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.06
List all Funding Appn/Yrs to be used:	FY 04 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	TEAMQALTEC, Contract # N68936-01-D-0007 T.O. 0188
Prior support expiration date	5/11/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	-----------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Baseline Review	Cherry Point, NC
Baseline Review	Cherry Point, NC
Baseline Review	Yuma, AZ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

This Task Order (TO) Statement of Work (SOW) defines the effort required for Aircraft Baseline sustainment support for those platforms that have established NALCOMIS Optimized Organizational Maintenance Activity (OOMA) and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval Air Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government data systems and sources:

- AV-8B and TAV-8B OOMA/CMIS servers
- FEDLOG/HAYSTACK
- IETMs
- Technical Manuals
- NAVICP Asset Availability Website
- Maintenance Plans (as required)
- SERMIS (as required)
- NATEC Website
- TDSA (for Baseline Manager access to NA 00 500C)

GOVERNMENT FURNISHED EQUIPMENT (FFE)/MATERIAL (GFM): GOVERNMENT FURNISHED EQUIPMENT/MATERIAL: The Government will provide a contractor workspace and equipment for OOMA/CMIS Baseline Managers in Building 516, Patuxent River MD Naval Air Warfare Center - Aircraft Division. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval personnel.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i>
	<p>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	<p>1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:</p>
X	<p>A. Exercise responsibility for managing the daily operations of CMIS.</p>
X	<p>B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.</p>
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p style="margin-left: 40px;"><i>a. The contractor shall coordinate with NATEC/applicable FST on recommended Work Unit Codes (WUCs) additions and deletions.</i></p> <p style="margin-left: 40px;"><i>b. The contractor shall coordinate with SPA WAR System Center Norfolk on recommended Position Sensitive Indicator (PSI) additions and changes.</i></p> <p style="margin-left: 40px;"><i>c. The contractor shall interface with the applicable aircraft PMAs, Fleet Support Teams (FST), and NATEC. The Government will provide Points of Contact.</i></p> <p style="margin-left: 40px;"><i>d. The Prime contractor shall submit via email request for travel NLT two working days prior to travel to the TPOC for approval. The TPOC or his representative will approve all travel in advance. The contractor shall provide a trip report via email to the Government whenever travel is performed in relation to this project. The trip report shall contain the following: purpose, dates, locations, personnel visited, major accomplishments, and follow-up activities that are required as a result of the trip. In addition, trips for the purpose of Site Readiness Reviews shall include a detailed report and findings.</i></p> <p style="margin-left: 40px;"><i>e. The contractor shall travel to the initial fleet OOMA install site and support OOMA implementation team as required.</i></p> <p style="margin-left: 40px;"><i>f. The contractor shall travel to the FST support site for review/analysis of platform source data as required.</i></p> <p style="margin-left: 40px;"><i>g. The following information shall be included monthly progress reports:</i></p> <ul style="list-style-type: none"> • <i>Baseline Deficiency Trouble Report (BDTR) changes made to the baseline</i> • <i>Non-BDTR changes made to the baseline</i> • <i>The contractor shall develop and submit TPDR's via the NATEC Web Site. The</i>

	<p><i>contractor shall print and include a copy of each TPDR submitted as part of the Monthly Progress Report.</i></p> <ul style="list-style-type: none"> • <i>Meeting notes from meeting attended during the report period.</i> • <i>All changes to the OOMA Baseline shall be submitted through the NA WCAD OOMA baseline quality assurance process.</i> <p><i>h. The contractor shall attend bi-monthly AME Team Meeting.</i></p> <p><i>i. The contractor shall attend semi-annual Baseline Manager IPT meeting.</i></p> <p><i>j. The contractor shall attend olatform TDSA review chaired by AIR 3.1.8.</i></p>
--	---

SCHEDULE

Technical Manual Contract Requirement Work Statement

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

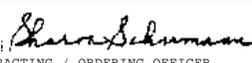
SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0031		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Jul 13		4. REQ./ PURCH. REQUEST NO. 0010104993		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> X PURCHASE <input type="checkbox"/>										
This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL \$1,653,330.86	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER					
					35. BILL OF LADING NO.					
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF Operational, managerial, analysis and technical support efforts in accordance with Statement of Work- Attachment (1) (excluding travel, material and ODC's) FOB: Destination	1	Lot		
				MAX COST	\$1,504,419.73
				BASE FEE	\$42,565.99
				SUBTOTAL MAX COST + BASE	\$1,546,985.72
				TOTAL MAX COST + FEE	\$1,546,985.72

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY	
CIN: 001010499300002	ACRN AA	\$512,652.49
PURCHASE REQUEST NUMBER: 0010104993		

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001 FOB: Destination	1	Lot	UNDEFINED	UNDEFINED
				MAX AWARD FEE	\$99,320.64
				TOTAL MAX COST + FEE	\$99,320.64

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY	
CIN: 001010499300002	ACRN AA	\$32,913.67
PURCHASE REQUEST NUMBER: 0010104993		

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Material/ODC's in support of CLIN 0001 FOB: Destination	1	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$7,024.50

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY	
CIN: 001010499300002	ACRN AA	\$2,327.83

PURCHASE REQUEST NUMBER: 0010104993

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0031 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	49,340	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$1,504,419.73 \$42,565.99 \$1,546,985.72
0002	Award Fee in support of CLIN 0001	01	LOT		\$99,320.64
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$7,024.50
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$1,653,330.86

PRICING REVISION NOTICE

This clause is incorporated into and agreed to by Alutiq and the government Contracting Officer/Ordering Officer for the purpose of facilitating the negotiation of task order 0031 (PRB 0875) of contract N68936-04-D-0008, and any subsequent task order modifications. This task order is being issued as an interim measure, during the period of time that Defense Contract Audit Agency (DCAA) performs a review of direct labor rates and indirect rates for the year 2004 for Alutiq Security and Technology, LLC.

At the conclusion of the DCAA review, and upon the contracting officer's receipt of the DCAA recommendations, it is understood and agreed by Alutiq that the task order value will be revised.

The resulting revision of the task order value will be incorporated into the task order by written modification. This clause does not affect either parties' rights under any other terms or conditions of the basic contract.

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$547,893.99**. The allotted funding will cover approximately 33% of the total effort and **will cover the period from 14 July 2004 through 30 November 2004. FY 05 funding will be provided to fund 1 December 2004 through 13 July 2005. If the additional funding is not provided by 30 November 2004, this task order will terminate on that date.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 49,340 direct labor hours. The estimated composition of hours is as follows:

ANTEON CORPORATION	
CATEGORY	HOURS
Logistics Manager	(b)(4)
Jr Draftsman	
Technical Writer	
Data Management Specialist (Govt Site)	
Data Analyst	
Administrative Assistant (Journeyman)	
Data Technician	
Computer Operator	
Editorial Clerk	
Data Entry Clerk	
Total	49,340

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 14 July 2004 to 13 July 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Kim Sharp, Code 3.3.1
NADEP
PCS Box 8021
Cherry Point, NC 28533-0021
Phone: 252-464-5552
E-mail: sharpkk@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 251 00019 0 050119 2D 000000 AIR30PRL1836
Amount: \$547,893.99
PID/PR: 0010104993
CIN: 001010499300002
FED: 09/30/04

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$498,546.63
CLIN 0001-- Base Fee	\$14,105.86
CLIN 0001 -- Est Cost plus Base Fee	\$512,652.49
CLIN 0002 -- Award Fee	\$32,913.67
CLIN 0004 -- Materials	\$2,327.83
TOTAL FUNDED AMOUNT	\$547,893.99

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

Task Order 0031 PRB 0875
3.0 TEAM Logistics Task Order (TO)
Draft Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	H-1 Technical Publications and Drawings
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	Contractor Facility/ NAVAIR DEPOT Cherry Point
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	23 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	PRL, APN, O&M,N FY 04/FY05
Recommended RFP Response time:	7 days
Prior Support provided by:	TeamQualtec # N68936-01-D-0007
Prior support expiration date	5/11/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Updated Technical Publications	Incrementally starting 60 days after task order award	Agency, Code AIR-3.3.1
Updated Engineering Drawings	Draft 1 week after initial meeting, final 1 week after govt approval	Agency, Code AIR-3.3.1

3.3 Technical/Management Logistics Support Services

ALUTIIQ SECURITY & TECHNOLOGY, LLC N68936-04-D-0008

PRB 0875 Task Order 0031

3.0 TEAM Logistics Task Order (TO)

Part (1) Statement of Work (SOW) for PRB-0875

Scope: In response to tasking by the H-1 Technical Data Managers (TDMs) in the NAVAVNDEPOT Cherry Point Fleet Support Team (FST), the contractor shall provide technical writing, scanning and conversion, and editorial services to support development of and updates/revisions to technical documentation required for maintenance of aircraft, engines and components under the cognizance of the H-1 Program at NAVAVNDEPOT Cherry Point. Subject Technical documentation to include Technical Publications and Drawings. Deliveries and performance of the task shall be in accordance with the below Statement of Work and the TMCR identified in PRB-0875

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.

3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.

1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in **Attachment B, B-1, and B-2 of the Statement of Work (SOW)**. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in **Attachment B** of the SOW are the issues listed

in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, **and** ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the

contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

C. Computer Graphics Metafile (CGM)

D. CAL5 Type IV MIL-PRF-28002

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:

Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.

Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.

Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.

Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.

Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.

Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work

7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

(A) To be Furnished:

1. 1 set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. 2 CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
3. Original and _____ copy(s) of the Validation Certificate.
4. Original and _____ copy(s) of Record of Source Data Incorporation.
7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

1. Task will be performed for COMMANDING OFFICER, NAVAIR DEPOT, PSC BOX 8021, CODE 3.3.1, CHERRY POINT N.C. 28533-0021

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date).

Other requests for this document shall be referred to: COMMANDING OFFICER, NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICES COMMAND, NAVAL AIR STATION NORTH ISLAND, P.O. BOX 357031, BLDG 90 DISTRIBUTION, SAN DIEGO, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
5. Proof copies shall be prepared in accordance with best commercial practices.
6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: In MS Word format with CD labeled with manual number and date.
7. All new illustrations will be in the form of line drawings.
8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Navair Depot, PSC Box 8021 Code 3.3.1 Attn: Kim Sharp
9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations .
10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NATEC Via Cherry Point Code 3.3.1 for resolution.
11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by CFA Code 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA Code 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR DEPOT Cherry Point. The proper Mailing Address is:

Commanding Officer
 NAVAIR Depot
 Attn: Code 3.3.1/Kim Sharp
 PSC Box 8021

A1	Incrementally, beginning 60 days after task order award.
A2	Incrementally, beginning 90 days after task order award
A3	Draft, 1 week after initial meeting, Final 1 week after Gov't approval.

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAIR DEPOT CHERRY POINT, Code 3.3.1 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Publication List Attached

AH-1W MANUALS

1. NA01-H1AAC-2-1
TITLE GENERAL INFORMATION
PAGE COUNT= 164
2. NA01-H1AAC-2-2
TITLE AIRFRAME AND LANDING GEAR
PAGE COUNT= 552
3. NA01-H1AAC-2-3.1
TITLE PRINCIPLE OF OPERATIONS
POWER PLANT AND RELATED SYSTEMS
PAGE COUNT= 94
4. NA01-H1AAC-2-3.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
POWER PLANT AND RELATED SYSTEMS
PAGE COUNT= 138 DOUBLE PAGES= 276
5. NA01-H1AAC-2-3.3
TITLE POWER PLANT AND RELATED SYSTEMS
MAINTENANCE PROCEDURES
PAGE COUNT= 782
6. NA01-H1AAC-2-4
TITLE DRIVE SYSTEMS
PAGE COUNT= 390
7. NA01-H1AAC-2-5
TITLE FLIGHT CONTROLS
PAGE COUNT= 494
8. NA01-H1AAC-2-6
TITLE MAIN ROTOR SYSTEM
PAGE COUNT= 196
9. NA01-H1AAC-2-7
TITLE TAIL ROTOR SYSTEM
PAGE COUNT= 100
10. NA01-H1AAC-2-8
TITLE HYDRAULIC SYSTEMS
PAGE COUNT= 536
11. NA01-H1AAC-2-9
TITLE UTILITY SYSTEMS
PAGE COUNT= 330

12. NA01-H1AAC-2-10.1
TITLE PRINCIPLES OF OPERATION
INSTRUMENT SYSTEMS
PAGE COUNT= 80
13. NA01-H1AAC-2-10.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
INSTRUMENT SYSTEMS
PAGE COUNT= 180 Double Pages= 360
14. NA01-H1AAC-2-10.3
TITLE INSTRUMENT SYSTEMS
PAGE COUNT= 120
15. NA01-H1AAC-2-11.1
TITLE PRINCIPLES OF OPERATION
ELECTRICAL SYSTEMS
PAGE COUNT=(REGULAR= 244, FOLDOUTS= 136) 380
16. NA01-H1AAC-2-11.2.1 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
PAGE COUNT= 266 DOUBLE PAGES= 532
17. NA01-H1AAC-2-11.2.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
TOTAL PAGES= 236 DOUBLE PAGES= 472
18. NA01-H1AAC-2-11.2.3 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
TOTAL PAGES= 296 DOUBLE PAGES= 592
19. NA01-H1AAC-2-11.3
TITLE ELECTRICAL SYSTEMS MAINTENANCE PROCEDURES
TOTAL PAGES= 740
20. NA01-H1AAC-2-12.1
TITLE PRINCIPLES OF OPERATIONS
ARMAMENT SYSTEMS
TOTAL PAGES=(REGULAR=362, FOLDOUTS=22) 384

21. NA01-H1AAC-2-12.2.1
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 290
22. NA01-H1AAC-2-12.2.2
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT=(REGULAR=370, FOLDOUTS=48) 418
23. NA01-H1AAC-2-12.2.3
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 340
24. NA01-H1AAC-2-12.2.4 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 90 DOUBLE= 180
25. NA01-H1AAC-2-12.3
TITLE ARMAMENT SYSTEMS MAINTENANCE
PAGE COUNT= 558
26. NA01-H1AAC-2-12.4
TITLE ILLUSTRATED PARTS BREAKDOWN
ARMAMENT SYSTEMS
PAGE COUNT= 264
27. NA01-H1AAC-2-13 (11X17)
TITLE STABILITY AND CONTROL AUGMENTATION
SYSTEM (SCAS)
PAGE COUNT= 88 DOUBLE= 176
28. NA01-H1AAC-2-14.1
TITLE PRINCIPLES OF OPERATION
AVIONICS EQUIPMENT
PAGE COUNT= 298
29. NA01-H1AAC-2-14.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
AVIONICS EQUIPMENT
PAGE COUNT= 462 DOUBLE= 924
30. NA01-H1AAC-2-14.3
TITLE AVIONICS EQUIPMENT
PAGE COUNT= 584

31. NA01-H1AAC-2-15.1
TITLE WIRING LISTS
PAGE COUNT= 448
32. NA01-H1AAC-2-15.2
TITLE WIRING LISTS (ELECTRICAL SCHEMATICS)
PAGE COUNT=(REGULAR 10, FOLDOUTS=342) 352
33. NA01-H1AAC-2-15.3
TITLE WIRING LISTS (ELECTRICAL SCHEMATICS)
PAGE COUNT=(REGULAR 10, FOLDOUTS=496) 506
34. NA01-H1AAC-2-16
TITLE CONDITIONAL INSPECTION REQUIREMENTS
PAGE COUNT= 80
35. NA01-H1AAC-2-17
TITLE WIRING SYSTEMS REPAIR
PAGE COUNT= 1486
36. NA01-H1AAC-2-18
TITLE COMMUNICATIONS SECURITY SYSTEMS
CERTIFICATION PROCEDURES
PAGE COUNT= 108
37. NA01-H1AAC-2-19
TITLE T & T FIRE CNTRL SUBSYSTEM, HELO ARMAMENT
AN/AWS-1(V) 1 NIGHT TARGETING SYSTEM (NTS)
PAGE COUNT= 456
38. NA01-H1AAC-3.1
TITLE STRUCTURAL REPAIR
PAGE COUNT= 932
39. NA01-H1AAC-3.2
TITLE STRUCTURAL REPAIR
PAGE COUNT= 1266
40. NA01-H1AAC-3.3
TITLE STRUCTURAL REPAIR
PAGE COUNT= 1102
41. NA01-H1AAC-4
TITLE NUMERICAL INDEX / REFERENCE NUMBERS
PAGE COUNT= 210

42. NA01-H1AAA-9
TITLE AIR TRANSPORTABILITY (AH-1T / AH-1W)
PAGE COUNT= 140
43. NA01-H1AAC-6
TITLE PERIODIC MAINTENANCE INFORMATION CARDS
PAGE COUNT= 82
44. NA01-H1AAC-6-1
TITLE TURNAROUND CHECKLIST
PAGE COUNT= 10
45. NA01-H1AAC-6-2
TITLE DAILY MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 60
46. NA01-H1AAC-6-3
TITLE SPECIAL/CONDITIONAL/PRESERVATION/
ASPA MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 234
47. NA01-H1AAC-6-4
TITLE PHASED MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 390
48. NA01-H1AAC-WUC-8
TITLE WORK UNIT CODE MANUAL
PAGE COUNT= 120 (NATEC HAS COG)
49. A1-T700A-IPB-400
TITLE TURBOSHAFT ENGINE IPB
PAGE COUNT= (UNKNOWN)
50. A1-T700A-MMI-200
TITLE TURBOSHAFT ENGINE INTERMEDIATE MAINT.
PAGE COUNT= (UNKNOWN)
51. A1-T700A-MRC-200
TITLE QUICK ENGINE CHANGE ASSEMBLY, MRC'S
PAGE COUNT= (UNKNOWN)

UH/HH-1N MANUALS

1. NA01-110HC-0
TITLE WEAPONS SYSTEM TECHNICAL
DOCUMENTATION LIST
PAGE COUNT= 150
2. NA01-110HCE-2-1
TITLE GENERAL INFORMATION AND CONDITIONAL
INSPECTIONS
PAGE COUNT= 260
3. NA01-110HCE-2-2
TITLE AIRFRAMES AND LANDING GEAR
PAGE COUNT= 140
4. NA01-110HCE-2-3
TITLE POWER PLANTS AND RELATED SYSTEMS
PAGE COUNT= 360
5. NA01-110HCE-2-3.1
TITLE POWER PLANT GROUND OPERATION AND
CONDITIONING MANUAL
PAGE COUNT= 216
6. NA01-110HCE-2-4
TITLE POWER TRAIN SYSTEM
PAGE COUNT= 180
7. NA01-110HCE-2-5
TITLE FLIGHT CONTROLS AND HYDRAULIC SYSTEMS
PAGE COUNT= 260
8. NA01-110HCE-2-6
TITLE MAIN AND TAIL ROTOR GROUPS
PAGE COUNT= 220
9. NA01-110HCE-2-7
TITLE UTILITY SYSTEMS
PAGE COUNT= 160
10. NA01-110HCE-2-8
TITLE ARMAMENT SYSTEMS
PAGE COUNT= 49
11. NA01-110HCE-2-9

- TITLE ELECTRONIC COUNTERMEASURE SYSTEMS
PAGE COUNT= 170
12. NA01-110HCE-2-10
TITLE INSTRUMENTS
PAGE COUNT= 110
13. NA01-110HCE-2-11
TITLE ELECTRICAL SYSTEMS
PAGE COUNT= 310
14. NA01-110HCE-2-12
TITLE AVIONICS SYSTEMS
PAGE COUNT= (REGULAR=460, FOLDOUTS=40) 500
15. NA01-110HCE-2-12-1
TITLE AVIONICS COMMUNICATIONS NAVIGATION UPGRADE
PAGE COUNT= (REGULAR & FOLDOUTS) 900
16. NA01-110HCE-2-13
TITLE WIRING DIAGRAMS
PAGE COUNT= (REGULAR= 90 , FOLDOUTS= 916) 996
17. NA01-110HCE-2-14
TITLE AIRCRAFT BATTLE DAMAGE REPAIR
UH-1N / HH-1N HELICOPTERS
PAGE COUNT= 223
18. NA01-110HCE-2-15
TITLE INTERMEDIATE MAINTENANCE INSTRUCTIONS
PAGE COUNT= 680
19. NA01-110HCE-2-16
TITLE COMMUNICATIONS SECURITY SYSTEMS
CERTIFICATION PROCEDURE (ORG)
PAGE COUNT= 163
20. NA01-110HCE-3
TITLE STRUCTURAL REPAIR
PAGE COUNT= 630
21. NA01-110HCE-4-1
TITLE NUMERICAL INDEX AND REFERENCE
DESIGNATION INDEX
PAGE COUNT= 240

22. NA01-110HCE-4-2
TITLE AIRFRAME AND LANDING GEAR
PAGE COUNT= 264
23. NA01-110HCE-4-3
TITLE POWER PLANT AND RELATED SYSTEMS
PAGE COUNT= 196
24. NA01-110HCE-4-4
TITLE POWER TRAIN SYSTEM
PAGE COUNT= 100
25. NA01-110HCE-4-5
TITLE FLIGHT CONTROLS AND HYDRAULIC SYSTEMS
PAGE COUNT= 212
26. NA01-110HCE-4-6
TITLE MAIN AND TAIL ROTOR GROUPS
PAGE COUNT= 60
27. NA01-110HCE-4-7
TITLE UTILITY SYSTEMS
PAGE COUNT= 80
28. NA01-110HCE-4-8
TITLE ARMAMENT SYSTEMS
PAGE COUNT= 46
29. NA01-110HCE-4-9
TITLE ELECTRONIC COUNTERMEASURE SYSTEMS
PAGE COUNT= 210
30. NA01-110HCE-4-10
TITLE INSTRUMENTS
PAGE COUNT= 80
31. NA01-110HCE-4-11
TITLE ELECTRICAL SYSTEMS
PAGE COUNT= 280
32. NA01-110HCE-4-12
TITLE AVIONICS
PAGE COUNT= 274
33. NA01-110HCE-6

- TITLE PERIODIC MAINTENANCE INFORMATION CARDS
PAGE COUNT= 64
34. NA01-110HCE-6-1
TITLE TURNAROUND CHECKLIST
PAGE COUNT= 12
35. NA01-110HCE-6-2
TITLEⁱ DAILY MAINTENANCE REQUIREMENT
CARDS
PAGE COUNT= 70
36. NA01-110HCE-6-3
TITLE DAILY / SERVICING / SPECIAL / CONDITIONAL /
PRESERVATION / ASPA / MAINTENANCE
REQUIREMENTS CARDS
PAGE COUNT= 280
37. NA01-110HCE-6-4
TITLE PHASED MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 340
38. NA02B-20AA-4
TITLE T-400 ENGINE TURBOSHAFT MANUALS
ILLUSTRATED PARTS BREAKDOWN
PAGE COUNT= 370
39. NA02B-20AA-6-1
TITLE T -400 TWIN POWER SECTION
INTERMEDIATE MAINTENANCE
PAGE COUNT=300
40. NA02B-20AA-6-2
TITLE T-400 TWIN POWER SECTION
DEPOT MAINTENANCE
PAGE COUNT=660
41. NA02B-20AA-6-3
TITLE T-400 BASIC ENGINE MAINTENANCE REQUIREMENT CARDS
PAGE COUNT=24
42. NA02A-20AA-6-4
TITLE T-400 COMPLETE ENGINE REPAIR REQUIREMENTS
PAGE COUNT=460
43. COMBINED "INTERMEDIATE" & "DEPOT" LEVEL PUBLICATIONS
TITLES "VARIOUS"

PAGE COUNT= (EST. 242 MANUALS @160 PAGES PER MANUAL)= 38,720

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

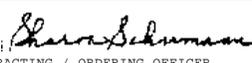
AA: 1741804 4U4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1836

AMOUNT: \$547,893.99

CIN 001010499300002: \$547,893.99

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0032		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Aug 12		4. REQ./ PURCH. REQUEST NO. 0010108529		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> X PURCHASE <input type="checkbox"/>										
This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL \$47,670.00	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0879 Task Order 0032
NORIS-04-003
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	CASS
Initial Period of Performance:	6 months after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1,050 pages
List all Funding Appn/Yrs to be used:	FY 04 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	None
Prior support expiration date	N/A

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

Prepare either a Change or Revision for the CASS technical manuals listed below using Interleaf software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

Publication No.	Manual Title
16-30USM636-2-2	INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN, SHOP REPLACEABLE ASSEMBLIES

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives,

	engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
---	--

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change all Reference Designators to Courier font and all other text in Illustrations to Helvetica. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. All illustrations shall be integrated with the test of the final editable copy.

Publication No.	Task	Estimated Pages
16-30USM636-2-2	CHG 2	1,050 change

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island, Code 3.1.2.3.
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 3.1.2.3 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 3.1.2.3. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 3.1.2.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer
Naval Aviation Depot
Attn: Code 3.1.2.3/Dean Nelson, Bldg. 334-1
P. O. Box 357058
SAN DIEGO, CA 92135-7058

A1	186 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Completion Date of all items: 186 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest	Source Data
		Change	
16-30USM636-2-2	Revision - 01 Apr 03		Interleaf Publisher file in IDU format.

Publication No.	Basic Issue	Latest Change	Source Data
16-30USM636-2-2	Revision - 01 Apr 03		Adobe Illustrator files

Assumptions:

- As a FFP PRB, no additional CDRLs are required
- Delivery schedule is dependent upon source data being supplied to the subcontractor by date of order.
- If page counts or illustrations exceed those stated in PRB 0879, Task Order 0032, a modification will be issued to cover the cost of the additional pages produced.
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

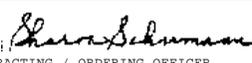
AA: 97X4930 NH2C 252 77777 0 054219 2F 000000

COST CODE: 6001686BE300

AMOUNT: \$47,670.00

CIN 001010852900001: \$47,670.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0034		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Sep 01		4. REQ./ PURCH. REQUEST NO. 0010109956		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> X PURCHASE <input type="checkbox"/>										
This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL \$100,452.07	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)	1	Lot		
	FOB: Destination				
				MAX COST	\$87,388.34
				BASE FEE	\$2,670.94
				SUBTOTAL MAX COST + BASE	\$90,059.28
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$90,059.28

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY	1	Lot		
	CPAF FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010109956				
	ACRN AA				\$90,059.27
	CIN: 001010995600001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001	1	Lot		
	FOB: Destination				
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$6,231.31
				TOTAL MAX COST + FEE	\$6,231.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010109956 ACRN AA CIN: 001010995600001	1	Lot		\$6,231.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODC's in support of CLIN 0001 FOB: Destination	1	Lot	MAX COST	\$4,161.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010109956 ACRN AA CIN: 001010995600001	1	Lot	MAX COST	UNDEFINED \$4,161.48

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0034 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	2,616	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$ 87,388.34 \$ 2,670.94 \$ 90,059.27
0002	Award Fee in support of CLIN 0001	01	LOT		\$ 6,231.31
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ -
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ 4,161.48
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	*NSP
Total	Cost Reimbursable				\$100,452.07

*Not separately priced

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$100,452.07**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,616 direct labor hours. The estimated composition of hours is as follows:

ANTEON CORPORATION	
CATEGORY	HOURS
Senior Information Resource Manager (Govt)	b(4)
Technical Publication Writer/Editor (Govt)	
Senir Draftsman (Govt)	
Sr. Program/Project Control Specialist (Govt)	
Logistics Manager	
Data Entry Clerk	
Total	2,616

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 31 January 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:
Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Rocky Hessen
NATEC
San Diego, CA 92135
Phone: 619-545-4770
E-mail: rocky.hessen@navy.mil

Frank Lipp
NATEC
San Diego, CA 92135
Phone: 619-545-4755
E-mail: franklin.lipp@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741506 Y1CF 252 00019 0 050119 2D 000000
Cost Code : PMA265DA1110
Amount: \$100,452.07
PID/PR: 0010109956
CIN: 001010995600001
FED: 30 SEP 07

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 87,388.34
CLIN 0001-- Base Fee	\$ 2,670.94
CLIN 0001 -- Est Cost plus Base Fee	\$ 90,059.27
CLIN 0002 --Award Fee	\$ 6,231.31
CLIN 0004 --Materials	\$ 4,161.48
TOTAL ORDER AMOUNT	\$ 100,452.07

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Section C - Descriptions and Specifications

STATEMENT OF WORK

Contract N68936-01-D-0008

Alutiiq's Response to PRB-0885: Task Order (0034)

F/A-18 TECH MANUAL SUPPORT

Part (1) Statement of Work (SOW) for PRB-0885

1. Scope: The Contractor shall provide services to the F/A-18 Technical Data Logistics Element Managers in support of the F/A-18A-F air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for F/A-18 aircraft. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data duplication at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes sustainment support of the F/A-18 Production Line Data Transition Website and processing support of all F/A-18 Technical Directives.

3.0 CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.

- (a) Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.

(a) The contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.

5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.

6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.

3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.

The following tasks may be required in support of technical data distribution as defined in individual task orders.

1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational

account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.

(a) The contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all *incoming* Technical Directives (TD). This includes a multitude of tasks, which may include:

(1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.

(2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.

(3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The contractor shall maintain and update the IDP tracking system.

(4) Prepare TDs requiring NAVAIR approval for shipment.

(b) The contractor shall process all *completed* Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.

(c) The contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.

(d) The contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.

(e) The contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning preparation, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.

- 2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.**
- 3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.**
- 4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.**
- 5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.**

(a) Technical support to include data entry, security updates, and configuration management of data of the F/A-18 Production line Transition (PLT) website is required.

- 6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.**

3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).

- 5. The contractor shall perform the following technical tasks as defined in individual delivery orders:**

E. Data Reproduction.

(1) The contractor shall process data/media for reproduction based upon user/customer request. The contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.

(2) The contractor shall track each request to ensure the timeliness and quality of the product. The contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.

H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.

- (1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.**

(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.

I. Technical Documentation Research.

The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.

K. Data Dissemination.

(1) The contractor shall furnish project related data/media to other Government and Government/contractor facilities or agencies upon approval by the appropriate designated Government representative.

(2) The contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.

(3) The contractor shall distribute the approved transmittals using the U.S. Federal Postal services of **FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL** or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.

4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.

4.4 General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

1. Contractor's personnel shall hold a **CONFIDENTIAL** level security clearance in accordance with the NISPOM, DOD 5220.22-M. The contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.

2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The contractor's OPSEC program is to be described in a facility level OPSEC planning document. The contractor will submit the document to the Government for approval. The contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

Part (2) Task Order Cost Proposal

The overall Cost Proposal for this Task Order, the dollar amount and proposed subcontract, along with the breakdown of the proposed number of labor hours by labor category, travel and Other Direct Cost (ODCs) is presented in Attachment (1).

Part (3) Contract Data Requirements Lists (CDRLs)

There are no additional CDRLs proposed for this Task Order. A monthly Progress Report has not been included since the basic contract includes the Progress Report as CDRL (A002).

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

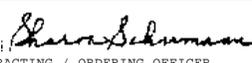
AA: 1741506 Y1CF 252 00019 0 050119 2D 000000

COST CODE: PMA265DA1110

AMOUNT: \$100,452.06

CIN 001010995600001: \$100,452.06

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0035		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Sep 08		4. REQ./ PURCH. REQUEST NO. 0010110555		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
14. SHIP TO SEE SCHEDULE		CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		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 above numbered contract.				
		PURCHASE				Reference your quote dated Furnish the following on terms specified herein. REF:				
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL \$72,654.65	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support effort in accordance with Statement of Work- Attachment (1) (excluding travel, material and ODC's) FOB: Destination	1	Lot		

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N001904WX00877 PURCHASE REQUEST NUMBER: 0010110555 ACRN AA CIN: 001011055500001	1	Lot		\$64,951.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001 FOB: Destination	1	Lot		
TOTAL MAX COST + FEE					\$5,943.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010110555 ACRN AA CIN: 001011055500001	1	Lot		\$5,943.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel costs in support of CLIN 0001 FOB: Destination	1	Lot		
				MAX COST	\$1,760.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010110555 ACRN AA CIN: 001011055500001	1	Lot		
					\$1,760.00

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0035 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	2,495	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$ 62,404.16 \$ 2,547.40 \$ 64,951.56
0002	Award Fee in support of CLIN 0001	01	LOT		\$ 5,943.09
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ 1,760.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ -
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$ 72,654.65

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$72,654.65. The allotted funding will cover approximately 100% of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,495 direct labor hours. The estimated composition of hours is as follows:

HARRY KAHN ASSOCIATES INC	
CATEGORY	HOURS
Sr. Program/Project Control Spec	b(5)
Technical Publication Writer/Editor	
Technical Illustrator (Journeyman)	
Editorial Assistant	
Editorial Clerk	
Data Entry Clerk	
Administrative Assistant	
TOTAL	2,495

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 16 September 2004 award to 15 June 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Lorie Nace
NAWC-AD
Lakehurst, NJ 08733
Phone: 732-323-4226
E-mail: lorie.nace@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2A 251 77777 0 054219 2F 000000
COST CODE : 011192910040
Amount: \$72,654.65
PID/PR: 0010110555
CIN: 001011055500001

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 62,404.16
CLIN 0001-- Base Fee	\$ 2,547.40
CLIN 0001 -- Est Cost plus Base Fee	\$ 64,951.56
CLIN 0002 --Award Fee	\$ 5,943.09
CLIN 0003 --Travel	\$ 1,760.00
TOTAL ORDER AMOUNT	\$ 72,654.65

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

DESTINATION	PEOPLE	TRIPS	DAYS
Virginia Beach	1	1	5
Miramar	1	1	5

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services
Alutiq – N68936-04-D-0008

PRB 0886 Task Order 0035
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	PinPoint/ProTrack/CCR2000 Tech Manual
Initial Period of Performance:	Start of Work is 1 week after TO award
Place(s) of Performance other than travel locations.	Contractor's Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	.75 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY04 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates, Inc., Contract # N68936-04-D-0008 Task Order 0005
Prior support expiration date	03/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u> Alutiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Post Award	Lakehurst, NJ

IPRs/Final Tech Manual Reviews	Lakehurst, NJ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference (TMER) minutes	1 week after conclusion of meeting	NAVAIRLKE, Code 314400B596-2:LN

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A.

SCOPE PROFILE:

Three sets of technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) for the following equipment: PinPoint II, ProTrack, and the CCR2000 shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual. Source data may be a commercial contractor technical manual, engineering drawings, etc.

Further details of the task are as follows:

- For ROM purposes, use an estimated page count of 500 pages (includes 214 illustration pages).
- Estimate one (1) three-day trip (1 post award) to Lakehurst, NJ and one (1) five-day trip to Lakehurst, NJ for an IPR and final review/verification. At the IPR/Final Tech Review, contractor will provide 6 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds.
- Upon receipt of client "blessing" of each manual, contractor will prepare each for final delivery, which will be a hyperlinked PDF file (Class 1.5 IETM), appropriate for uploading to the NATEC website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC's current technical manual conversion guideline).
- Direct-image copy will not be required.

- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard copies to be prepared as two-sided, “finished” books with foldouts incorporated).
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for manual will delay production of manual, accordingly.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical

	Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS);

	however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: _____

(A) To be Furnished:

X	1. Three (3) sets of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. Two (2) CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and _____ copy(s) of DD Form 250.
X	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).

X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 3144; TPOC Lorie Nace
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Technical Data and Engineering Service Command, NAS North Island, Building 90, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 3.1.4.4, Lorie Nace.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 3.1.4.4, Lorie Nace for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practices

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWCADLKE Code 3.1.4.4. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 3.1.4.4 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 3.1.4.4. The proper Mailing Address is:

Commanding Officer
Naval Air Warfare Center Aircraft Division
Attn: Code 314400B596-2/Lorie Nace
Highway 547
Lakehurst, NJ 08733-5108

A1	Initial review of all manuals to be 180 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A2	365 days after date of order two (2) CD ROMS to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4.
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 3.1.4.4, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A.

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

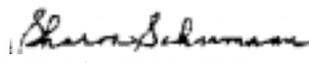
None.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2A 251 77777 0 054219 2F 000000
COST CODE: 011192910040
AMOUNT: \$72,654.65
CIN 001011055500001: \$72,654.65

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0036		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Apr 05		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		
						12. DISCOUNT TERMS		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN		 CONTRACTING / ORDERING OFFICER			25. TOTAL	\$125,006.88		
							26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	CPAF Services as specified in Task Order 0036 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$112,942.23
				BASE FEE	\$3,619.05
				SUBTOTAL MAX COST + BASE	\$116,561.28
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$116,561.28
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010131979	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013197900001				\$59,264.06

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010132433	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013243300001				\$57,297.22

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	CPAF Award Fee in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$8,445.60
				TOTAL MAX COST + FEE	\$8,445.60

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010131979	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013197900001				\$4,294.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002 EXERCISED OPTION	CPAF Option Period I- Award Fee in support of CLIN 0001 FOB: Destination PURCHASE REQUEST NUMBER: 0010132433	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013243300001				\$4,151.55

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0036 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3450	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$112,942.23 \$3,619.05 \$116,561.28
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$8,445.60
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$125,006.88

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$125,006.88**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,450 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Technical Publication Writer/Editor	[b(4)]
Technical Illustrator (Journeyman)	
Data Entry Clerk	
Total	3,450

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 6 April 2005 to 6 February 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Mike Burn
NADEP
6206 Aviation Ave
Cecil Commerce Center
Jacksonville, FL 32221-8112
Phone: (904) 317-1544
E-mail: burnmj@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751506 Y5B0 251 00019 0 050119 2D 000000 PMA234BB1A10

Amount: \$64,000.00

PID/PR: 0010131979

CSS-IWP #410272004103334

FED: 09/30/05

AB 1751319 Y5WR 251 00019 0 050119 2D 000000 PMA234FA1310

Amount: \$61,876.00

PID/PR: 0010132433

CSS-IWP #410272004103334

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 112,942.23
CLIN 0009-- Base Fee	\$ 3,619.05
CLIN 0009 -- Est Cost plus Base Fee	\$ 116,561.28
CLIN 0010 --Award Fee	\$ 8,445.60
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 125,006.88

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

3.3 Technical/Management Logistics Support Services

Alutiiq's Response to PRB-0889: Task Order 0036

Part (1) Statement of Work for PRB-0889

Scope: The EA-6B Block 3 program requires technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications for Block 3 systems modification incorporation. Technical writing and word processing services will include but are not limited to research of Master Data Packages , including TPDR,TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains,

"broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manual.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf 7, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf 7 and Adobe PDF file of the complete manual or an updated, collated digital Interleaf 7 and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf 7 and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf 7 files in IDU format. The Interleaf 7 files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, November 1, 2003.
- All changes shall be formatted to the existing style and format of the existing manuals

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall

utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

PRB0889, Task Order 0036

Task Description:

(A) To be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

5. Original and one (1) copy of DD Form 250.

(B) Descriptions and Specifications:

1. Task will be performed for: NAVAL AIR DEPOT, JACKSONVILLE, EA-6B
Technical Publications FST, Code 3.3.1C.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The

determination date shall be the issue of the manual when Distribution Statement C is applied.

7. All new illustrations will be in the form of line drawings.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Jacksonville, EA6B FST (M. Burn), Code 3.3.1C. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Jacksonville, EA6B FST Technical Publications, Code 3.3.1C shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Jacksonville, EA6B FST Technical Publications, Code 3.3.1C. The proper Mailing address is:

**Commanding Officer
 Naval Air Depot
 6206 Aviation Avenue
 Attn: Code 3.3.1C/Mike Burn
 Cecil Commerce Center
 Jacksonville, FL 32221-8112**

A1	60 days after date of order
A2 through A5	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.3.1C.

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAL AIR DEPOT JACKSONVILLE, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

**Part (2) Task Order Cost Proposal
 See Below**

Part (3) Contract Data Requirements List (CDRL). A Monthly Progress Report has not been included as a CDRL item since the basic contract includes a CDRL (A002) for Monthly Progress Reports.

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751506 Y5B0 251 00019 0 050119 2D 000000
COST CODE: PMA234BB1A10
AMOUNT: \$63,558.11
CIN 001013197900001: \$63,558.11

AB: 1751319 Y5WR 251 00019 0 050119 2D 000000
COST CODE: PMA234FA1310
AMOUNT: \$61,448.77
CIN 001013243300001: \$61,448.77

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0037		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Sep 01		4. REQ./ PURCH. REQUEST NO. 0010109101		5. PRIORITY																					
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A																					
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED																					
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15																											
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338																				
<p>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</p>																													
<p>16. TYPE OF ORDER</p> <table border="1"> <tr> <td>DELIVERY/ CALL</td> <td><input checked="" type="checkbox"/></td> <td colspan="8">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.</td> </tr> <tr> <td>PURCHASE</td> <td><input type="checkbox"/></td> <td colspan="8">Reference your quote dated Furnish the following on terms specified herein. REF:</td> </tr> </table>										DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.																											
PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:																											
<p>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.</p>																													
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)																				
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:																													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE																													
See Schedule																													
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT																					
SEE SCHEDULE																													
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.					24. UNITED STATES OF AMERICA TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN		25. TOTAL \$807,100.48	26. DIFFERENCES																					
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED																													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE																							
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS																					
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR																					
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER																						
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			35. BILL OF LADING NO.																								
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.																				

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF -Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
				MAX COST	\$726,632.44
				BASE FEE	\$20,991.76
				SUBTOTAL MAX COST + BASE	<u>\$747,624.20</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$747,624.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010109101				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$747,624.20
	CIN: 001010910100001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$48,973.92
				TOTAL MAX COST + FEE	\$48,973.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010109101	UNDEFINED		UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001010910100001				\$48,973.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST - Travel costs in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$10,502.36

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010109101				
				MAX COST	UNDEFINED
	ACRN AA				\$10,502.36
	CIN: 001010910100001				

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order	20,560	HRS	Est Cost:	\$726,632.44
	0037 Statement of Work --			Base Fee:	\$ 20,991.76
	Attachment (1), and in accordance			Est Cost plus	
	with basic contract Statement of work.			Base Fee:	\$747,624.20
0002	Award Fee in support of CLIN 0001	01	LOT		\$ 48,973.92
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ 10,502.36
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ -
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$807,100.48

NSP - Not Separately Priced

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$807,100.48**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the

Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 20,560 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ S&T	
CATEGORY	HOURS
Configuration Mgmt Specialist	b(4)
Technical Publication Writer/Editor	
Technical Publication Writer/Editor	
Sr. Draftsman	
Sr. Draftsman	
Computer Operator (Journeyman)	
Data Technician	
Sr. Program/Project Control Spec	
Technical Writer	
Total	20,560

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 October 2004 through 30 September 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:
Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:
Rodney Zagala
NAWC-WD
China Lake, CA 93555
Phone: 760-939-1464
E-mail: zagalarh@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2C 252 77777 0 054219 2F 000000 000005020200
Amount: \$807,100.48
PID/PR: 0010109101
FED: N/A

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$726,632.44
CLIN 0001-- Base Fee	\$ 20,991.76
CLIN 0001 -- Est Cost plus Base Fee	\$747,624.20
CLIN 0002 --Award Fee	\$ 48,973.92
CLIN 0003 --Travel	\$ 10,502.36
TOTAL ORDER AMOUNT	\$807,100.48

X. This order is severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	PEOPLE	DAYS	TRIPS
China Lake, CA	Point Mugu, CA	4	5	1
Point Mugu, CA	China Lake, CA	1	5	3
China Lake, CA	San Diego, CA	1	5	1
Point Mugu, CA	San Diego, CA	1	5	1

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services

PRB 0890 Task Order 0037
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Support Division, Direct Product Account (DPA)
Initial Period of Performance:	10/01/04 to 09/30/05
Place(s) of Performance other than travel locations.	NAWCWD China Lake and Camarillo Airport
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified through Secret
General Level of Effort Expected	9.5 WY 19,600 hours
List all Funding Appn/Yrs to be used:	Navy Working Capital Fund (NWCF)
Recommended RFP Response time:	5 days
Prior Support provided by:	N68936-04-D-0008 Alutiiq TO 0019
Prior support expiration date	09/30/04

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Various	Camarillo Airport, China Lake, San Diego, CA
	Various

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
XX	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.

ODC Profile: Unusual Other Direct Costs

Passport for overseas site survey

SCOPE PROFILE:

The Technical Data Direct Product Account provides the full spectrum of Technical Data services. The contractor shall provide Technical Data services including data tracking, configuration/data management, and archive/on-line viewing library management, with data storage, data retrieval, and publishing functions. The DPA provides the Library of Electronic Data System (LEDS). This system provides to our weapons programs a wide variety of distribution and archive capabilities for Technical Data, servicing users nation-wide. Various data management databases are Configuration and Data Management Support System (CADMSS) and Product Center. The archive/on-line viewing library contains the full spectrum of technical data for a large number of weapons programs and associated systems, including engineering drawings and associated lists, specifications, ECPs, NORs, SCNs, Deviations, Waivers and associated documentation, ranging from Technical/Training manuals to plans/schedules, many of which are CDRL submittals from various contractors. Provide documentation support related to CDRL Submittal Staging, Engineering Drawings, Specifications and Technical Manual services. Incorporate Government approved and authorized changes/additions to the archive/on-line-viewing library on the Code 333000D server. Create and revise Engineering drawings, Specifications and Technical manuals, electronically documenting and incorporating authorized changes to these documents. Verify electronic data entered by performing quality check/review of documents in process. Have a working understanding of electronic specifications and technical manuals desk procedures. The ability to electronically document and manipulate software files, supporting the data exchange using JCALS Standards. Must be able to perform the required documentation support functions using the following software applications: required CAD and electronic publishing/word processing software (Interleaf V, Quark X-Press, Ventura Publisher, Microsoft Word, WordPerfect, MacDraw Pro, AppleScan, OmniPage, Arbortext, IslandDraw, IslandPaint, World View, MacFlow, Ashlar Vellum, LD Scan 4000, Cannon File 250, CFView, AutoCAD, AutoCAD Overlay, Intergraph Veri-Best PCB, a number of file conversion filters, and corresponding support software packages) running on PC/Sun platforms.

Contractor will interface with NATEC, and various commands to accomplish the required tasks. This may include but are not limited to coordinate data calls, label requests, TPDR resolution, and library/documentation tasks. Current Technical Manual generation procedures, and interface issues to allow the smooth data transfer between various commands, and customers as required. Documentation of files as required to meet various data calls, including file size, software utilized and level of changes made to various publications. Naval Message traffic, including generation and tracking will be required as they pertain to CFA publications, which are generated in the Technical Data Direct Product Account.

Contractor may provide on-site functional leads required for this task order. One lead will be designated for the task order. Others will be designated for specific functional areas. In addition to supervisory duties, the on-site leads shall perform as a working member of Technical Data Support Division's

Computer Aided engineering team and must possess the necessary skills to function as a working member of the group and not solely in a supervisory mode. A 24-hour shift may be required for this task order. The work schedule will be 8 hour days, five days a week, with no "Flex" Friday schedule. The first shift will be 0700 to 1600 (one hour lunch break), second shift will be 1530 to 0030 (one hour lunch break) and the third shift will be 2330 to 0800 (one half hour lunch break).

The contractor shall be able to support 24-hour turnaround requirements for Priority 1 digital Contract Data Requirements List (CDRL) submittal staging tasks and the associated CADMSS and Product Center data entry for these Technical Data deliverables. This requires close functional coordination and demands absolute minimum process times from everyone. There is almost no contingency allowance in the schedule for these Priority 1 deliverables. A 24-hour shift may be required for this task order to fully utilize the equipment and personnel and meet the 24-hour turnaround requirements. The Government will provide a two week notification to the Contractor prior to start of the 24 hour shift.

Contractor daily tasking will be delineated via internal job-tracking procedures. Current procedures will be maintained. Cover Sheets for each job will outline expected results. The Contractor shall provide a Log-In Desk, and shall track the status of every Cover Sheet task from task initiation to task completion and closeout, IAW the Operations Manual/Desk Procedures. The Contractor shall, within one hour of task submittal, verify and enter tracking information into a tracking database supplied by the Government. The Contractor shall update status information within one hour of any event that affects the status of tasks in progress. The Contractor shall verify that all Cover Sheet requirements have been satisfied and all deliverables have been prepared IAW the Operations Manual/Desk Procedures, and shall notify the Requester on the Cover Sheet by electronic mail or telephone within one hour of task completion. After the Requester has signed the transmittal(s) for all deliverables, the Contractor shall close the task in the tracking database. The Contractor shall, upon request by the TA, print out a status report of the Cover Sheets and attend a Status Meeting, these meetings may be weekly.

The Contractor shall, when specified by the Cover Sheet, IAW the Operations Manual/Desk Procedures, provide configuration/data management services, to generate, update, and verify information through data entry, data extraction, and database analysis IAW requirements on the Cover Sheet. The databases include CADMSS, Product Center, and other program-specific and task-specific databases. The Contractor shall provide personnel knowledgeable and experienced in the application of configuration and data management concepts, terminology, and practices, and certified in the CADMSS and Product Center systems. Certification at 95% is desired immediately.

The Contractor shall provide certification training for all personnel performing CADMSS/Product Center configuration/data management tasks under this task order. Contractor CADMSS/ Product Center certification candidates shall score a minimum of 85% on the respective Certification Test in 15 calendar days or less, and shall be fully certified at a minimum of 95% within 90 calendar days of being assigned to this Task Order. A Contractor, fully certified at 95% in CADMSS/Product Center, shall conduct training, testing, and scoring, using the applicable Training Plan and Certification Test supplied by the Government (2.2, a. through d.), with Government acceptance of results. Individual Contractor certification and CADMSS or Product Center passwords may be revoked if performance (calculated using the same weight factors applied to the test scores) drops and is documented below the achieved certification level for a period of one week.

The CADMSS and Product Center Certification Tests encompass necessary elements of basic configuration/data management concepts, terminology, and practices, as well as the operating functions within CADMSS or Product Center. The tests are standardized for objective scoring. Test scores are calculated, applying weight factors that reflect the relative importance of each CADMSS or Product Center data element type.

Accuracy and throughput are both highlighted as critical performance factors on this task. Extracted reports have little value if database accuracy falls below 95%, and the contractually driven 24-hour turnaround requirements for Priority 1 CADMSS/Product Center data entry must be met. Service rates are set assuming 95% certification-level accuracy and throughput proficiency.

The Contractor shall, when specified by the Cover Sheet, perform CADMSS/Product Center or other database data entry from Government furnished documentation, including Engineering Drawings, Specifications, Engineering Change Proposals (ECPs), Request for Deviations (RFDs), Request for Waivers (RFWs), Contractor In-house Change Paper, contracts, and

contract data. Data entry shall be completed within 24 hours of receipt of a Cover Sheet/GFI, and shall be performed IAW the CADMSS/Product Center or other user manuals, modified by any program-specific tailoring documented in the Operations Manual/Desk Procedures (2.1, e.). The Contractor shall perform a quality check of data entry against input to ensure database accuracy equals/exceeds the minimum requirement for that program. Data entry errors shall be corrected within one hour of discovery

The contractor shall provide help desk support to our LEDS customers as follows:

- Set up/maintain/delete user accounts.
- Handle Trouble calls dealing with user/data access issues in LEDs/ProductCenter.
- Administer user/server access controls through Netscape Administrative Console.
- Resolve/determine appropriate course of action for customer issues/concerns.
- Act as a point of contact involving system/network problems.
- Compose/distribute user notification memos regarding LEDs/ProductCenter.
- Develop/maintain procedural documentation for help desk operations.
- The contractor shall provide data entry in support of the LEDS/Product Center library system
- Data entry for technical drawings, specifications, engineering change papers (ECN, ECP, NOR, RDW, etc...), and contract data for multiple weapons programs.
- Develop/maintain procedural documentation for ProductCenter Data Entry operations.
- Add new classes to ProductCenter Class structure as needed.
- Move/delete erroneously entered data. (ProductCenter Administrative duties).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations(Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in

	Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic

	transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change,

	data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
X	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical

	<p>manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.</p>
X	<p>2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.</p>
X	<p>3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.</p>
X	<p>4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.</p>
	<p>5. The contractor shall perform the following technical tasks as defined in individual delivery orders:</p>
	<p>A. Data/Media receipt, review and entry.</p>
X	<p>(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.</p>
X	<p>(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.</p>
X	<p>(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.</p>
	<p>B. Data/Media Control.</p>

XX	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
C. Data/Media Management.	
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
3.6	
<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its 	

	<p>intended use, and is now subject to prime weapon system contractor configuration control procedures</p> <ul style="list-style-type: none"> Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	<p>4. Technical Data Maintenance.</p>
X	<p>As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.</p>
	<p>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</p>
X	<p>2. As specified by task order, the Contractor shall review TDPs (furnished as GFI) for technical accuracy, prepare subsequent changes for inclusion to the data package, make recommendations for changes with supporting rationale, and upon approval by the Government, incorporate the changes in the technical data package. The Contractor shall evaluate the changes for their immediate or potential impact upon the data package. Delivered data packages shall comply with the requirements specified by the task order. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats: Standard Generalized Mark-up Language (SGML), Initial Graphics Exchange Specification (IGES), Computer Graphics Metafile (CGM), or International Consultative Committee on Telegraphy and Telephony (CCITT-4) and it may require the data to be delivered on tape or CD-ROM medium. The contractor shall also be able to scan existing manually prepared drawings and specification and perform change maintenance utilizing computer aided drafting software. The contractor shall have the capability to deliver the data files as intelligent databases and/or viewing files as specified in the delivery order.</p>
X	<p>3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the task order.</p>
X	<p>4. As specified by task order, the Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices as specified by task order.</p>
X	<p>5. As specified by task order, the Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor, as specified by the task order, shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above or as otherwise listed by the task order.</p>
X	<p>6. As specified by task order, the Contractor shall prepare and deliver a plan with inspection procedures and acceptance criteria for technical data package inspections to meet the applicable provisions of the task order and provide supporting rationale for each inspection and acceptance element.</p>

X	7. Engineering Drawings and Associated Lists. As specified by task order, the Contractor shall prepare or modify engineering drawings and associated lists to meet the requirements of the task order. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough-draft sketches. Task orders will specify the required format of the drawings. Prior to delivering completed drawing packages, the Contractor shall inspect each new or modified drawing to ensure compliance with task order.
---	--

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

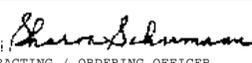
AA: 97X4930 NH2C 252 77777 0 054219 2F 000000

COST CODE: 000005020200

AMOUNT: \$807,100.48

CIN 001010910100001: \$807,100.48

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0038		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Sep 22		4. REQ./ PURCH. REQUEST NO. 0010110100		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER										
DELIVERY/ CALL		<input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
PURCHASE		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE										
See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$246,683.97	
26. DIFFERENCES										
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Services as specified in Task Order 0038 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$217,213.99
				BASE FEE	\$8,841.86
				SUBTOTAL MAX COST + BASE	<u>\$226,055.85</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$226,055.85

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA TAC: N826 CIN: 001011010000001				\$49,533.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	MILSTRIP: N0001904P7CF569				
	PURCHASE REQUEST NUMBER: 0010110100				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB				\$68,728.37
	TAC: N826				
	CIN: 001011010000002				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000103		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	MILSTRIP: N0001904P7CF569				
	PURCHASE REQUEST NUMBER: 0010110100				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC				\$91,637.84
	TAC: N826				
	CIN: 001011010000003				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000104	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AD TAC: N826 CIN: 001011010000004				\$16,155.75

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$20,628.12
				TOTAL MAX COST + FEE	\$20,628.12

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA TAC: N826 CIN: 001011010000001				\$4,520.08

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000202	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB TAC: N826 CIN: 001011010000002				\$6,271.63

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000203	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC TAC: N826 CIN: 001011010000003				\$8,362.16

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000204	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7CF569 PURCHASE REQUEST NUMBER: 0010110100	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AD TAC: N826 CIN: 001011010000004				\$1,474.25

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0038 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	8,660	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$217,213.99 \$8,841.86 \$226,055.85
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$20,628.12
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$246,683.97

NSP – Not Separately Priced

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$246,683.97**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 8,660 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr. Program/Project Control Spec	b(4)
Technical Publication Writer/Editor	
Technical Illustrator (Journeyman)	
Editorial Assistant	
Editorial Clerk	
Data Entry Clerk	
Administrative Assistant	
TOTAL HOURS	8,660

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 23 September 2004 to 22 September 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:
Sandy Burroughs, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Carmelo W. Nicastro
Naval Air Depot
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-9101
E-mail: carmelo.nicastro@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA173 \$54,053.97
AB 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA171 \$75,000.00
AC 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLAA91 \$100,000.00
AD 1741804 4U4N 252 00019 0 050119 2D 000000 AIR30PRLA103 \$17,630.00

Amount: \$256,683.97
PID/PR: 0010110100
FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$217,213.99
Estimated Base Fee:	\$8,841.86
Estimated Award Fee:	\$20,628.12
Estimated Travel:	\$0.00
Estimated Materials:	\$0.00
Estimated Total:	\$246,683.97

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services

**PRB 0891 Task Order 0038
3.0 TEAM Logistics Task Order (TO)
Draft Statement of Work (SOW)**

SOW 1 - Technical Manuals, Conversion, and TMCR

SOW PROFILE:

Platform/Project:	C-130 Program Component Manuals FY 04
Initial Period of Performance:	365 days from Contract Award
Place(s) of Performance other than travel locations.	NADEP Cherry Point, NC
Will contractor need assigned government spaces?	NO
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	
FFP items Expected	SEE TMCR SECTION
List all Funding Appn/Yrs to be used:	FY04 O&MN
Recommended RFP Response time:	5 DAYS
Prior Support provided by:	3.3 CONTRACT TEAMQUALTEC – HARRY KAHN
Prior support expiration date	

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) ALUTHIQ SECURITY & TECHNOLOGY, LLC Attn: RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039	Yes AT NADEP CHERRY POINT?
--	-------------------------------------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

No	Profile is detailed in table below.
No	I have attached my own CDRLs that I want incorporated into the final task order
Yes	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Progress Report	Monthly	Agency, Code NADEP AIR-3.3.1
Technical Manuals, Converted and updated in indicated format	Incremental deliveries commencing 15 days after award	NADEP CP C-130 FST.L AIR-3.3.1

ODC Profile: Unusual Other Direct Costs

N/A

SCOPE PROFILE:

As required on TMCR, scan and convert technical publications to editable format, incorporate source data, and/or scan document to PDF compliant with NATEC web posting requirements. Provide a Direct Image Copy (DIC) for print and distribution, and CD-ROMS containing all deliverables.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall</p>

	<p>prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML. PACKAGES TO BE PREPARED IN MS-WORD FORMAT WITH EMBEDDED GRAPHICS IN PCX FORMAT WITH SEPARATE FILES AVAILABLE FOR GRAPHIC UPDATES.,</p>
X	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital</p>

	replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast-positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work

	Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual."
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined

	in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: The contractor shall scan and convert to editable format the manuals listed below. Deliveries are to be in MS-WORD format with embedded graphics in PCX format. Embedded graphics will also be saved as separate files for future editing. Illustrations up to and including 11 x 17 inches will be prepared in a non-proprietary PCX format. Illustration over 11 x 17 inches will be converted to 11 x 17 size pages by logical drawing split and registration identities for sequential pages. Publications will be delivered as revisions on CD-ROM in editable format, and a separate CD-ROM with the publication in NATEC WEBSITE READY format. The contractor will provide incremental deliveries of the listed manuals commencing 15 days after award. The government will provide the following manuals, with Source Data Packages, as GFM for incorporation.

Pub Number	Nomenclature	Pages	
03-15EB-1	FILLER, OIL TANK ACCESSORY, OVHL INSTRS W/PB	6	PDF
03-25GAC-3	BRAKES, DISC (GOODYEAR) OVHL INSTRS	136	REV
03-25GAC-4	BRAKES, DISC (GOODYEAR) IPB	72	REV
03-30AT-18	NOSE SKI MASTER CYLINDER OVHL INSTRS W/PB	10	PDF
03-30CL-135	VALVE ASSY SOLENOID OPERATED THREE WAY SELECTOR (ADEL) OVHL INSTRS W/PB	20	PDF
03-30EB-51	VALVE POPPET (WHITTAKER CONTROLS) MAINT INSTRS W/IPB	18	PDF
03-80APR-1	REGULATOR VENTURI TYPE AIR FLOW SHUT-OFF (AIRE SEARCH) OVHL INSTRS	34	PDF
05-5J-48	INDICATOR SERVO TEMPERATURE MODS 8DJ100WAA1 & 8DJ100WAA2 (GENERAL ELECTRIC) OVHL	28	PDF
05-5J-49	INDICATOR SERVO TEMPERATURE (GENERAL ELEC) IPB	20	PDF
05-10-19	OVERHAUL INSTRUCTIONS TRUE AIRSPEED INDICATOR KOLISMAN TYPE 724BU-03 724CU-5-03 724CU-5-011 724CU-8-011 724CU-4-012 724DU-4-012 724DX-4-012 AF TYPE G-1 G-1 M-1 M-1 M-1A M-1A M-1A	32	PDF
05-10-20	ILLUSTRATED PARTS BREAKDOWN TRUE AIRSPEED INDICATOR	15	PDF
05-10-73	HANDBOOK OVERHAUL INSTRUCTIONS FOR TRUE AIRSPEED INDICATOR PART NUMBER E07243 10 002	20	PDF

05-10-74	ILLUSTRATED PARTS BREAKDOWN FOR TRUE AIRSPEED INDICATOR PART NUMBER E07243 10 002	8	PDF
05-10-84	HANDBOOK OVERHAUL INSTRUCTION WITH ILLUSTRATED PARTS BREAKDOWN INDICATOR, AIRSPEED TYP MS28046-2 FSN RH6610-994-7839- VIAT MFRS PART NUMBER AW2812AH08	12	PDF
05-10-101	INDICATOR SENSITIVE MAXIMUM ALLOWABLE AIRSPEED (KOLLSMAN) OVHL INSTRS	58	PDF
05-10-116	TRANSDUCER TESTER P/N 31426-001 /INTERCONTINENTAL DYNAMICS INTERMEDIATE LEVEL MAINT INSTRS W/IPB	28	PDF
05-15-108	COMPASS, SYNCHRO SIGNAL AMPLIFIER, 400CYC (OLYMPIC) OVHL INSTR	5	PDF
05-15-109	COMPASS, SYNCHRO SIGNAL AMPLIFIER, 400CYC (OLYMPIC) IPB	20	PDF
05-15A-4	HANDBOOK OVERHAUL INSTRUCTIONS DIRECTIONAL GYRO PART NUMBER 15810	50	PDF
05-15A-8	AMPLIFIER (KEARFOTT) MAINT INSTRS	35	PDF
05-15A-9	ILLUSTRATED PARTS BREAKDOWN AMPLIFIER PART NO. 16000	26	PDF
05-20-127	ACCELEROMETER (QED INC) DEPOT MAINT W/IPB	20	PDF
05-20GE-37	ILLUSTRATED PARTS BREAKDOWN ROLL AND PITCH DISPLACEMENT GYROSCOPE TYPE MODEL NO. PART NO. 7000B 121672—01 7000B 121672— 01—15 7000B 121672—01—16 7000B 121672—01—17 MD-1 7000E 124623-01 MD—1 7000E 124623-01-09 MD-1 7000E 124623-01—10 MD—1 7000E 124623— 01—12	42	PDF
05-20GE-52	INDICATOR, THERMOCOUPLE TEMPERATURE TYPES EHU-9/A AND EHU- 15/A (CONSOLIDATED AIRBORNE SYS) OVHL	34	PDF
05-20GE-53	INDICATOR, THERMOCOUPLE TEMPERATURE TYPES EHU-9/A AND EHU- 15/A (CONSOLIDATED AIRBORNE SYS) IPB	22	REV
05-20HG-5	DIRECTIONAL HEADING INDICATOR IPB	14	PDF
05-20LA-501	CABIN PRESSURE INDICATOR AND SUPERCHARGER AIRFLOW INDICATOR	10	PDF
05-20NB-53	OVERHAUL INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN DEPOT TORQUEMETER INDICATOR PART NO. 201 -004-001 NSN 6620-01 -038- 5801	41	PDF
05-35KAB-9	COMPASS SYSTEM CONTROLLER C-6448/ASN-55 MOD 3804F (LEAR) W/IPB	20	PDF
05-35KAD-2	INTERCONNECTION BOX, INTERMEDIATE AND DEPOT W/IPB	68	PDF
05-35KAD-3	POWER FILTER DIRECT CURRENT F-1422/A INTERMEDIATE/DEPOT MAINT W/IPB	16	PDF
05-35KAD-4	BATTERY ALARM UNIT C-10770/ARN-99(V) INTERMEDIATE AND DEPOT MAINT W/IPB	36	REV
05-35NAA-4	AMPLIFIER POWER SUPPLY P/NS 2586384-1 AND 2589226-1	142	PDF
05-35NAA-6	OVERHAUL REMOTE MAGNETIC COMPENSATOR PART NO. 2586257-1	53	PDF
05-35NAA-7	COMPENSATOR MAGNETIC REMOTE (SPERRY) W/IPB	16	PDF
05-35NAA-8	OVERHAUL DIGITAL CONTROLLER PART NO. 2586261-1	58	PDF
05-35NAA-9	CONTROLLER DIGITAL P/N 2586261-1 (SPERRY) W/IPB	20	PDF
05-40BC-8	ILLUSTRATED PARTS BREAKDOWN HERMETICALLY SEALED ELECTRICAL RESISTANCE THERMOMETERS	12	PDF
05-40GA-1	HANDBOOK OVERHAUL INSTRUCTIONS TEMPERATURE SYNCHRO INDICATOR TYPE EHU-1/A PART NO. 9817-01	21	PDF
05-40GA-2	INDICATOR TEMPERATURE SYNCHRO (OSTER) W/IPB	11	PDF
05-40GA-4	ILLUSTRATED PARTS BREAKDOWN TEMPERATURE SYNCHRO SIGNAL AMPLIFIER TYPE ASU-1/A PART NO. 9616-03	32	REV

05-40GA-7	SYNCHRO SIGNAL TEMPERATURE AMPLIFIER, ASU-1/A PART NO. 9616-23	24	PDF
05-40GA-8	AMPLIFIER SYNCHRO SIGNAL TEMPERATURE ASU-1/A (OSTER) W/IPB	16	REV
05-40GB-1	HANDBOOK OVERHAUL INSTRUCTIONS TEMPERATURE SYNCHRO AMPLIFIER SIGNAL TYPE ASU-1/A (0°C TO 1200°C) MODEL NO. 8KE55AAB1 (GENERAL ELECTRIC)	14	REV
05-40GB-2	ILLUSTRATED PARTS BREAKDOWN TEMPERATURE SYNCHRO SIGNAL AMPLIFIER TYPE ASU-1/A (0°C TO 1200°C) MODEL NO. 8KE55AAB1	20	PDF
05-40GB-3	HANDBOOK OVERHAUL INSTRUCTIONS TEMPERATURE SYNCHRO INDICATOR TYPE EHU-1/A (0 C TO 1200 C) MODEL NO. 8DJ98AAC1	10	PDF
05-40GB-4	ILLUSTRATED PARTS BREAKDOWN TEMPERATURE SYNCHRO INDICATOR TYPE EHU-1/A (0°C TO 1200°C) MODEL NO. 8DJ98AAC1	14	PDF
05-40HA-1	INDICATOR TEMPERATURE (ASTRONAUTICS) OVHL INSTRS	16	PDF
05-40HA-2	INDCATOR TEMPERATURE (ASTRONAUTICS) W/IPB	10	PDF
05-45AA-20	OVERHAUL INSTRUCTIONS AUTOMATIC PILOT RELAY BOX PART NO. 669780 TYPE A-1 FEDERAL STOCK NO. RH-6615-334-6726 VBAQ	30	PDF
05-45AA-21	ILLUSTRATED PARTS BREAKDOWN AUTOMATIC PILOT RELAY BOX PART NO. 669780 TYPE A-1 FEDERAL STOCK NO. RH 6615-334-6726-VBAQ	12	PDF
05-45AA-26	OVERHAUL INSTRUCTIONS SERVOS AND TRIM TAB SERVOS	124	PDF
05-45AA-27	SERVOS AND TRIM TAB (SPERRY) W/IPB	66	PDF
05-45AA-37	HANDBOOK OVERHAUL INSTRUCTIONS MULTIPLE CHANNEL ELECTRONIC CONTROL AMPLIFIER PART NO. 618319-3 TYPE MA-4A FEDERAL STOCK NO. 2RG 6615-605-8496-VASZ	220	PDF
05-45AA-38	AMPLIFIER ELECTRONIC CONTROL MULTIPLE CHANNEL (SPERRY) W/IPB	80	PDF
05-45AA-39	OVERHAUL INSTRUCTIONS APPROACH AND NAVIGATIONAL TWO-CHANNEL ELECTRONIC CONTROL AMPLIFIER PART NO. 604390B TYPE MB-4 FEDERAL STOCK NO. R6615-773-8493-VCMV	98	PDF
05-45AA-40	ILLUSTRATED PARTS BREAKDOWN APPROACH AND NAVIGATIONAL TWO-CHANNEL ELECTRONIC CONTROL AMPLIFIER PART NO. TYPE 6043906 MB-4	66	PDF
05-45AA-41	SERVLCE INSTRUCTIONS TYPE S-5 AUTOMATIC PILOT	338	REV
05-45AL-2	PILOT TYPE S-5 AUTOMATIC (SPERRY) OPER AND SERV INSTRS	224	PDF
05-45AL-21	ELEVATOR TRIM TAB ADAPTER PART NO. 1776956C, 1776956D	10	PDF
05-45AL-515	TYPE S-5 AUTOMATIC PILOT INSTALLED IN C-131 AIRCRAFT	120	REV
05-45LFA-1	HANDBOOK OVERHAUL INSTRUCTIONS AUTOPILOT CONTROL ENGAGING UNIT PANEL ASSEMBLY PART NO. 743-001 (FSN 6615-715-5652	12	PDF
05-45LFA-2	PANEL ASSY AUTOPILOT CONTROL ENGAGING UNIT (WESTERN) W/IPB	10	PDF
05-55-18	ILLUSTRATED PARTS BREAKDOWN SENSITIVE TORQUEMETER INDICATOR PART NUMBER SRT-14G	12	PDF
05-55A-60	HANDBOOK OVERHAUL INSTRUCTIONS RATE-OF-FUEL-FLOW INDICATOR MODEL NO. 8DJ71GAB1	14	PDF
05-55A-61	ILLUSTRATED PARTS BREAKDOWN RATE-OF-FUEL-FLOW INDICATOR MODEL NO. 8DJ71GAB1	10	PDF
05-55A-63	FUEL-MASS FLOWMETER INDICATOR IPB	12	PDF
05-55A-64	HANDBOOK OVERHAUL INSTRUCTIONS FUEL-MASS FLOWMETER TRANSMITTER	28	PDF
05-55A-65	ILLUSTRATED PARTS BREAKDOWN FUEL-MASS FLOWMETER TRANSMITTER MODELS 8TJ50GAB1 8TJ50GAB3 8TJ50GAS4 8TJ50GAS5 8TJ50GBM5	10	PDF

05-55G-43	INDICATOR ENGINE OIL PRESSURE DUAL SYNCHRO STYLE OVHL INSTRS W/IPB	17	PDF
05-55G-46	HANDBOOK OVERHAUL INSTRUCTIONS INDICATOR, OIL PRESSURE DUAL, SYNCHRO STYLE PART NUMBER SRD-4B	18	PDF
05-55G-47	ILLUSTRATED PARTS BREAKDOWN INDICATOR, OIL PRESSURE DUAL, SYNCHRO STYLE PART NUMBER SRD-4B	9	PDF
05-55G-48	OVERHAUL INSTRUCTIONS INDICATOR, SENSITIVE TORQUEMETER SYNCHRO STYLE PART NUMBER SRA-14E	10	PDF
05-55G-49	ILLUSTRATED PARTS BREAKDOWN INDICATOR, SENSITIVE TORQUEMETER SYNCHRO STYLE PART NO. SRA-14E	14	PDF
05-55G-50	OVERHAUL INSTRUCTIONS OIL PART SYNCHRO STYLE PRESSURE TRANSMITTERS NUMBERS ST-104A AND ST-104A1	22	PDF
05-55G-51	ILLUSTRATED PARTS BREAKDOWN SYNCHRO STYLE OIL PRESSURE TRANSMITTERS PART NUMBERS ST-104A AND ST-104A1	12	PDF
05-55N-43	TRANSMITTER AUTOSYN GAGE PRESSURE (BENDIX-MONTROSE) OVHL W/PB	10	PDF
05-60A-7	OVERHAUL INSTRUCTIONS AIRCRAFT FREQUENCY METER TYPE A-1 MODEL 8AW59FAA1	34	PDF
05-60A-8	ILLUSTRATED PARTS BREAKDOWN AIRCRAFT FREQUENCY METER MODEL NO. 8AW59FAA1 FEDERAL STOCK NO. R6625-668-7818-D336	12	PDF
05-65AA-70	OVERHAUL INSTRUCTIONS FUEL JG412A1 QUANTITY INDICATOR	26	PDF
05-65AA-71	ILLUSTRATED PARTS BREAKDOWN JG412A1 FUEL QUANTITY INDICATOR	14	PDF
05-65AA-72	OVERHAUL INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN (DEPOT) FUEL QUANTITY INDICATOR	83	REV
05-65AB-63	HANDBOOK OVERHAUL INSTRUCTIONS FUEL QUANTITY INDICATOR PART NO. 393004-34750	18	PDF
05-65AB-64	ILLUSTRATED PARTS BREAKDOWN FUEL QUANTITY INDICATOR PART NO. 393004-34750	15	PDF
05-65AE-140	OVERHAUL FUEL FLOW RATE SUMMATION INDICATOR	18	PDF
05-65AE-141	ILLUSTRATED PARTS BREAKDOWN FUEL FLOW RATE SUMMARIZATION INDICATOR MODELS 8DJ72GAB1 (USAF TYPE MA-8) 8DJ72GAD-2 (USAF EFU-5/A)	10	PDF
05-65BA-1	FUEL MASS FLOW METER POWER SUPPLY MODEL 8TJ51GAA5	10	PDF
05-65BA-2	ILLUSTRATED PARTS BREAKDOWN FUEL-MASS FLOWMETER POWER SUPPLY MODEL 8TJ51GAA5	8	PDF
05-95GPWS-1	INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN GROUND PROXIMITY WARNING SYSTEM FIELD TESTER PART NUMBER 951-0190-007	86	PDF
11-75A-75	LAUNCHER SYSTEM LAU-74/A FOUR-TUBE SEMI-AUTOMATIC FLARE, ALTERED ITEM, INTERMEDIATE AND DEPOT MAINT W/IPB	286	PDF
12-1CA-1	NOZZLE PRESSURE FUEL SERVICING LOCKING (J.C. CARTER) OPER AND OVAL INSTRS W/PB	24	PDF
17-1-114.4	VOLUME 4 ORGANIZATIONAL, INTERMEDIATE, AND DEPOT MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN INSPECTION AND PROOFLOAD TESTING OF LIFTING SLINGS FOR C-130 AIRCRAFT AND RELATED COMPONENTS	136	REV
17-15-21	INDUSTRIAL RADIOGRAPHIC X-RAY APPAARATUS PART NO.65B279 FEDERAL STOCK NO. RD6635-033-8429S131	58	PDF

17-15A-25	OPERATION AND SERVICE INSTRUCTIONS W/ ILLUSTRATED PARTS BREAKDOWN UNIVERSAL ENGINE ANALYZER MODEL AFC	118	PDF
17-15AE-9	OPERATION, MAINTENANCE AND PARTS BREAKDOWN LUBE SUPPLY FLOW TESTER MODEL 1C3576G3	28	PDF
17-15AH-1	INDICATOR, PERCENT TURBINE RPM BH172 (HOWELL) OPER, SERV AND REPAIR INSTRS	26	PDF
17-15BD-10	TESTER, REEL ASSY & FUEL TRANFER SYSTEMS	33	PDF
17-15BD-11	TESTER, REEL ASSY AND FUEL TRANSFER (LOCKHEED), IPB	32	PDF
17-15BF-26	OPERATION AND MAINTENANCE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN AIR DRIVEN, PORTABLE, HYDRAULIC CHECK AND FILL STAND MODEL 74	30	PDF
17-15BG-2	TEST SET, FIRE DETECTOR CONTROL UNIT (KIDDE), OVHL INSTRS	22	PDF
17-15BG-3	TEST SET, FIRE DETECTOR CONTROL UNIT (KIDDE), IPB	32	PDF
17-15CA-36	OPERATION AND SERVICE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN MOCKUP TEST BENCH PART NO. 1778581	140	REV
17-15CF-82	OPERATION AND SERVICE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN ATTITUDE INDICATOR TEST STAND PART NO. LT-3387	50	PDF
17-15CZA-1	OPERATING AND MAINTENANCE INSTRUCTIONS WITH PARTS LIST PHASE ANGLE VOLTMETER PAV-4A/B/C PAV-4 SERIES	116	PDF
17-15HB-16	OPERATION AND MAINTENANCE INSTRUCTIONS CONTROL BOX TEST SET 42-051, 42-051P	190	PDF
17-15HB-17	CABLE ASSY, SWITCH BOX (HYDRO-AIRE) OVHL INSTRS W/CALIBRATION PROCEDURES AND IPB	36	PDF
17-15KD-509	HANDBOOK OPERATION AND SERVICE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN PHASE 1 VGI SYSTEM TEST SET PART NO. LT-3054A-003 STOCK NO. R6625-575-6350-TO30	70	PDF
17-15KG-35	TEST SET NAVIGATIONAL COMPUTER FIELD AN/ASM-235 (ECLIPSE-PIONEER) OPER SERV INSTRS W/IPB	50	PDF
16-30APN59-9	RADAR SET, AN/APN-59B (SPERRY) OPER INSTRS	60	PDF
16-30APN59-10	AN/APN-59B RADAR SET FIELD MAINTENANCE SERV INSTRS	922	PDF
16-30APN59-10-1	RADAR SET AN/APN-59B (HAZELTINE CORP) FIELD MAINT	25	PDF
16-30APN59-11	OVERHAUL RADAR SET AN/APN-59B	796	PDF
16-30APN59-11-1	RADAR SET, AN/APN-59B (HAZELTINE CORP) OVHL	28	PDF
16-30APN59-12	AN/APN-59B RADAR SETS IPB	350	REV
16-30APN59-12-1	RADAR SET AN/APN-59B (HAZELTINE CORP) IPB	20	PDF
16-30APN59-13	TEST UNIT MODEL 2320 P/N 114859-1 (HAZELTINE CORP) INTERMEDIATE/DEPOT MAINTENANCE INSTRUCTIONS W/IPB	20	PDF
16-30APN133-1	FIELD MAINTENANCE AND OVERHAUL INSTRUCTIONS ELECTRONIC ALTIMETER SET AN/APN-133 AN/APN-133A	146	PDF
16-30APN150-1	ELECTRONIC ALTIMETER SET AN/APN150(V)	230	PDF

16-30APN150-2	AN/APV-130 ELECTRONIC ALTIMETER SET (SPERRY), OVHL	124	PDF
16-30APN150-3	ALTIMETER SET ELECTRONIC IPB(BSC DTD 12/5/68 THRU CHG DTD 5/17/84 ARE COLLATED)	50	PDF
16-30ARA19-3	TUNING GROUP, REMOTE AN/ARA-19 (STRATFORD PEN) MAINT INSTRS	60	PDF
16-30ARA19-11	TUNING GROUP, REMOTE, CONTROL PANEL, AMPLIFIER ASSY, TUNING DRASSY (TECHNICRAFT) OPER INSTRS	18	PDF
16-30ARA19-12	TUNING GROUP, REMOTE, CONTROL PANEL, AMPLIFIER ASSY, TUNING DR ASSY (TECHNICRAFT) SERV INSTRS	33	PDF
16-30ARA19-13	TUNING GROUP, REMOTE, CONTROL PANEL, AMPLIFIER ASSY, TUNING DR ASSY (TECHNICRAFT) OVHL INSTRS	15	PDF
16-30ARA19-14	TUNING GROUP, REMOTE, CONTROL PANEL, AMPLIFIER ASSY, TUNING DR ASSY (TECHNICRAFT) IPB	22	PDF
16-30ARA19-22	TUNING GROUP, REMOTE AN/ARA-19 (N. AMER PHILLIPS) SERV INSTRS	54	PDF
16-30ARA19-23	TUNING GROUP, REMOTE, AN/ARA-19 (N AMERICAN PHILLIPS) OVHL INSTRS	48	PDF
16-30ARA19-24	TUNING GROUP, REMOTE AN/ARA-19 (N AMERICAN PHILLIPS) IPB	62	PDF
16-30ARM10-501	TEST SET, RADIO, AN/ARM-10 (COSMOS), OPER INSTRS	101	PDF
16-30ARM10-502	TEST SET, RADIO AN/ARM-10 (COSMOS) SERV INSTRS	22	PDF
16-30ARM10-503	TEST SET, RADIO AN/ARM-10, IPB	101	PDF
16-30ARM20-1	CABLE SET, TEST BENCH AN/ARM-20 (FEDERAL TELEPHONEAND RADIO CORP), HB	101	PDF
16-30ARM26-501	TEST SET, RADIO AN/ARM-26 (COLLINS) OPER AND SERV INSTRS W/IPB	106	PDF
16-30ARM29-501	CABLE SET, TEST BENCH, AN/ARM-29 (COLLINS), OPER INSTRS	101	PDF
16-30ARM120-1	TEST HARNESS, DIRECTION FINDER GROUP, AN/ARM-120 MAINT MNL W/IPB	101	PDF
16-30ARR77-1	RECEIVING SET DIGITAL DATA AN/ARR-77 OPERATION AND MAINT MA W/IPB	356	PDF
16-30ARR77A-1	SPECIAL OPERA INSTR RECEIVING SET DIGITAL DATA	53	PDF
16-30ARR77A-2	RECEIVING SET DIGITAL DATA MANUAL ORGAN LEVEL	150	PDF
16-30ARR82-2	SPECIALOPERATING INSTRS FOR RECEIVING SET	18	PDF
16-30ART50-1	TRANSMITTING SET DIGITAL DATA AN/ART-50, OPER AND MAINT MANUAL W/IPB	404	PDF
16-30ART50-2	SPECIAL OPERATING INSTRUCTIONS FOR TRANSMITTING DECLASSIFIED PER NATSF LETTER 25-6:SJC:SJG/83 3/22	101	PDF

16-30ART50A-1	TRANSMITTING SET DIGITAL DATA SPECIAL OPERA INSTR	110	PDF
16-30ART50A-1-1	CLASSIFIED SUPPLEMENT SPECIAL OPERATING INSTRUCTIONS FOR TRANSMITTING & RECEIVING SETS	4	PDF
16-30ART50A-2	TRANSMITTING SET DIGITAL DATA MANULA ORGAN LEVEL	200	PDF
16-30CRT3-21	GIBSON GIRL SEA RESCUE RADIO SET USE ON LAND OR INFLIGHT AN/CRT-3 (HAYES AIRCRAFT) MANUAL	56	PDF
16-30GPWS-1	MK II GROUND PROXIMITY WARING SYSTEM IMM W/IPB	176	REV
16-30PRM10-5	OSCILLATOR SET, TEST AN/PRM-10 (O.E. SZEKELY) OPER INSTRS	101	PDF
16-30PRM10-6	OSCILLATOR SET, TEST AN/PRM-10 (O.E. SZEKELY) SERV INSTRS	101	PDF
16-30PRM10-7	OSCILLATOR SET, TEST AN/PRM-10 (O.E. SZEKELY) OVHL INSTRS	101	PDF
16-30PRM10-8	OSCILLATOR SET, TEST AN/PRM-10 (O.E. SZEKELY) IPB	101	PDF
16-30TRM1-1	TEST SET, AN/TRM-1 RADIO (TRAD ELEC), OPER INSTRS	101	PDF
16-30TRM1-2	TEST SET, AN/TRM-1 RADIO (TRAD ELEC) SERV INSTRS	101	PDF
16-30TRM1-3	TEST SET, AN/TRM-1 RADIO (TRAD ELEC), OVHL INSTRS	101	PDF
16-30TRM1-4	ILLUSTRATED PARTS BREAKDOWN RADIO TEST SET AN/TRM-1	82	PDF
16-30URM26-501	GENERATOR SET, R.F. SIGNAL AN/URM-26A (MEASUREMENTS CORP), INSTR BOOK	92	PDF
16-30URM212-1	TEST SET AN/URM-212, O&M INSTS W/IPB	168	PDF
16-35CV3394-1	CONVERTER-SYNCHRONIZER CV-3394/A P/N 124307-1 (HAZELTINE CORP) INTERMEDIATE/DEPOT MAINT INSTRS W/IPB	101	REV
16-35C1173-1	PRESSURIZING SET CONTROL (LEAR ROMEC) OPER INSTR	6	REV
16-35C1173-2	PRESSURIZING SET CONTROL (LEAR-ROMEC) SERV INSTRS	15	REV
16-35C1173-3	PRESSURIZING SET CONTROL (LEAR-ROMEC) OVHL INSTRS	30	PDF
16-35C1173-4	PRESSURIZING SET CONTROL (GAYSTON CORP) (LEAR ROMEC) W/IPB	10	PDF
16-35C2193-2	SELECTOR, ANTENNA (AERO RESEARCH) OVHL INSTRS W/PB	10	PDF
16-35HD186-2	DEHYDRATOR ASSEMBLY IPB INTERMEDIATE	7	PDF
16-35ID1776-1	CONTROL INDICATOR INTER MAINT W/IPB REPRINT	127	PDF

16-35MD83-14	PARTS CATALOG MODULATOR MD-83/ARN	48	PDF
16-35MK65-2		16	PDF
16-35MK380-501	MAINTENANCE KIT (COLLINS) OPER INSTRS	8	PDF
16-35OR133-1	RECEIVER COMPUTER GROUP OR-133(V)2/URN P/N61710600-602A INTERMEDIATE MAINTENANCE W/IPB	136	PDF
16-35SA198-3	SWITCH, ABSOLUTE PRESSURE, SA-198A/U, OVHL INSTR W/PB	16	PDF
16-35SG1-503	GENERATOR, SIGNAL AND POWER SUPPLY (COSMOS), IPB	48	PDF
			PDF
16-35TS23-3	TEST SET TS-23/APN, MAINT INSTRS	20	
16-35TS382-2	OSCILLATOR, AUDIO MODELS TS-382A/U AND TS-382C/U, OPER AND SERV INSTRS	22	PDF
16-35TS522-3	C-130 TEST SET TS-522/CRT-3 MAINT INSTRS	56	PDF
16-35TS522-4	TEST SET TS-522/CRT-3 (YELLOW SPRINGS INSTR) PC	56	PDF
			PDF
16-40SCR718-13	RADIO SET, SCR-718-C	101	
16-45-75	TESTER, TRANSISTOR-DIODE (SIERRA ELEC), OPER SERV AND OVHL INSTRS W/IPB	34	PDF
16-45-98	VOLTMETER, 803B/AG, AC/DC (JOHN FLUKE MFG) OPER & SERV INSTR (NATSF-TMEA)	53	PDF
16-45-392	TEST SET MIXER CRYSTAL (AIRBORNE INSTR) OPER INSTRS	101	PDF
16-45-393	TEST SET MIXER CRYSTAL (AIRBORNE INSTRS) SERV INSTRS	101	PDF
			PDF
16-45-825	TRANSMITTER, VHF COMMUNICATIONS, AND RADIO SET CONTROL (COLLINS) FIELD MAINT INSTRUCTION	80	
16-45-826	TRANSMITTER VHF COMMUNICATIONS AND RADIO SET CONTROL (COLLINS) OVHL INSTRS	101	PDF
16-45-827	TRANSMITTER, VHF COMMUNICATIONS AND RADIO SET CONTROL ANTENNA AND MOUNTING (COLLINS) W/IPB	76	PDF
			PDF
16-45-828	C-130 RECEIVER VHF NAVIGATION & COMMUNICATION	96	
16-45-829	RECEIVER, COMMUNICATIONS VHF AND 6-2B RADIO CON- TROL SET (COLLINS) OVHL INSTRS	50	PDF
16-45-830	RECEIVER, VHF NAVIGATION AND COMMUNICATION AND RADIO SET CONTROL (COLLINS) IPB	62	PDF
16-45-840	PUMPS OIL FREE AIR PRESSURE (LEAR ROMEC) OVHL INSTRS	19	PDF
16-45-841	PUMPS, OIL FREE, AIR PRESSURE (LEAR-ROMEC) IPB	13	PDF
16-45-1172	MILLIVOLTMETER RF 411A (HEWLETT-PACKARD) OPERATING AND SERVICE MANUAL	39	PDF
16-45-1209	OPERATING AND MAINTENANCE MANUAL ISSUE C VARI-SWEEP MODELS RADAR & JF	50	PDF
16-45-1212	TUNER, AUTOMATIC ANTENNA (COLLINS), SERV INSTRS	26	REV
			PDF
16-45-1213	AUTOMATIC ANTENNA TUNER OVHL INSTRS	68	

16-45-1431	GENERATOR, TIME BASE AND DELAY, MOD 1821A (HEWLETPACKARD) OPER AND SERV MANUAL	101	PDF
16-45-1438	COMPUTER FLIGHT DIRECTOR (COLLINS) TECH MA	101	PDF
16-45-1439	COMPUTER FLIGHT DIRECTOR CPU-65/A (COLLINS) W/IPB	52	PDF
16-45-1440	POWER SUPPLY D-C POWER (WESTINGHOUSE) OVHL W/PB	14	PDF
16-45-1472	TRANSDUCER WHEEL SPEED (HYDRO AIRE) OVHL W/PB	11	PDF
16-45-1574	GENERATOR FM SIGNAL TYPE TF 1066B/1 (MARCONI INSTR) OPER & SERV INSTR W/IPB	101	PDF
16-45-1577	THERMISTOR MOUNTS OPERATING INSTRS	101	PDF
16-45-1587	VOLTMETER, SENSITIVE RF (BOONTON ELECTRONICS) INSTR MA	68	PDF
16-45-1591	INSTRUCTION MANUAL MODEL 630-NA TYPE 3 VOLT-OHM- MILLIAMMETER (TRIPLETT)	34	PDF
16-45-1598	ANALYZER SPECTRUM (HEWLETT-PACKARD) SERVMA	198	PDF
16-45-1772	GR 1531-AB STROBOTAC, ELECTRONIC STROBOSCOPE	44	PDF
16-45-1857	MACHINE ANTENNA WIRE TENSION MX-9625/USM (COLLINS DIV/ROCKWELL) OPER AND MAINT INSTRS W/IPB	152	PDF
16-45-1965-1-1	MOBILE MAINT FACILITY SHOP 1 OPERATION AND MAINT	575	PDF
16-45-1965-2-2	MOBILE MAINTENANCE FACILITY SHOP 2 (COLLINS) W/IPB	82	PDF
16-45-2308.3	ANALYZER SPECTRUM RF SECTION (HUGHES) (HEWLETT PACKARD) PRELIMINARY INSTRS MA	101	PDF
16-45-2327	SIMULATOR OMEGA SIGNAL P/N 61715700-602A NUMERICAL INDEX OF PART NUMBERS INTER MAINT IPB	427	PDF
16-45-2328	TEST STATION W/CABLE ASSY OMEGA NAVIGATION SET P/N 61715814- 302A AND CABLE ASSY P/N 61719035-601A OPER AND MAINTENANCE W/IPB	137	REV
16-45-2329	TEST SET OMEGA RECEIVING T/S-3389/URN P/N 61719000-601B INTERMEDIATE MAINTENANCE W/IPB	74	PDF
16-45-2330	ADAPTER I/O SIMULATOR AND POWER P/N 61715600-603A INTERMEDIATE MAINT W/IPB	55	PDF
16-45-4001	ENGINE INSTRUMENT TEST SET W/IPB	200	REV
16-45-4002	INSTRUMENT SWITCHING UNIT TEST SET	3	PDF
16-45-4003	OPERATION AND MAINTENANCE INSTRUCTIONS WITH ILLUSTRATED PARTS BREAKDOWN INTERMEDIATE MAINTENANCE C-12 COMPASS SYSTEM FIELD/ELECTRICAL TEST SET PART NUMBER 3402652-3	98	PDF
16-600-30-6-1		101	PDF
16-600-30-6-2	PERIODIC MAINTENANCE REQUIREMENTS CARDS MOBILE HYDRAULIC FLUID COOLER HD-971/USM COLLINS RADIO GROUP/ROCKWELL INTERNATIONAL	30	
16-600-31-6-1	PRELIMINARY PREOPERATIONAL MAINTENANCE REQUIREMENTS, ELECTRICAL DUMMY LOAD DA-665/USM COLLINS RADIO GROUP/ROCKWELL INTERNATIONAL SJDC	6	PDF
16-600-31-6-2		32	PDF

16-600-32-6-1	PREOPERATIONAL MAINTENANCE REQUIREMENTS MOBILE MAINTENANCE FACILITY FOR AN/USC-13(V) COMMUNICATIONS SYSTEM MC-2 AND G-240 LOADCRAFT INC AND GICHNER MOBILE SYSTEMS, INC AN/USC-L31VI COMMUNICATIONS SYSTEM	6	PDF
16-600-32-6-2	PERIODIC MAINTENANCE REQUIREMENTS CARDS MOBILE MAINTENANCE FACILITY FOR AN/USC-13(VJ COMMUNICATIONS SYSTEM MC-2 AND 6-240 LOADCRAFT, INC. AND GICHNER MOBILE SYSTEMS, INC.	36	PDF
16-600-33-6-1		101	PDF
16-600-33-6-2	PERIODIC MAINTENANCE REQUIREMENT CARDS REELING MACHINE RL-266/USC-13 COLLINS RADIO COMPANY	34	PDF
16-600-34-6-1	PREOPERATIONAL MAINTENANCE REQUIREMENTS, REELING MACHINE, CABLE, MOTOR DRIVEN RL-242/U	6	PDF
16-600-34-6-2	PERIODIC MAINTENANCE REQUIREMENTS CARDS REELING MACHINE, CABLE, MOTOR DRIVEN RL-242/U	34	PDF
16-600-35-6-1	MACHINE, ANTENNA WIRE TENSION, MX-9625/USM (COLLINS RADIO) PRE-OPERATIONAL MAINT REQUIREMENTS	6	PDF
16-600-35-6-2	PERIODIC MAINTENANCE REQUIREMENTS CARDS ANTENNA WIRE TENSION MACHINE MX-9625/USM	34	PDF
16-600-37-6-1	GENERATOR SET, TRAILER MOUNTED GAS TURBINE ENGINE PU-759/USM (COLLINS RADIO) PRE-OPERATIONAL MAINT REQUIREMENTS	68	PDF
19-1-74	TARGET DRONE, BQM-34A GROUND HANDLING EQUIPMENT OPER AND MAINT W/IPB	122	PDF
19-1-121	CLEANER, TRUCK MOUNTED AERIAL PLATFORM AIRCRAFT, 118-J-003-1 (FULTON INDUSTRIES) OPER AND MAINT INSTRS W/IPB VOL 1	288	REV
19-1-121-1	CLEANER, AIRCRAFT AERIAL PLATFORM, TRUCK MOUNTED 118-J-003-1 (FULTON) OPER AND MAINT INSTRS W/IPB VOLUME II	316	REV
19-15B-10	WINCH ASSYS CARGO LIGHT DUTY EQUIPMENT GROUP (AIR CARGO) OPER SERV AND REPAIR	17	REV
19-15B-11	CARGO WINCH ASSEMBLY	26	REV
19-15B-12	CARGO DOOR, HOIST AFT (LOCKHEED) OPER SERV AND REPAIR INSTRS	10	REV
19-15B-13	CARGO DOOR, HOIST AFT (LOCKHEED) IPB	12	REV
19-15B-14	HB OPERATION SERVICE & REPAIR INSTRS PORTABLE ENGINE HOIST ASSEMBLY-BOOK BEING REINSTATED	12	REV
19-15B-15	HOIST PORTABLE ENGINE #LOCKHEED# IPB	19	REV
19-15G-2	MAINT PLATFORMS W/IPB	169	REV
19-25-108	TRUCK, ENGINE BUILDUP AND TRANSPORTATION (LOCKHEED) OPER, SERV AND REPAIR INSTRS	24	REV
19-25-109	TRUCK, ENGINE BUILDUP AND TRANSPORTATION (LOCKHEED), IPB	101	REV

19-600-243-6-1	PERIODIC MAINTENANCE REQUIREMENTS MANUAL C-130 TOWBAR P/N 403980-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	22	REV
19-600-243-6-2	PERIODIC MAINTENANCE REQUIREMENTS MANUAL C/KC-130J TOW BAR P/N 403980-1 C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	22	REV
19-600-245-6-1		15	REV
19-600-246-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 ENGINE STANDS P/N 15G-1, 15G-1-1, AND 3401459-2 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	22	REV
19-600-247-6-1	TECHNICAL MANUAL PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 ADAPTER ASSEMBLY, FUEL TANK CRADLE, FUSELAGE TANK P/N 3400695-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-248-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL DOLLY ASSEMBLY, GTC P/N 3401207-L (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-249-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 CRADLE ASSEMBLY, REFUELING POD AND REEL P/N 3401197-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-250-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 DOLLY, REFRIGERATION UNIT TRANSPORT P/N 3402248-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-251-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 ADAPTER ASSEMBLY, REFUELING REEL AND POD P/N 3401196-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-252-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 ADAPTER ASSEMBLY, FUEL TANK CRADLE, FUSELAGE TANK PIN 3402417-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-253-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 LADDER, STABILIZER, PIN 343384 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-254-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 DOLLY, RADOME P/N 354158-1-13H (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	16	REV
19-600-255-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 DOLLY, WHEEL REMOVAL P/N 402500 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	18	REV
19-600-256-6-1	PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 TEMPLATE, CENTER AILERON P/N 404208-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT N00140-85-D-E260	16	REV
19-600-257-6-1	TECHNICAL MANUAL PERIODIC MAINTENANCE REQUIREMENT MANUAL C-130 TEMPLATE, CENTER ELEVATOR P/N 404209-1 (SJAA) C-130 AIRCRAFT PECULIAR SUPPORT EQUIPMENT	16	REV
19-600-259-6-1	REELING MACHINE TENSIONER ANTENNA CABLE	29	REV
19-600-259-6-2	REELING MACHINE TENSIONER PERIODIC CONDITIONAL	68	REV
19-600-289-6-1	ACFT TRIPOD JACKING SYS-MRC PREOPERATION CKLST	3	REV

19-600-289-6-2	AIRCRAFT TRIPOD JACKING SYS MRC 182 DAY INSPEC	14	REV
----------------	--	----	-----

(A) To be Furnished:

XX	1. <u>1</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
XX	2. <u>2</u> CD ROM (ISO 9660) and one (2) Direct Image copy of the completed manuals listed under Task Description. Multiple manuals per CD-ROM are acceptable. Separate CD-ROMS are required for PDF Files.
XX	3. Original and <u>1</u> copy(s) of the Validation Certificate.
XX	4. Original and <u>1</u> copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
XX	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
XX	8. Monthly progress report:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : C-130 FST.L AIR-3.3.1 NADEP Cherry Point
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6-point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with MIL-PRF-38807.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-WORD format for editable files and separate copies of the embedded graphics files on the CD-ROM. PDF files will be in NATEC WEBSITE Compliant format and on a separate CD-ROM from the editable files. 2 CD-ROMS for each deliverable will be provided.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions, which arise, in relation to technical manual content, shall be presented to: C-130 FST.L Lead Data Manager.

X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C-130 FST.L Lead Data Manager for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) AIR-3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA AIR-3.3.1_) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA_C-130 FST.L AIR-3.3.1, NADEP Cherry Point, NC_). The proper Mailing Address is:

COMMANDING OFFICER
 NAVAL AIR DEPOT
 ATTN: AIR-3.3.1 (C.W. NICASTRO)
 PSC BOX 8021
 CHERRY POINT, NC 28533-0021

A1	Commencing 15 day after date of award.
A2	One (1) proof copy of each manual will be delivered. Ten (10) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	10 days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Cherry Point, AIR-3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to Naval Aviation Depot, Cherry Point, AIR-3.3.1 and one copy to NATEC Code 2.6.4

Completion Date of all items: 365 days after date of order. This is a non-severable delivery order; continuous application of consistent methods and standards is required to assure quality deliveries with consistent format.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA_C-130 FST_), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

(NONE)

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1741804 4U4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA173
AMOUNT: \$54,053.97
CIN 001011010000001: \$54,053.97

AB: 1741804 4U4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA171
AMOUNT: \$75,000.00
CIN 001011010000002: \$75,000.00

AC: 1741804 4U4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLAA91
AMOUNT: \$100,000.00
CIN 001011010000003: \$100,000.00

AD: 1741804 4U4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA103
AMOUNT: \$17,630.00
CIN 001011010000004: \$17,630.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0039		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Oct 05		4. REQ./ PURCH. REQUEST NO. 0010114960		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				25. TOTAL \$349,149.58		26. DIFFERENCES	
							<i>Sharon Schumann</i> CONTRACTING / ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's) FOB: Destination PURCHASE REQUEST NUMBER: 0010114960	1	Lot		
				MAX COST	\$299,601.90
				BASE FEE	\$14,865.76
				SUBTOTAL MAX COST + BASE	\$314,467.66
				TOTAL MAX COST + FEE	\$314,467.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010114960 ACRN AA CIN: 001011496000001	1	Lot		
					\$314,467.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001 FOB: Destination PURCHASE REQUEST NUMBER: 0010114960	1	Lot		
				MAX AWARD FEE	\$34,681.92
				TOTAL MAX COST + FEE	\$34,681.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010114960 ACRN AA CIN: 001011496000001	1	Lot		\$34,681.92

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0039 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	(64)	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$299,601.90 \$ 14,865.76 \$314,467.66
0002	Award Fee in support of CLIN 0001	01	LOT		\$ 34,681.92
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ -
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ -
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$349,149.58

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$349,149.58**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to

“Termination” and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said “Termination” clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTHQ	
CATEGORY	HOURS
Library Technician	[b(4)]
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 05 October 2004 to 30 September 2005.

VIII. TASK ORDER CONTRACTING OFFICER’S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670

(301) 757-1046

The Task Order COR is:

Mike Warren

NADEP- North Island

San Diego, CA 92135

Phone: 619-545-3897

E-mail: mike.warren@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0022 613ECKR33300

Amount: \$349,149.58

PID/PR: 0010114960

CIN: 001011496000001

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$299,601.90
CLIN 0001-- Base Fee	\$ 14,865.76
CLIN 0001 -- Est Cost plus Base Fee	\$314,467.66
CLIN 0002 --Award Fee	\$ 34,681.92
TOTAL ORDER AMOUNT	\$349,149.58

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Section C - Descriptions and Specifications

STATEMENT OF WORK3.3 Technical/Management Logistics Support Services

PRB 0892 Task Order 0039
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Libraries
Initial Period of Performance:	01 October 2004 through 30 Sep 2005
Place(s) of Performance other than travel locations.	NADEP NORTH ISLAND
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclass
General Level of Effort Expected	7 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY04 Indirect
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq – N68936-04-D-0008, TO 0025
Prior support expiration date	09/30/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: NONE**CDRL Profile: Known Deliverables***

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order

X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC Profile: N/A

SCOPE PROFILE:

The Contractor shall provide Customer Service and Technical Data Support for the Technical Data Libraries of NADEP North Island in accordance with the following Task Profile. All services are to be performed in NADEP North Island facilities on NAS North Island, MCAS Miramar, or Camp Pendleton. The contractor shall not require access to classified technical data. The contractor is limited to the administrative processing of customer requests and the administrative update of technical data.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>
	<ul style="list-style-type: none"> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).

X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.

B. Data/Media Control.	
X	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
C. Data/Media Management.	
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
	(3) The Contractor shall maintain and update project support documentation including military specifications, standards, Data Item Descriptions (DID), and security instructions in hard copy or electronic media. The Contractor shall purchase or request, through government technical data distribution centers or vendor designated distributor, required support documentation. The Contractor shall maintain and update such documentation.
X	(4) The Contractor shall provide data conversion from electronic media to hardcopy or electronic distribution via a file server (government or contractor-provided as specified in Task Order) when required for data/media distribution/access.
X	(5) For automated library database information systems, the contractor shall perform periodic (e.g., daily) backups and polish to the Library database system to maintain database information integrity. The Contractor shall provide a periodic disaster backup file and store at a mutually agreed upon back-up site approved by the Government.
	(6) The Contractor shall be responsible for database system administration by providing software integrity

	validation management, implementing of software changes and modifications, software version updating, and ensuring multi-user interfaces.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
X	(1) The Contractor shall perform a joint (Contractor/Government) random inventory of all active documents. A periodic database inventory report will be generated and inventory format shall be barcode driven. In addition, a self-sighting SECRET inventory report by users shall be sent to all local engineering community personnel as copies identify as "borrowed" active (on-loan). Database inventory reporting shall reflect the joint sighting and any discrepancies shall be reported in accordance with current security regulations and requirements.
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(5) The Contractor shall provide courier service on a pre-approved schedule, to assist in data dissemination between libraries, other support offices such as the Post Office, Mail Room, other government data centers, etc.
	L. Mail Operations.
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
X	As appropriate, library data/media shall have distribution statements affixed to them.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by 33500. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Code 33500 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Code 33500. The proper Mailing Address is:

Commanding Officer
Naval Air Depot
Attn; Code 3.3.3/Mike Warren, Bldg. 90-1
P. O. Box 357058
San Diego, CA 92135-7058

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Code 33500 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS: N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

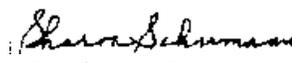
AA: 97X4930 NA2B 000 77777 0 065888 2F 8E0022

COST CODE: 613ECKR33300

AMOUNT: \$349,149.58

CIN 001011496000001: \$349,149.58

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0041		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jan 31		4. REQ./ PURCH. REQUEST NO. 0010124918		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				25. TOTAL \$123,838.15		26. DIFFERENCES		
											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services CPAF as specified in Task Order 0041 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$107,393.89
				BASE FEE	\$1,741.34
				SUBTOTAL MAX COST + BASE	\$109,135.23
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$109,135.23
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P2PF037 PURCHASE REQUEST NUMBER: 0010124918	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012491800003				\$107,393.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P2PF037 PURCHASE REQUEST NUMBER: 0010124918	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012491800004				\$1,741.34

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$4,063.68
				TOTAL MAX COST + FEE	\$4,063.68

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P2PF037 PURCHASE REQUEST NUMBER: 0010124918	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012491800004				\$4,063.68

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$8,102.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N0001905P2PF037 PURCHASE REQUEST NUMBER: 0010124918	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001012491800003				\$8,102.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		UNDEFINED	Lot	UNDEFINED	UNDEFINED

Materials

COST

in support of CLIN 0001

FOB: Destination

MAX COST

\$2,536.94

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401		UNDEFINED	Lot	UNDEFINED	UNDEFINED

Operational, managerial, analysis and technical

COST

support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)

FOB: Destination

MILSTRIP: N0001905P2PF037

PURCHASE REQUEST NUMBER: 0010124918

MAX COST

UNDEFINED

ACRN AA

CIN: 001012491800003

\$2,536.94

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0041 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1660	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$107,393.89 \$1,741.34 \$109,135.23
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$4,063.68
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$8,102.30
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$2,536.94
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$123,838.15

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$123,838.15**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,660 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Jr. Computer Systems Analyst	
Data Entry Clerk	
Total	1,660

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 February 2005 to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Phet Rassavong
NATEC
P.O. Box 357031, Bldg. 90
NAS North Island
San Diego, CA 92135-7031
Phone: (619) 545-2276
E-mail: phet.rassavong@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1118

Amount: \$123,838.15

PID/PR: 0010124918

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 107,393.89
CLIN 0001-- Base Fee	\$ 1,741.34
CLIN 0001 -- Est Cost plus Base Fee	\$ 109,135.23
CLIN 0002 --Award Fee	\$ 4,063.68
CLIN 0003 --Travel	\$ 8,102.30
CLIN 0004 -- Materials/ODC's	\$ 2,536.94
TOTAL ORDER AMOUNT	\$ 123,838.15

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TPOC or ATPOC.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	Pax River, MD	1	3	5
San Diego, CA	St. Louis, MO	1	3	5

Section C - Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0896 Task Order 0041
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	AV-8B
Initial Period of Performance:	1 February 2005 to 30 November 2005
Place(s) of Performance other than travel locations.	NATEC Head Quarter, San Diego, CA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Confidential
General Level of Effort Expected: (LOE)	1660 Hours
List all Funding Appn/Yrs to be used:	FY 05 OM&N
Recommended RFP Response time:	15 days – (minimum 14 days)
Prior support provided by:	Alutiiq (via Sub contractor Anteon)
Prior support expiration date	30 Nov 2004 (extended thru 30 Mar 2005)

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

Travel Profile: Known Trips

From	To	# of trips	# of days	# of traveler
San Diego	Pax River, MD	3	5	1
San Diego	St. Louis, MO (Boeing)	3	5	1

ODC Profile: Unusual Other Direct Costs

None

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 0896 TO 041
AV-8B PLT-DATA ACCESS SYSTEM**

SCOPE PROFILE:

Provide NATEC the support services necessary for the continuation of the Development and/or implementation of the AV-8B Production Line Transition (PLT) Manufacturing Data Retention and Access System via an internet Web site.

TASK PROFILE:

This Statement of Work (SOW) outlines the support services necessary for the continuation of the Development and/or implementation of the AV-8B Manufacturing Data Retention and Access System. The period of performance is 1 January 2005 through 30 November 2005.

INTRODUCTION:

The AV-8B aircraft's last production year was 2003, with aircraft delivery ending in September of 2004. A program requirement for the retention of the AV-8B manufacturing data was identified during the PLT effort. The United States Navy (USN) and the Boeing Company have spent the past years identifying all of the manufacturing data required by the USN for future In Service Support of the AV-8B platform. Several elements of manufacturing data have been identified and are currently being converted to electronic files. These files had been delivered incrementally starting in September 2003 and will continue until all identified AV-8B manufacturing data has been converted and delivered.

The following task order elements of the basic NATEC NAVAIR 3.3 Contract pertain:

STATEMENT OF WORK

2. BACKGROUND

2.1 General Task 3.3./3.0J TECHNICAL DATA REQUIREMENTS. The contractor shall furnish services and products in support of the following components and component related areas of the Technical Data Management and Joint Logistics Products and Processes Programs:

- ***Technical Manual Program Support (Par 3.3A)***
- ***Technical Manual Preparation and Publishing (Par 3.3B)***
- ***Technical Data Conversion (Par 3.3C)***
- ***Technical Data Distribution (Par 3.3D)***
- ***Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E)***
- ***Technical Data Management And Technical Data Packages (Par 3.3F)***
- ***Miscellaneous Technical Data Systems Support (Par 3.3G)***
- ***Standardization, Policy And Procedures Support (Par 3.3H)***
- ***Data Protection (Par 3.0JA)***
- ***JEDMICS Site Management Operations (Par 3.0JB)***
- ***CMIS Site Management and Operations (Par 3.0JC)***
- ***Joint Logistics Products & Processes – General Support (Par 3.0JD)***
- ***Security Requirements (Par 3.3/3.0JE)***
- ***Other Requirements (Par 3.3/3.0JE)***
- ***Emerging Technology Advisory Board (Par 3.3/3.0JG)***

3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. *The following tasks may be required in support of technical data distribution as defined in individual task orders.*

2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.

1. AV-8B PLT WEB site shall use the Electronic Tooling Information Management System (ETIMS) functionality for the PLT effort. This ETIMS functionality shall: include one way linkage; make tool drawing available into ETIMS; match ETIMS records with AV-8B PLT and search all available design drawings in the AV-8B PLT Web site.

The contractor shall:

- a. interface with prime manufacturer's subcontractor on user-friendly help document on ETIMS.
- b. continually review data generated by the ETIMS algorithm to ensure initial output from the system is reasonable and accurate. Assist in correcting data where necessary to ensure ETIMS integrity.
- c. on the regular basis update and evaluate ETIMS functionality and/or linkage as necessary with prime manufacturer's subcontractor.

4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.

1. The contractor shall provide personnel resources for PLT Web site design, development and implementation of an AV-8B Manufacturing Data Retention and Access System. This system shall be used to store and distribute, via PLT Web site, AV-8B tooling data in PDF format consisting of the following data elements:

- a. Automated Tool Orders (ATO)-BC*
- b. Tool Drawings (TD)-BC/BAES*
- c. Tool Usage Instructions (TUI)-BC and BAES*
- d. Tool Recycle Instructions (TRI)**
- e. Large Order Assembly Plans (LOAPS)-BC
- f. Automated Planning System (APS)-BC**
- g. Digitally Produced Visual Aids (DPVA)-BC*
- h. Non-Design Tooling (NDT)-BC/BAES
- i. Build Inspection Aids (BIA)-BC*
- j. TDs Over 1000 (TD1K)-BC
- k. Production Engineering Group Systems (PEGS)-BAES
- l. Tool Definition Form (TDF)-BAES
- m. Interchangeability Engineering Plan (ICP)-BAES Special Test Equipment (STE)-BC*
- n. Process Data Sheets-BC*
- o. Process Specification-BC*

Note: The above asterisks (*) indicate that the data element has not been yet delivered to NATEC. The double asterisks (**) indicate data elements already received by NATEC which need some degree of re-work/updating.

2. The contractor shall facilitate the remainder of the data elements asterisks (*) that need to be delivered to NATEC from BAES and Boeing and report to the government via CDRL(s) as required.

3.6 General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES.

3.6.1 General Task 3.3F-1 Technical Data Management. *The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.*

- *Working data, where the data is under the originator's (prime weapon systems contractor) control only*
- *Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures*
- *Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval*
- *Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government*

2. Data Acquisition.

B. *The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).*

4. *The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data*

1. Contractor support shall include:

- customer support such as new user's access request processing and user account integrity
- enhancements and bug fixes to applications
- database integrity and backup .
- data recovery and all associated production requirements.

2. The contractor shall review specific data and/or records to determine irregularities and take the appropriate corrective actions.

6. *The contractor shall assess life cycle logistics, technical, and production data pertinent to weapons systems, subsystems components, and support equipment. Prepare recommendations for incorporation into Management Information Systems which will accommodate on-line access and cross referencing of related information. Recommendations shall be consistent and compatible with approved NAVAIR/Depot Automatic Data Processing hardware/software applications.*

1. The contractor shall provide cross reference capability for "manufacturing/ engineering" to "part/document number" data elements in database(s).

2. The PLT Web site server hardware, software, and database shall be provided by the government. This system shall reside on the Naval Air Technical Data and Engineering Service Command (NATEC) local area network (LAN) and/or the Naval Air Systems Command LAN, Naval Air Station Patuxent River, Maryland as required.

3. The contractor shall provide personal computers or workstations necessary for development at its own expense less a Navy Marine Corps (NMCI) workstation which will be a cost to the government customer.
4. The Contractor shall procure at customer expense and assign licenses to the government for latest versions of following software: Microsoft Office ; Microsoft Visual Studio 6.X, and Microsoft SQL Server 2000 for its computers or workstations.
5. Development work shall be accomplished on customer site at NATEC North Island or at Program Office Patuxent River Maryland, as required.

3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. *Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.*

2. Technical Information Storage, Retrieval, Conversion, and Integration - *The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.*

1. The monthly progress report (A002), part of the basic contract, shall include all technical and financial elements as required by the basic contract. The technical elements to be included (but not limited to):
 - a. in-depth plan for continuous design and implementation of PLT Web site
 - b. update on status of all data elements received from manufacture/associated vendors and incorporated in PLT Web site
 - c. providing access logs of system users
 - d. status of continuing development of software code template, per government sample, which will become the sole property of the US government.
 - e. trip report summary(ies) for trips deemed necessary for fulfillment of contract.

5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. *Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.*

1. The contractor shall train new users at NADEP and/or other designated location(s) on how to use the PLT Web site as well as the ETIMS linkage.

4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.

4.5. General Task 3.3/3.0JE SECURITY REQUIREMENTS. *The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.*

1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.

1. The PLT Web site shall have Allied Customer functionality to allow allied customers access to the PLT Web site as well as ETIMS connectivity. The Allied Customer will need access to a dedicated web server, which will be populated via a secure connection server.
2. The Contractor shall coordinate with the Program Office web server administrator on Allied access functionality and develop technical procedures to facilitate Allied access request(s) at the Program Officer server.

3 All users' access (including allied access) shall be controlled by a username and password and the Web site shall use Secure Socket Layer (SSL) encryption protocol. Security of the PLT Web site shall conform to current and emerging DoD, Navy and NAVAIR security regulations. Access to the PLT Web site will be restricted to only those persons possessing valid DoD Public Key Infrastructure (PKI) certificates and approved by the Program Office Representative.

4. The customer will provide an "open port" to the NAVAIR server to enhance development of the system and eventual migration from the development serve to a permanent server.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 251 00019 0 050119 2D 000000

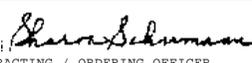
COST CODE: AIR30PRL1118

AMOUNT: \$123,838.15

CIN 001012491800003: \$118,033.13

CIN 001012491800004: \$5,805.02

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0042		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Sep 16		4. REQ./ PURCH. REQUEST NO. 0010111820		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER										
DELIVERY/ CALL		<input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
PURCHASE		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$69,333.04	
26. DIFFERENCES										
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS								
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL										
32. PAID BY										
33. AMOUNT VERIFIED CORRECT FOR										
34. CHECK NUMBER										
35. BILL OF LADING NO.										
36. I certify this account is correct and proper for payment.		a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		
42. S/R VOUCHER NO.										

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF - Services as specified in Task Order 0042 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$61,444.88
				BASE FEE	\$2,366.68
				SUBTOTAL MAX COST + BASE	<u>\$63,811.56</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$63,811.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001904P7PU795 PURCHASE REQUEST NUMBER: 0010111820	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001011182000001				\$63,811.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001904P7PU795				
	PURCHASE REQUEST NUMBER: 0010111820				

	MAX COST	\$0.00
	BASE FEE	\$0.00
	<hr/>	<hr/>
	SUBTOTAL MAX COST + BASE	\$0.00
	MAX AWARD FEE	\$5,521.48
	TOTAL MAX COST + FEE	\$5,521.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	CPAF				
	FOB: Destination				
	MILSTRIP: N0001904P7PU795				
	PURCHASE REQUEST NUMBER: 0010111820				

	MAX COST	UNDEFINED
	BASE FEE	UNDEFINED
	<hr/>	<hr/>
	SUBTOTAL MAX COST + BASE	UNDEFINED
	MAX AWARD FEE	UNDEFINED
	TOTAL MAX COST + FEE	UNDEFINED

ACRN AA	\$5,521.48
CIN: 001011182000001	

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0042 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2318	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$61,444.88 \$2,366.68 \$63,811.56
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$5,521.48
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$69,333.04

NSP – Not Separately Priced**II. PAYMENT OF FEE**

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$69,333.04**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,318 direct labor hours. The estimated composition of hours is as follows:

	HKA	
CATEGORY		HOURS
St. Program/Project Control Spec		<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Technical Publication Writer/Editor		
Technical Illustrator (Journeyman)		
Editorial Assistant		
Editorial Clerk		
Data Entry Clerk		
Admin. Assistant (Journeyman)		
TOTAL HOURS		2,318

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 15 September 2004 to 15 March 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Maria Cofey
Naval Air Depot North Island
P.O. Box 357031, Bldg. 90
San Diego, CA 92135-7031
Phone: (619) 545-2066
E-mail: maria.cofey@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1741319 U577 252 00019 0 050119 2D 000000 PMA275AC1230
Amount: \$69,333.04
PID/PR: 0010111820
FED: 09/30/04

Funding is allocated as follows:

Estimated Cost:	\$61,444.88
Estimated Base Fee:	\$2,366.68
Estimated Award Fee:	\$5,521.48
Estimated Travel:	\$0.00
Estimated Materials:	\$0.00
Estimated Total:	\$69,333.04

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0900 Task Order 0042
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	AG-830AC-MEB-000 & AG-830PC-MEB-000
Initial Period of Performance:	Six (6) months after TO award
Place(s) of Performance other than travel locations.	Contractor's location
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	UNCLASSIFIED
General Level of Effort Expected	½ Work Year (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	Funded by NAVICP (APN-1)
Recommended RFP Response time:	Request expedite – 7 days
Prior Support provided by:	HKA (N68936-01-D-0007 – Team Qualtec)
Prior support expiration date	10/31/03

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

XX	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Proof Copy	120 days after date of order, one (1) proof copy delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.	Mark Dickens, NAVICP 0771.14, 700 Robbins Avenue, Philadelphia, PA 19111
Two (2) CD ROM (ISO 9660) with editable digital –Word 97 copy and PDF copy and one (1) direct image copy of the changes for the completed manuals listed under Task Description	180 days after date of order with government approval	Maria Cofey, 3.3A71, NATEC, NAS North Island, P.O. Box 357031 Building 90, San Diego, CA 92135-7031
Original and one (1) copy of DD Form 250	180 days after date of order	Maria Cofey, 3.3A71, NATEC, NAS North Island, P.O. Box 357031 Building 90, San Diego, CA 92135-7031

ODC Profile: Unusual Other Direct Costs

N/A

SCOPE PROFILE:

The contractor will update technical manual AG-830AC-MEB-000, developing technical manual work packages covering the maintenance of five (5) aluminum containers for the V-22 aircraft platform (equipment), from engineering drawings and provisioning data. Specification references for AG-830AC-MEB-000 and AG-830PC-MEB-000 shall be updated. These work packages will become part of the content and will follow the same Style and Format as in technical manuals AG-830AC-MEB-000 and AG-830PC-MEB-000. (AG-830PC-MEB-000 will be updated with one (1) work package developed by HKA under TO #0141.)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> 	

	<ul style="list-style-type: none"> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>

X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and

	for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.

	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual."
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined

	in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	1. _____ One _____ set(s) of proof copies of manual change pages for review in Word 97. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
---	---

X	2. <u>Two (2)</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
	3. Original and _____ copy(s) of the Validation Certificate.
	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>One (1)</u> copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NATEC HQ (3.3A71).
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (SAME AS EXISTING COPY). Other requests for this document shall be referred to Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with EXISTING STYLE AND FORMAT.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: PDF AND WORD 97
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: MARK DICKENS, NAVICP, (215) 697-2706/DSN 442
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to MARIA COFEY, NATEC 3.3A71, (619) 545-2066/DSN 735 for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: BEST COMMERCIAL PRACTICE

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NATEC, 3.3A71, Maria Cofey. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NATEC 3.3A71, Maria Cofey shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables, with the exception of the PROOF COPY, is NATEC, 3.3A71. The proper Mailing Address is:

Commanding Officer
Naval Air Technical Data and Engineering Service Command
(ATTN: Maria Cofey)
NAS North Island
P.O. Box 357031, Building 90
San Diego, CA 92135-7031

A1	120 days after date of order, one (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy of each manual, with pertinent comments/corrections noted, will be returned to the contractor.
A2	180 days after date of order
A3	180 days after date of order with government approval

Completion Date of all items: ___180___ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVICP has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

3.0 Technical/Management Logistics Support Services

PRB-0900 (0042)

Alutiiq Security & Technology, LLC – N68936-04-D-0008

Subcontractor - Harry Kahn Associates, Inc.

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

None.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

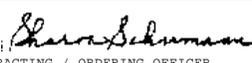
AA: 1741319 U577 252 00019 0 050119 2D 000000

COST CODE: PMA275AC1230

AMOUNT: \$69,333.04

CIN 001011182000001: \$69,333.04

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0043		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Aug 30		4. REQ./ PURCH. REQUEST NO. 0010108850		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S6111A		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039		CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15								
14. SHIP TO SEE SCHEDULE			CODE			15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	
MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.										
16. TYPE OF ORDER DELIVERY/ CALL <input checked="" type="checkbox"/> X PURCHASE <input type="checkbox"/>										
This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN			25. TOTAL \$97,994.78	26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.										
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER									
31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL					34. CHECK NUMBER		35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	FFP - Technical manual preparation and publishing performed IAW Statement of Work-Attachment (1) FOB: Destination	UNDEFINED		\$0.00	UNDEFINED
FUNDED AMOUNT					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AB	FFP - Page changes to existing technical manuals -digital to digital format FOB: Destination PURCHASE REQUEST NUMBER: 0010108850	3,154	Page	\$31.07	\$97,994.78
	CIN: 001010885000001		ACRN AA	FUNDED AMOUNT	\$97,994.78

SCHEDULE

CLIN	DESCRIPTION	QTY	U/I	UNIT PRICE	TOTAL PRICE
0006AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	3,154	pages	\$ 31.07	\$ 97,994.78
TOTAL					\$ 97,994.78

II. SCOPE

The contractor shall convert work package technical manuals into XML in accordance with the Statement of Work, attachment (1) using the previously created MIL-STD-81310 Document Type Definition (DTD). The final XML files shall be tested against the MIL-STD-81310 Format Output Specification Instance (FOSI) to ensure that correct format for page-oriented TMs is complete and correct.

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 30 August 2004 to 29 May 2004.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Sandy Burroughs, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Debby Clark, Code 330000D
NAWC-WD
1900 N. Knox Ave, Stop 6202
China Lake, CA 93555
760-939-1050

VI. This order is non-severable/non-recurring and is non-A&AS.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1741804 4D4D 252 00019 0 050119 2D 000000
Cost Code: AIR30J26M2J0
Amount: \$97,994.78
PID/PR: 0010108850
CIN: 001010885000001
FED: 30 SEP 04

Money will be applied as follows:

CLIN 0006AB	\$ 97,994.78	\$97,994.78
TOTAL ORDER AMOUNT	\$ 97,994.78	\$97,994.78

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0901 Task Order 0043
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOO PROFILE:

Platform/Project:	Weapons TM XML Conversion
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected: (LOE)	
List all Funding Appn/Yrs to be used:	FY04 O&MN
Recommended RFP Response time:	2 days
Prior support provided by:	None
Prior support expiration date	None

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

Travel Profile: Known Trips

PURPOSE	LOCATION

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
x	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Digital XML files on CD	10 days after completion of each publication	NAWCWD 330000D

ODC Profile: Unusual Other Direct Costs

SCOPE PROFILE:

The contractor shall convert work package technical manuals into XML, using the previously created MIL-STD-81310 Document Type Definition (DTD). The final XML files shall be tested against the MIL-STD-81310 Format Output Specification Instance (FOSI) to ensure that correct format for page-oriented TMs is complete and correct.

TASK PROFILE:

The below list of manuals represent the volume of Weapon Assembly Manuals/Checklists. The manuals are currently in Microsoft Word format, with graphics in JPG, TIFF, or bitmap. The manuals should be converted and tagged to the MIL-STD-81310 DTD. Graphics shall be appropriately referenced within the tagged instance. The converted files should be tested to ensure that they can be output using the MIL-STD-81310 FOSI and print TM pages. A

minimum of 10 test pages from the FOSI shall be delivered for verification purposes. The manuals should be delivered on a CD (one manual per CD/set).

Conversion to MIL-STD-81310:

TM	Program	# of Pages	Text Digital Format (Word, etc)	Graphics Format (TIF, GIF, etc)
11-140-6-1	WAM	1008	Word	JPG, TIFF, BMP
11-140-6.2	WAM	536	Word	JPG, TIFF, BMP
11-140-6.3	WAM	1100	Word	JPG, TIFF, BMP
11-140-6.1-1	WAM checklists	28	Word	JPG, TIFF, BMP
11-140-6.1-2	WAM checklists	32	Word	JPG, TIFF, BMP
11-140-6.1-4	WAM checklists	38	Word	JPG, TIFF, BMP
11-140-6.1-5	WAM checklists	20	Word	JPG, TIFF, BMP
11-140-6.1-6	WAM checklists	22	Word	JPG, TIFF, BMP
11-140-6.1-7	WAM checklists	24	Word	JPG, TIFF, BMP
11-140-6.1-8	WAM checklists	14	Word	JPG, TIFF, BMP
11-140-6.1-9	WAM checklists	30	Word	JPG, TIFF, BMP
11-140-6.1-10	WAM checklists	30	Word	JPG, TIFF, BMP
11-140-6.1-11	WAM checklists	68	Word	JPG, TIFF, BMP
11-140-6.2-2	WAM checklists	24	Word	JPG, TIFF, BMP
11-140-6.2-3	WAM checklists	20	Word	JPG, TIFF, BMP
11-140-6.2-4	WAM checklists	20	Word	JPG, TIFF, BMP
11-140-6.2-5	WAM checklists	20	Word	JPG, TIFF, BMP
11-140-6.2-6	WAM checklists	26	Word	JPG, TIFF, BMP
11-140-6.2-7	WAM checklists	12	Word	JPG, TIFF, BMP
11-140-6.2-12	WAM checklists	24	Word	JPG, TIFF, BMP

11-140-6.2-13	WAM checklists	20	Word	JPG, TIFF, BMP
11-140-6.2-14	WAM checklists	14	Word	JPG, TIFF, BMP
11-140-6.2-15	WAM checklists	24	Word	JPG, TIFF, BMP
total pages		3154		

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: _____

(A) To be Furnished:

	1. _____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
x	2. 1 CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals (at least 10 sample pages) listed under Task Description.
	3. Original and _____ copy(s) of the Validation Certificate.
	4. Original and _____ copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
x	1. Task will be performed for : NAWCWD, 1900 N. Knox Avenue, China Lake, CA, Code 330000D
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT <insert alpha number>. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: <insert address>. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: .
	5. Proof copies shall be prepared in accordance with best commercial practices.
x	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: One copy of each manual in XML-tagged format (MIL-STD-81310)
	7. All new illustrations will be in the form of line drawings.
	8. Questions which arise in relation to technical manual content shall be presented to:.
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988.
x	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Debby Clark for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: The CDs shall be packaged IAW best commercial practices.

Marking: Each CD/set shall be marked with the appropriate TM number

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NAWCWD Code 330000D. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCWD Code 330000D shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCWD. The proper Mailing Address is:

Commander
Naval Air Warfare Center, Weapons Division
1900 N. Knox Avenue, Stop 6202
Attn: Code 330000 (D. Clark)

China Lake, CA 93555-6202

Completion Date of all items: 9 months after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Cost Volume

CLIN 0006AB 3154 Pages of TM digital to digital conversion fixed price offer of \$31.07 per page. Total offer \$97,994.78

This offer includes a discount from \$45.40 per page as negotiated to \$31.07 per page based on the quality and fidelity of the source data being provided by the government.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

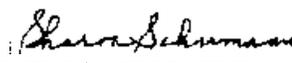
AA: 1741804 4D4D 252 00019 0 050119 2D 000000

COST CODE: AIR30J26M2J0

AMOUNT: \$97,994.78

CIN 001010885000001: \$97,994.78

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0044		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Nov 30		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				25. TOTAL \$1,848,813.15		26. DIFFERENCES	
							 CONTRACTING / ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services CPAF as specified in Task Order 0044 Statement of Work - Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$76,495.73
				BASE FEE	\$1,225.20
				SUBTOTAL MAX COST + BASE	<u>\$77,720.93</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$77,720.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010114660	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001011466000001				\$1,008.94

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB				\$3,363.11
	CIN: 001011466000002				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000103		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC				\$29,259.12
	CIN: 001011466000003				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000104	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N6312605P7ZZ5PL PURCHASE REQUEST NUMBER: 0010120531	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AD CIN: 001012053100001				\$4,498.17

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				ESTIMATED COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL EST COST + BASE	\$0.00
				MAX AWARD FEE	\$2,858.40
				TOTAL EST COST + FEE	\$2,858.40

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$37.11
	CIN: 001011466000001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000202		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB				\$123.69
	CIN: 001011466000002				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000203		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				ESTIMATED COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL EST COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL EST COST + FEE	UNDEFINED
	ACRN AC				\$1,076.08
	CIN: 001011466000003				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000204		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	MILSTRIP: N6312605P7ZZ5PL				
	PURCHASE REQUEST NUMBER: 0010120531				
				ESTIMATED COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL EST COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL EST COST + FEE	UNDEFINED
	ACRN AD				\$165.43
	CIN: 001012053100001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$9,358.94

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	For Accounting Purposes Only COST FOB: Destination PURCHASE REQUEST NUMBER: 0010114660	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001011466000001				\$121.10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000302	For Accounting Purposes Only COST FOB: Destination PURCHASE REQUEST NUMBER: 0010114660	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB CIN: 001011466000002				\$403.68

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000303		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
	ACRN AC				\$3,512.01
	CIN: 001011466000003				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000304		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	MILSTRIP: N6312605P7ZZ5PL				
	PURCHASE REQUEST NUMBER: 0010120531				
				MAX COST	UNDEFINED
	ACRN AD				\$539.92
	CIN: 001012053100001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	Materials/ODC's				
	COST				
	in support of CLIN 0001				
	FOB: Destination				
				MAX COST	\$1,758,874.88

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
	ACRN AA				\$22,832.85
	CIN: 001011466000001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000402		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
	ACRN AB				\$76,109.52
	CIN: 001011466000002				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000403		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010114660				
				MAX COST	UNDEFINED
	ACRN AC				\$662,152.79
	CIN: 001011466000003				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000404	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N6312605P7ZZ5PL PURCHASE REQUEST NUMBER: 0010120531	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AD CIN: 001012053100001				\$101,796.48

SCHEDULE INFORMATION

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0044 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$76,495.73 \$1,225.20 \$77,720.93
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$2,858.40
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$9,328.94
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$1,758,874.88
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$1,848,783.15

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$907,000.00**. The allotted funding will cover approximately **49%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Sr. Program Control Specialist	[b(4)]
TOTAL HOURS	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 Dec 2004 to 30 Sep 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Jim Greenfield
NATEC
Bldg. 90, NAS North Island
POB 357031
San Diego, CA 92135-7058
Phone: (619) 545-1704
E-mail: james.greenfield@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4A 252 00019 0 050119 2D 000000 000001600100
Amount: \$24,000.00
PID/PR: 0010114660
FED: 11/30/04

AB 1751804 4A4A 252 00019 0 050119 2D 000000 000001600300
Amount: \$80,000.00
PID/PR: 0010114660
FED: 11/30/04

AC 1751804 4A4A 252 00019 0 050119 2D 000000 000001600900

Amount: \$696,000.00

PID/PR: 0010114660

FED: 11/30/04

AD 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30F51121J

Amount: \$107,000.00

PID/PR: 0010120531

FED: 11/30/04

Funding is allocated as follows:

Estimated Cost + Base Fee:	\$38,129.34
Estimated Award Fee:	\$1,402.31
Estimated Travel:	\$4,576.71
Estimated Materials:	\$862,891.64
Estimated Total:	\$907,000.00

X. This order is severable, recurring and is non-A&AS.

XI. TRAVEL

There is no travel contemplated for this task order.

Section C - Descriptions and Specifications

STATEMENT OF WORK**3.3 Technical/Management Logistics Support Services****TEAM Qualtec – N68936-04-D-0008 Alutiiq**

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 0908 Task Order 0044**

SOW PROFILE:

Platform/Project:	NATEC 3.3 Contractor Support
Initial Period of Performance:	12-1-04 thru 9-30-05
Place(s) of Performance other than travel locations.	NATEC NAS North Island San Diego, CA
Will contractor need assigned government spaces?	Yes
Technical Point of Contract (TPOC):	Jim Greenfield
TPOC Mailing address:	Commanding Officer, NATEC Bldg. 90, NAS North Island POB 357031, San Diego, CA 92135-7031
TPOC Email:	james.greenfield@navy.mil
TPOC Fax:	(619)545-1606
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	approx 37 CSS for 10 mo
List all Funding Appn/Yrs to be used:	O&M,N FY05 Incrementally funded
Recommended RFP Response time:	5 Days
Prior Support provided by:	N68936-04-D-0008 TO 0017
Prior support expiration date	11/30/2004

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008	No – all attachments are provided electronically
--	--

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
NAVICP/NATEC Process Improvement Meeting: 2 contractors	Philadelphia, PA
Training of LEMs and Data Managers 1 contractor, 3 trips	Lakehurst, Cherry Point and Jacksonville
2 JEDMICS Technical Requirements Meetings	Northrop Grumman IT (NGIT), McLean VA

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	No	I expect that the final SOW will provide adequate detail.

Deliverable	Furnish to:	Frequency:
Telephone Calls Received/Made Log Sheet(s) – Distribution Department	NATEC Distribution Lead	As Required
JEDMICS Customer Contact Record	NATEC JEDMICS Lead	Weekly
JEDMICS Tracking Report	NATEC JEDMICS Lead	Daily as Task Assignments Recorded
JEDMICS Weekly, Fiscal Year Status Report	NATEC JEDMICS Lead	Weekly By 0900 each and every Friday of each Week
JEDMICS Work, Task Accomplished Report	NATEC JEDMICS Lead	As tasks occur
JEDMICS Data Analysis Report	NATEC JEDMICS Lead	Monthly
JEDMICS Weekly Summary Report	NATEC JEDMICS Lead	Weekly
Technical Directives Tracker Message	NATEC Web Project Lead	Weekly
IRAC Tracker Message	NATEC Web Project Lead	Weekly
Training/Cross Training Plan	NATEC COR	W/I 30 Days of award
Employee Check In/Out	NATEC COR	10 days after award and within one working day of new hire
Overnight Mail Log	NATEC COR	By the 5th of each month
Mailroom Supply Inventory List	NATEC COR	By the 5th of each month
Non-Disclosure Statement	NATEC Security Officer	Within 30 days of Contract Award

ODC Profile: Unusual Other Direct Costs

TBD

SCOPE PROFILE:

1. The Contractor shall provide readily available and well-documented interface with internal and external customers and administrative and other business related duties for NATEC. The contractor shall work Monday through Friday, eight hours per day, exclusive of the lunch period. The contractor shall begin work between 6:00am and 7:00am and end work between 2:30pm and 3:30pm. The mailroom hours are indicated below.

2. Contractor duties shall include but not be limited to conversion of paper and digital product data to digital format in accordance with the current NATEC conversion guidelines, applicable NATEC Standard Operating Procedures (SOPs), this SOW and applicable Government instructions and post to NATEC Web site; conversion of engineering drawings and associated documents to a digital format in accordance with NATEC SOPs and applicable specifications and post to the NATEC Joint Engineering Data Management Information System (JEDMICS) Magnetic Disk Server (MDS); research of publications identified as out-of-stock. Research will determine publication currency/obsolescence and priority for scanning/reprinting. Contractor shall load this information into the Technical Manual Application System (TMAPS) Database; and staging of publications for scanning/reprinting and perform scanning on an emergency basis.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

X	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	<p>3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.</p> <p>(A) Publication Digitization Effort – Contractor shall convert paper manuals into a digital format, make PDF manuals compatible with the NATEC Conversion Guideline and Current Allowable and Non-allowable Formats for Print On Demand (POD) POD G and POD D (each available on the NATEC Web Site) as required and post to the NATEC Web site. Publications in paper shall be converted to digital format in accordance with Editing and Conversion Team Standard Operating Procedures and Checklist, attachments (1) and (2) and as described below:</p> <p>(i) Scan all technical manuals, technical directives, Interim Rapid Action Changes (IRAC's), Naval Air Standard Operating Procedures Standardization (NATOPS) IC's, publication changes and any other publications that NATEC needs in order to perform its mission.</p> <p>(ii) Clean all TIFF images of all technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications that NATEC needs in order to perform its mission.</p> <p>(iii) Produce PDF files of all technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.</p> <p>(iv) Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current</p>

	<p>Allowable and Non-allowable Formats for POD G (attached)</p> <p>(v) Post to the NATEC web site technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publication in PDF that NATEC needs to perform its mission.</p> <p>(vi) Archive all technical manuals that are posted to the NATEC web site.</p> <p>(vii) Technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications provided in PDF shall be converted to the NATEC Conversion Guidelines. Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G. Contractor shall post the PDF files to the NATEC web site and shall archive all technical manuals that are posted.</p> <p>(B) Technical Directive (TDs) Digitization Effort – Contractor shall convert TDs into a PDF format and make PDF TDs compatible with the NATEC Conversion Guideline.</p> <p>(i) Scan all TDs that NATEC needs in order to perform its mission.</p> <p>(ii) Clean all TIFF images of all TDs that NATEC needs in order to perform its mission.</p> <p>(iii) Produce PDF files of all TDs that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.</p> <p>(iv) Post the TDs to the NATEC web site.</p>
<p>X</p>	<p>5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.</p> <p>(A). Perform Quality Assurance (QA) procedures on all engineering drawings and associated documents in accordance with NATEC JEDMICS Quality Assurance SOP, attachment (3), JEDMICS PC Users Guide, attachment (4), WebJedemics User's Guide, attachment (5) latest revisions. Incorrect work will be returned for rework.</p>
<p>X</p>	<p>6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to Level 2 through Level 9.</p> <p>(A) Scan engineering drawings and associated documents from aperture card and hard copy into JEDMICS in accordance with NATEC JEDMICS Standard Operating Procedures for Scanners, attachment (6), The JEDMICS Input (SCAN) Subsystem User's Guide, attachment (7) and Output User Guide, attachment (8) latest revisions. Incorrect work will be returned for rework.</p> <p>(B) Provide data analysis upon request in accordance with SOPs.</p> <p>(C) Provide status reports to the Department Supervisor or NATEC JEDMICS Branch Team Lead, code 3.3A10, of all data production completed by each technician by data type in accordance with SOPs. Attachments (9) and (10) are provided as samples.</p> <p>(D) <u>Backup System Administrator for the JEDMICS engineering repository system.</u> JEDMICS consists of an ORACLE database management system and applications that support storage and retrieval of over eight million engineering drawings on RAID magnetic storage drives. Security for the system is controlled by username and password and encryption of files via CRYPTEC security hardware. Currently the system supports more than 6700 users.</p> <p>Duties of the system administrator include, but are not limited to the following in accordance with attachments 11 - 12:</p> <ol style="list-style-type: none"> 1. Daily monitoring of system functions to ensure all facets of the system are operational 2. Rebooting the system as required due to maintenance or system failures 3. Troubleshooting system hardware and software to resolve problems with system functionality or user access 4. Ensuring daily and weekly backups are performed and run to successful completion 5. Responding to user questions and problems and resolving their issues 6. Advising management on hardware and software related issues including suggested upgrades 7. Resolving problems with database corruption as it occurs 8. Installing IAVA security patches as required to maintain a secure system environment.

<p>X</p>	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
-----------------	--

X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The contractor shall process customer requests, including Automatic Distribution Requirements Listings (ADRL), Initial Outfitting Lists (IOL), Publication Order Sheets (POS), Number Assignments, Manual Cancellations, ADRL Account Cancellations, standard military supply system (MILSTRIP) requisitions, orders for Print On Demand (POD) manuals, and Reprints of manuals to replenish shelf stock.</p> <p>(b) The contractor shall update and retrieve information from customer database and use customer database to generate mailing labels and shipping documentation for distribution of technical manuals. Contractor shall update and retrieve information from technical manual database, library and archive databases.</p> <p>(c) The contractor shall convert manuals to Print On Demand Status, maintain continuous exchange of information with customers, and follow through on customer requests via telephone, email, mail and fax, fulfill customer technical manual requirements for deploying fleet activities, using internal NATEC processes in the Technical Manuals Distribution Desktop Procedures, provided either in a loose-leaf binder at each contractor's desk or on the NATEC web site as well as standard military supply processes set forth in NAVSUP P485 Volume 3 and DOD 4000.25.-1-M.</p> <p>(d) The contractor shall record all telephone calls, official correspondence, email and other internal and external customer contact in accordance with distribution division procedures.</p> <p>(e) The contractor shall assist in maintaining Technical Publications Library and Archives, update shelf copies of manuals as required, assist customers in locating technical data as needed, perform inventory of library and archives, prepare manuals for scanning.</p> <p>(f) The contractor shall interface with Defense Automated Printing Service (DAPS) personnel, order copies of manuals for urgent customer requirements and for fulfillment of standard supply system requisitions, maintain and update databases containing information about technical manuals.</p> <p>(g) The contractor shall research information, such as outstanding Interim Rapid Action Changes, publication history, distribution requirements, aircraft applicability, part numbers, Navy stock numbers and cross-service publication numbers, in regard to technical manuals, using multiple databases and points of contact.</p> <p>(h) The contractor shall perform data entry of work unit code and maintenance plan information into multiple databases, based on information and guidance provided by Department Supervisor or Branch Team Lead. The contractor shall assist in generating work unit code manuals from said databases and prepare work unit code manuals to be posted to the NATEC web site, for automatic distribution and for requisition via the Print On Demand system. The contractor shall be proficient in PDF editing, MS Word, Access, Excel, and Power Point. The contractor shall prepare maintenance plans for archiving.</p> <p>(i) The Contractor shall be thoroughly familiar with the 00-25-300 the NAVAIR Technical Directives System Management and Procedures Manual. The contractor shall process all <i>incoming</i> Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> (1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected. (2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt. (3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system. (4) Prepare TDs requiring NAVAIR approval for shipment. <p>(j) The Contractor shall process all <i>completed</i> Technical Directives. This includes a multitude of tasks, which may include: updating the TMAPS database with distribution date and printing cost; initiate an ePOS if necessary: route completed TDs to respective technician for Quality Assurance (QA) review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; update the master logbook to reflect distribution date; provide one hard copy for preparation of</p>
---	---

	<p>the TD weekly summary; provide a copy for scanning and website posting; file remaining document into the TD master repository; prepare TD in master repository for archiving.</p> <p>(k) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.</p> <p>(l) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(m) The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning TDs in accordance with paragraph 3.3 above, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
<p>X</p>	<p>3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.</p>
<p>X</p>	<p>4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.</p>
<p>X</p>	<p>5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.</p>
<p>X</p>	<p>6. The contractor shall provide research and support in the management of data requested under the Government and Cash Sales programs.</p> <p>A. The contractor shall provided research and support in the management of data requested under the Government, Fleet, and U. S. Qualified Contractor Program for Private Industry Cash Sales engineering drawing and NAVAIR publication programs.</p> <p>B. The contractor shall perform administrative and other business related duties as well as those described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>C. The contractor shall perform duties to include: operate duplicating, scanning, keypunch, computer equipment and databases as required to complete assigned tasks. Draft letters from boiler plate for communications with and billing of customers to include formal correspondence for technical data review. Tickler tracker file shall be maintained to track task assignment of progress of request(s) and billing of customer. Perform data and database entry and data management.</p> <p>D. The contractor shall perform paper, film and electronic filing of records, correspondence and other data as required.</p> <p>E. The contractor shall answer, initiate and log phone calls and correspondence to and from internal and external customers. Provide email and other documentation as required.</p> <p>F. The contractor shall research and build data tool sets for technical data packages to include engineering drawings and technical publications provided in CD, engineering drawing electronic NATEC database, paper and aperture card format, in order to complete customer technical data requests.</p> <p>G. The contractor shall research technical publications and engineering drawings via NATEC database and</p>

	<p>customer database. Pull engineering drawings in film format. Return of film format engineering drawing to files, and other filing tasks as applicable in support of NATEC Distribution and Repository functions.</p> <p>H. The contractor shall review technical data (engineering drawings and NAVAIR publications) for distribution release per applicable regulations as provided to the contractor by Department Supervisor or Branch Team Leads and described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>I. The contractor shall keep detailed records of work accomplished, including all telephone calls, facsimiles, email contacts and database request tracking system with internal and external customers, attachments (13) – (16). Provide reports to Department Supervisor or Branch Team Lead regarding production work task assignment status, customer contact, and official correspondence, attachment (17).</p>
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.
	G. Management of Master Data Packages or Master Files.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
	(a) Respond to routine inquiries from customers.
	I. Technical Documentation Research.
X	<p>The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.</p> <p>(A) In support of the NATEC Distribution Division, the contractor will research all publications that are identified as “out-of-stock”. Through this research, the contractor will determine the currency/obsolescence of the publications and the priority for scanning/reprinting. The contractor will load this information into the Technical Manual Application System Database. The contractor will also stage the publications for scanning/reprinting, and perform scanning on an emergency basis.</p> <p>1. The contractor will perform the following steps in performing this effort in support of the NATEC Distribution Division:</p>

	<p>Step (1): Identify the source (s) that will be used to research publications and identify those publications that are out of stock.</p> <p>The contractor will support the NATEC Distribution Division in its management and control of the “out of stock” process and Reprint Log. The contractor will assist the NATEC Distribution Division in researching the NLL and NAVICP to identify pubs that are out of stock.</p> <p>Step (2): Identify how the obsolescence/currency of the publications will be identified.</p> <p>The contractor will support the NATEC Distribution Division throughout the “out of stock” process, as required, including the identification of the obsolescence/currency of the pubs. Presently, there are approximately 1,600 single line items on the out of stock list.</p> <p>Step (3): Provide recommendations regarding the priority of the pubs for scanning/reprinting.</p> <p>The contractor in conjunction with the NATEC Distribution Division will review demand data and recommend priorities based on either demand data (NLL, NAVICP, Defense Automated Addressing System), or special circumstances (availability [maintenance] impact to Fleet aircraft, “paying” customers, including Foreign Military Sales [FMS], special interest program).</p> <p>When database access is authorized, the contractor will load all information researched into the Technical Manual Application System Database on a regular basis as specified by the NATEC Distribution Division.</p> <p>Step (4): Stage the publications for scanning/reprinting.</p> <p>Since the scanning and reprinting functions are dependent upon the media in which the publications are received, the contractor will stage scanned pubs for scanning as they are received based on the priority of the platform as assigned by NATEC; reprinting is a function of demand and such items as NATOPS and colored print pubs will be staged for reprinting on demand and distribution.</p> <p>Actual publications or Master Data Packages (MDPs) on-site at NATEC will remain in their existing repository location until the day scheduled for the scanning operation. Following scanning and Quality Assurance (QA) of the scanned material, all materials will be returned to their repository location. If the publications or MDPs are not at NATEC, the contractor will contact the technical manual Cognizant Field Activity (CFA) for a complete copy. This copy will be held at scanning until the scanning and QA are complete at which time the contractor will deliver the copy for archiving at NATEC.</p> <p>The contractor will propose an electronic scanning workload management system that could be used to monitor changes in priorities. This type of system could be implemented with a simple work list, using EXCEL.</p> <p>Step (5): Perform the scanning function (on an emergency basis).</p> <p>As required and if building access is authorized by NATEC, the contractor will effect the appropriate coordination with NATEC and DAPS to prioritize scanning efforts to meet “emergency” requirements and to perform the scanning function. As required for exceptionally high priority scanning requirements, the contractor will recommend contingency scanning arrangements to the NATEC Distribution Division .</p>
	<p>K. Data Dissemination.</p>
<p>X</p>	<p>(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.</p>
<p>X</p>	<p>(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.</p>

L. Mail Operations.	
X	<p>(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.</p> <ol style="list-style-type: none"> a. The Contractor shall receive, sort, process and deliver mail, guard mail and freight in accordance with OPNAVINST 5112.5A and DOD Postal Instruction 4525-6-M. b. Track and maintain cost accounting for Express Mail accounts and delivery receipts. c. Upon notification of equipment malfunctions the Contractor will provide minor maintenance to office equipment such as: copiers, fax machines, paper shredders and printers. If office equipment needs further maintenance, authorization to call outside sources shall be coordinated through NATEC Facilities Rep. d. Contractor will coordinate with the appropriate NATEC government representative to order office supplies such as: copier paper, computer printer ribbons/cartridges, and other general office supplies for support of local NATEC operations. e. Contractor must be able lift up to 50 pounds as required by the receipt and delivery of data, supplies, and freight of NATEC mailroom operations. f. Contractor will deliver copier paper in support of NATEC Building 2. g. Maintain and limit access to authorized personnel only in support of the NATEC Mailroom located in Building 90. h. Maintain the Mailroom in a neat, clean and orderly manner. i. Contractor shall return mail as required. j. Contractor shall man the mailroom Monday through Friday from 7:30am to 4:00pm, not to include a half hour lunch break from 11:30am to 12:00pm. k. Contractor shall complete attachments (18) and (19) and provide them to the NATEC COR by the 5th of each month.
X	<p>(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."</p>
X	<p>(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.</p>

CONTRACT ADMINISTRATION DATA

A. GENERAL:

US Citizenship is required. Work performance requires SECRET clearance. Each employee and appropriate corporate officer shall sign the Conflict of Interest and Non-Disclosure Statement, attachment (20) and forward to the NATEC Security Officer.

The contractor shall include in the monthly report the metrics as shown in attachment (21) as a Microsoft Excel attachment.

ATTACHMENTS:

1. Editing and Conversion Team Standard Operating Procedures Dated 09-03-2002
2. Editing and Conversion Team Checklist Dated 04-08-2002
3. NATEC Standard Operating Procedures for Quality Assurance of Engineering Drawings, Dated August 20, 2002
4. JEDMICS PC Application Users Guide Release 3.4
5. Web JEDMICS User's Guide
6. NATEC Standard Operating Procedures for Scanners, Dated February 8, 2001
7. JEDMICS Input (SCAN) Subsystems User's Guide, Release 3.4
8. JEDMICS Output User Guide
9. JEDMICS Data Analysis Report
10. JEDMICS Weekly Summary Report

11. JEDMICS Admin Tool System Administrative Guide
12. JEDMICS Systems Admin Guide
13. Distribution Division Telephone Calls Received/Made Log Sheet(s)
14. JEDMICS Work, Task Accomplished Report
15. JEDMICS Customer Contact Record
16. JEDMICS Tracking Report
17. JEDMICS Weekly Fiscal Year Status
18. Overnight Mail Log
19. Mailroom Assets List
20. Non-Disclosure Statement
21. Contractor's Progress-Status-Management Report

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4A 252 00019 0 050119 2D 000000
COST CODE: 000001600100
AMOUNT: \$24,000.00
CIN 001011466000001: \$24,000.00

AB: 1751804 4A4A 252 00019 0 050119 2D 000000
COST CODE: 000001600300
AMOUNT: \$80,000.00
CIN 001011466000002: \$80,000.00

AC: 1751804 4A4A 252 00019 0 050119 2D 000000
COST CODE: 000001600900
AMOUNT: \$696,000.00
CIN 001011466000003: \$696,000.00

AD: 1751804 4A4N 252 00019 0 050119 2D 000000
COST CODE: AIR30F51121J
AMOUNT: \$107,000.00
CIN 001012053100001: \$107,000.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0045		3. DATE OF ORDER/ CALL (YYYYMMDD) 2004 Nov 29		4. REQ./ PURCH. REQUEST NO. 0010119027		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$8,222.02		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.					

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services CPAF as specified in Task Order 0045 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$5,627.93
				BASE FEE	\$229.73
				SUBTOTAL MAX COST + BASE	\$5,857.66
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$5,857.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N6312605P7ZZ56L PURCHASE REQUEST NUMBER: 0010119027	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001011902700001				\$5,857.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$535.95
TOTAL MAX COST + FEE	\$535.95

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N6312605P7ZZ56L PURCHASE REQUEST NUMBER: 0010119027	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$535.95
CIN: 001011902700001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Materials/ODC's COST in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,828.41

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N6312605P7ZZ56L PURCHASE REQUEST NUMBER: 0010119027	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001011902700001			MAX COST	UNDEFINED \$1,828.41

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0170 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$ 5,627.93 \$ 229.73 \$ 5,857.66
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$ 535.95
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ -
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ 1,828.41
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$ 8,222.02

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$8,222.02**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Library Technician (Journeyman)	[b(4)]
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 28 February 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Jim Greenfield
NATEC, PO Box 357013
NAS North Island
San Diego, CA 92135
Phone: 619-545-1704
E-mail: james.greenfield@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30F51111J

Amount: \$8,222.02

PID/PR: 00100119027

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 5,627.93
CLIN 0001-- Base Fee	\$ 229.73
CLIN 0001 -- Est Cost plus Base Fee	\$ 5,857.66
CLIN 0002 --Award Fee	\$ 535.95
CLIN 0004 --Materials/ODC's	\$ 1,828.41
TOTAL ORDER AMOUNT	\$ 8,222.02

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

3.3 Technical/Management Logistics Support Services PRB 0913 Task Order 0045
3.0 TEAM Logistics Task Order (TO)
Draft Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	NATEC Master Data Package Storage
Initial Period of Performance:	12-1-04 thru 2-28-05
Place(s) of Performance other than travel locations.	Contractor's Facility
Will contractor need assigned government spaces?	No
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	1/6 man year
List all Funding Appn/Yrs to be used:	FY05 O&M,N
Recommended RFP Response time:	10 days
Prior Support provided by:	N68936-04-D-0008 TO 0007
Prior Support expiration date	11-30-04

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input checked="" type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail.

Deliverable	Frequency:
MDP list in Excel (IAW Gov't Sample)	Monthly to Jim Greenfield, NATEC and Vanessa Smith, NAVAIR vanessa.smith@navy.mil

ODC Profile: Unusual Other Direct Costs

Storage/Shipment

SCOPE PROFILE:

The contractor shall establish and maintain an inventory control system, by technical manual number, capable of storing and retrieving individual pieces of art, reproducible material, negatives, etc. The contractor shall provide all space, racks, shelves, files and labor required to perform this task for the cognizant Fleet Support Teams (FST). The contractor shall ship master copies to the appropriate facility upon request from NATEC.

NATEC intends to have the contractor ship the majority of the publications to either the cognizant FST or one of the Naval Archives and Records Administration sites in Maryland by the completion of this order. Any remaining publications would be destroyed in accordance with the destruction notice as applicable for each publication.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).

<p>X</p>	<p>1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.</p> <p>A. In performance of this effort it will be necessary for a minimum number of contractor personnel to be cleared for handling classified material up to and including SECRET.</p> <p>B. The contractor shall obtain, transport, inventory and store the master data package including the reproducible copy, negatives, microfilm master, magnetic tapes, CD-ROMs and other digital files, etc.</p> <p>C. The contractor shall assemble complete packages for each manual (by technical manual number) by means of purging superseded pages and/or merging all available data changes into the master reproducible copy, if necessary (missing reproducible copy pages shall be replaced through utilization of printed copies of the manuals obtained from NATEC; missing negatives shall not be replaced until needed for updated actions).</p> <p>D. The contractor shall file/store the master data packages and provide FST/NATEC with complete list of master data packages on file.</p> <p>E. The contractor shall establish a master locator card file, which shall be arranged and maintained in technical manual numerical order citing the technical manual number, location (file/drawer number or rack number), basic/revision date and change number/date.</p> <p>F. The contractor shall provide the reproducible copy, negatives, direct images copy to the government when requested for reprint actions or as required.</p> <p>G. When directed by the TPOC, the contractor shall destroy all the technical manuals not required by the government in accordance with the destruction notice on the publication or ship the requested publications to the appropriate Fleet Support Team or Naval Archives and Records Administration site as determined by the NATEC TPOC.</p> <p>1. Shipment and Packaging Notification for all pubs: The contractor shall provide complete profiles, tracking, and notification for all shipments made. Five (5) days prior to shipment, the contractor shall provide the receiving activity with a Shipment Profile of the shipment to be made. This Shipment Profile will be emailed to the receiving activity, with a copy to the TPOC and shall include: 1) Number and type of containers being shipped, 2) method of packing, 3) offloading requirements (personnel, type of equipment). Once the shipment has commenced, the contractor shall also provide a weekly shipment status via phone calls and emails to the TPOC.</p> <p>2. Inventory Lists for all pubs: For all pubs that are shipped, include a hard copy of an electronically prepared Master Inventory List identifying the box for each pub. Also, a hard copy of an electronically prepared Box Inventory List of the pubs for each box. These lists are to be prepared utilizing Microsoft Office Products and shall be included along with the shipment.</p>
	<p>2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.</p>

X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
----------	--

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

PRB SCOPE PROFILE states that NATEC intends to have contractor ship the majority of publications and destroy any remaining pubs by completion of this order.

Contractor assumes order will be modified to include shipping costs after pubs to be shipped, if any, are identified.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

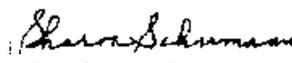
AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30F51111J

AMOUNT: \$8,222.02

CIN 001011902700001: \$8,222.02

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0046		3. DATE OF ORDER/ CALL (YYYYMMDD) 2004 Dec 13		4. REQ./ PURCH. REQUEST NO. 0010121360		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$103,336.96	
27a. QUANTITY IN COLUMN 20 HAS BEEN										
<input type="checkbox"/> INSPECTED		<input type="checkbox"/> RECEIVED		<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	Services as specified in Task Order 0046 Statement of Work - Attachment (1), and in accordance with basic contract Statement of Work.				
	FOB: Destination				
				MAX COST	\$88,525.88
				BASE FEE	\$1,960.32
				SUBTOTAL MAX COST + BASE	<hr/> \$90,486.20
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$90,486.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010121360				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$90,486.20
	CIN: 001012136000001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$4,573.44
				TOTAL MAX COST + FEE	\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010121360	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012136000001				\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$8,277.32

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000301		UNDEFINED	Lot	UNDEFINED	UNDEFINED
	For Accounting Purposes Only				
	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010121360				

ESTIMATED COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL EST COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL EST COST + FEE	UNDEFINED

ACRN AA	\$8,277.32
CIN: 001012136000001	

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0046 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$88,525.88 \$1,960.32 \$90,486.20
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$4,573.44
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$8,277.32
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$103,336.96

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$103,336.96**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is **[b(4)]** direct labor hours. The estimated composition of hours is as follows:

ALUTIQ	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	[b(4)]
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter

deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Alberto Miranda
NATEC
Box 357031 Bldg 90
San Diego, CA 92135-7031
Phone: 619-545-1883
E-mail: Alberto.Miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751506 U1CW 251 00019 0 050119 2D 000000 PMA275AC2510

Amount: \$103,336.96

PID/PR: 0010121360

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$88,525.88
CLIN 0001-- Base Fee	\$1,960.32
CLIN 0001 -- Est Cost plus Base Fee	\$ 90,486.20
CLIN 0002 --Award Fee	\$4,573.44
CLIN 0003 --Travel	\$8,277.32
CLIN 0004 --Materials/ODCs	\$0.00
TOTAL ORDER AMOUNT	\$ 103,336.96

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Ft. Worth, TX	San Diego, CA	1	1	4
Ft. Worth, TX	Amarillo, TX	1	1	4
Ft. Worth, TX	New River, NC	1	2	4
Ft. Worth, TX	Lakehurst, NJ	1	1	4
Ft. Worth, TX	Philadelphia, PA	1	1	4
Ft. Worth, TX	Pax River, MD	1	1	4

Section C - Descriptions and Specifications

STATEMENT OF WORK

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW) PRB 0914 Task Order 0046

SOW PROFILE:

Platform/Project:	V-22 Osprey
Initial Period of Performance:	01 Dec 2004 – 30 Nov 2005
Place(s) of Performance other than travel locations.	Bell Helicopter Textron Inc., FT Worth, TX
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.1 Man Year (1 MY=1920 hours)
List all Funding Appn/Yrs to be used:	FY 05 APN-1, N
Recommended RFP Response time:	15 Days
Prior Support provided by:	ALUTHIQ Security & Technology. Contract # N68936-04-D-0008 Task Order 0020-01
Prior support expiration date	30 Nov 2004

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Guidance/Quality Planning Mtg	San Diego, CA
In-Process/Adequacy Reviews	Amarillo, TX
Validation/Verification/Follow-up	New River, NC
Quality Program Reviews	Lakehurst, NJ
ILSMT/IPT	Philadelphia, PA
PEDD/JIMIS/Phoenix Mtgs	New River, NC
TMMT	Patuxent River, MD

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

The contractor shall provide guidance and support as Naval Air Technical Data and Engineering Service Command (NATEC) Quality Assurance (QA) representative to assure the quality of Technical Manuals through application of effective Quality Assurance (QA) provisions. A technical manual QA program must be maintained to assure adequate, accurate and usability of technical documentation in the development and sustainment to support the V-22 Tilt rotor Program. Task will also include data management support for the V-22 Technical Data, as well as aircraft and support equipment maintenance engineering and logistics support services. This task order is to be performed at Bell Helicopter Textron Inc., Ft Worth, TX. The contractor will be required to travel as necessary to fulfill contractual requirements.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.1 General Task 3.3A-1 Management Support.</p>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer</p>

	documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by

	<p>the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.</p>
	<p>3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.</p>
	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p>

	<p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected. 2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system. <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation.

	Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	1. Data Identification.
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	2. Data Acquisition.
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and

	written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.
X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in EIA Standard 649 : <ul style="list-style-type: none"> • Document identification • Data status level management • Data and product configuration relationships • Data version control & management of review, comment, annotation, & disposition • Digital data transmittal • Data access control.
	4. Technical Data Maintenance.
	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.

X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

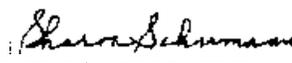
AA: 1751506 U1CW 251 00019 0 050119 2D 000000

COST CODE: PMA275AC2510

AMOUNT: \$103,336.96

CIN 001012136000001: \$103,336.96

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0047		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Dec 15		4. REQ./ PURCH. REQUEST NO. 0010122253		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$109,349.61		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	Services as specified in Task Order 0047 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$92,166.11
				BASE FEE	\$1,960.32
				SUBTOTAL MAX COST + BASE	\$94,126.43
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$94,126.43

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	CPAF				
	FOB: Destination				
	MILSTRIP: N0001905P7PU711				
	PURCHASE REQUEST NUMBER: 0010122253				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$94,126.43
	CIN: 001012225300001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$4,573.44
				TOTAL MAX COST + FEE	\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P7PU711 PURCHASE REQUEST NUMBER: 0010122253	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012225300001				\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$7,475.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P7PU711 PURCHASE REQUEST NUMBER: 0010122253	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012225300001				\$7,475.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Materials/ODC's in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,173.82

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P7PU711 PURCHASE REQUEST NUMBER: 0010122253	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012225300001				\$3,173.82

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0047 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	1,920	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$ 92,166.11 \$ 1,960.32 \$ 94,126.43
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$ 4,573.44
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ 7,475.92
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ 3,173.82
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$ 109,349.61

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$109,349.61**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,920 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Sr. Program/Project Control Specialist	
Total	1,920

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Alberto Miranda
NATEC
PO BOX 357031 Bldg 90
San Diego, CA 92135-7031
Phone: 619-545-4683
E-mail: alberto.miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751319 U577 251 00019 0 050119 2D 000000 PMA275AC1521

Amount: \$109,349.61

PID/PR: 0010122253

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 92,166.11
CLIN 0001-- Base Fee	\$ 1,960.32
CLIN 0001 -- Est Cost plus Base Fee	\$ 94,126.43
CLIN 0002 --Award Fee	\$ 4,573.44
CLIN 0003 --Travel	\$ 7,475.92
CLIN 0004 --ODC's/Materials	\$ 3,173.82
TOTAL ORDER AMOUNT	\$ 109,349.61

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

From	To	People	Days	Trips
San Diego, CA	New River, NC	1	4	2
San Diego, CA	Amarillo, TX	1	4	1
San Diego, CA	Lakehurst, NJ	1	4	1
San Diego, CA	Philadelphia, PA	1	4	1
San Diego, CA	Patuxent River, MD	1	4	1
San Diego, CA	Amarillo, TX	1	4	1

Section C - Descriptions and Specifications

STATEMENT OF WORK**3.3 Technical/Management Logistics Support Services****Alutiq – N68936-04-D-0008**

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 0915 Task Order 0047**

SOW PROFILE:

Platform/Project:	V-22 Osprey
Initial Period of Performance:	01 Dec 2004 – 30 Nov 2005
Place(s) of Performance other than travel locations.	NATEC, NAS North Island San Diego, CA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.1 Man Year (1 MY=1920 hours)
List all Funding Appn/Yrs to be used:	FY 05 RTD&E
Recommended RFP Response time:	15 Days
Prior Support provided by:	ALUTIIQ Security & Technology. Contract # N68936-04-D-0008 Task Order 0020-01
Prior support expiration date	30 November 2004

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
ILSMT/IPT	New River, NC
In-Process/Adequacy Reviews	Amarillo, TX
Validation/Verification/Follow-up	New River, NC
PEDD/JIMIS/Phoenix Mtgs	Lakehurst, NJ
TMMT	Philadelphia, PA
	Patuxent River, MD
In-Process/Adequacy Reviews	Amarillo, TX

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

The contractor shall function as V-22 Logistics Element Manager (LEM) for Naval Air Technical Data and Engineering Service Command (NATEC) in the development and sustain the technical data required to support the V-22 Osprey program. The contractor shall provide technical manual management, technical and analytical support for NAVAIR technical manual (TMs) program includes both traditional paper publications and emerging levels of V-22 Interactive Electronic Technical Manuals (IETM). Task will also include data management support for V-22 Technical Data, as well as aircraft and support equipment maintenance engineering and logistics support services. Task is to be performed on site at NATEC North Island, San Diego, CA. The contractor shall be required to travel as necessary to fulfill contractual requirements.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.1 General Task 3.3A-1 Management Support.</p>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	<p>7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.</p>
	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data</p>

	<p>(including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected. 2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system. <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	K. Data Dissemination

X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	4. Technical Data Maintenance.
	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS), Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT.

	Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

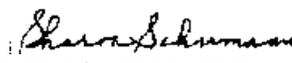
AA: 1751319 U577 251 00019 0 050119 2D 000000

COST CODE: PMA275AC1521

AMOUNT: \$109,349.61

CIN 001012225300001: \$109,349.61

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0048		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Dec 16		4. REQ./ PURCH. REQUEST NO. 0010124226		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$92,761.74	
		27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						26. DIFFERENCES		
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF Services as specified in Task Order 0048 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work. FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$77,577.61
				BASE FEE	\$1,960.32
				SUBTOTAL MAX COST + BASE	\$79,537.93
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$79,537.93
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010124226	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012422600001				\$79,537.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$4,573.44
				TOTAL MAX COST + FEE	\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010124226	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012422600001				\$4,573.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	COST Travel in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$5,476.55

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010124226	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012422600001				\$5,476.55

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Materials/ODCs in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,173.82

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010124226	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012422600001				\$3,173.82

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
CLIN	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0048 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work.	1,920	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$ 77,577.61 \$ 1,960.32 \$ 79,537.93
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$ 4,573.44
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$ 5,476.55
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$ 3,173.82
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$ 92,761.74

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$92,761.74**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,920 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Sr. Program/Project Control Specialist	
Total	1,920

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Alberto Miranda
NATEC
PO BOX 357031 Bldg 90
San Diego, CA 92135-7031
Phone: 619-545-4683
E-mail: alberto.miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 5753010 1153 620 10V02 0 000000 00 000000 000503000F03

Amount: \$92,761.74

PID/PR: 0010122253

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 77,577.61
CLIN 0001-- Base Fee	\$ 1,960.32
CLIN 0001 -- Est Cost plus Base Fee	\$ 79,537.93
CLIN 0002 --Award Fee	\$ 4,573.44
CLIN 0003 --Travel	\$ 5,476.55
CLIN 0004 --ODC's/Materials	\$ 3,173.82
TOTAL ORDER AMOUNT	\$ 92,761.74

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

From	To	People	Days	Trips
New River, NC	San Diego, CA	1	4	1
New River, NC	Amarillo, TX	1	4	1
New River, NC	Lakehurst, NJ	1	4	1
New River, NC	Patuxent River, MD	1	4	1
New River, NC	Philadelphia, PA	1	4	1

Section C - Descriptions and Specifications

STATEMENT OF WORK**3.3 Technical/Management Logistics Support Services**

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 0916 Task Order 0048**

SOW PROFILE:

Platform/Project:	V-22 Osprey
Initial Period of Performance:	01 Dec 2004 – 30 Nov 2005
Place(s) of Performance other than travel locations.	V-22 FST Detachment MCAS New River, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Secret
General Level of Effort Expected	1.04 Man Year (1 MY=1920 hours)
List all Funding Appn/Yrs to be used:	FY 05 AP – AF
Recommended RFP Response time:	15 Days
Prior Support provided by:	ALUTHQ Security & Technology. Contract # N68936-04-D-0008 Task Order 0020-01
Prior support expiration date	30 Nov 2004

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Guidance/Quality Planning Mtg	San Diego, CA
In-Process/Adequacy Reviews	Amarillo, TX
Validation/Verification/Follow-up	New River, NC
Quality Program Reviews	Lakehurst, NJ
ILSMT/IPT	Philadelphia, PA
PEDD/JIMIS/Phoenix Mtgs	New River, NC
TMMT	Patuxent River, MD

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

The contractor shall provide guidance and support as Naval Air Technical Data and Engineering Service Command (NATEC) Quality Assurance (QA) representative to assure the quality of Technical Manuals through application of effective Quality Assurance (QA) provisions. A technical manual QA program must be maintained to assure adequate, accurate and usability of technical documentation in the development and sustainment to support the V-22 Tilt rotor Program. Task will also include data management support for the V-22 Technical Data, as well as aircraft and support equipment maintenance engineering and logistics support services. This task order is to be performed at V-22 FST Detachment MCAS New River, NC. The contractor will be required to travel as necessary to fulfill contractual requirements.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer

	documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change

	<p>Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected.</p> <p>2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system.</p> <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital

	images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	1. Data Identification.
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	2. Data Acquisition.
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.

X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in EIA Standard 649 : <ul style="list-style-type: none"> • Document identification • Data status level management • Data and product configuration relationships • Data version control & management of review, comment, annotation, & disposition • Digital data transmittal • Data access control.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.

	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 5753010 1153 620 10V02 2 000000 00 000000 000

COST CODE: 000503000F03

AMOUNT: \$92,761.74

CIN 001012422600001: \$92,761.74

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0049		3. DATE OF ORDER/CALL (YYYYMMDD) 2004 Dec 27		4. REQ./ PURCH. REQUEST NO. 0010122897		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$628,728.94	
		27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						26. DIFFERENCES		
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.				

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	Operational, managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (excluding travel, material and ODC's)				
	FOB: Destination				
				MAX COST	\$306,641.70
				BASE FEE	\$9,240.05
				SUBTOTAL MAX COST + BASE	<hr/> \$315,881.75
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$315,881.75

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	CPAF				
	FOB: Destination				
	MILSTRIP: N0001905P7AP055				
	PURCHASE REQUEST NUMBER: 0010122897				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$5,000.00
	CIN: 001012289700001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002		UNDEFINED	Lot	UNDEFINED	UNDEFINED

CPAF

Award Fee in support of CLIN 0001

FOB: Destination

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$21,557.10
TOTAL MAX COST + FEE	\$21,557.10

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201		UNDEFINED	Lot	UNDEFINED	UNDEFINED

FOR ACCOUNTING PURPOSES ONLY

CPAF

FOB: Destination

PURCHASE REQUEST NUMBER: 0010122897

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA

CIN: 001012289700001

\$1,071.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST Material/ODC's in support of CLIN 0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
				MAX COST	\$7,935.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	COST FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010122897				
				MAX COST	UNDEFINED
	ACRN AA				\$2,000.00
	CIN: 001012289700001				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Tech Manual Preparation	UNDEFINED	Page	UNDEFINED	UNDEFINED
	FFP				
	Technical manual preparation and publishing performed in accordance with Statement of Work - Attachment 1				
	FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	AMOUNT
000601	FOR ACCOUNTING PURPOSES ONLY	

CIN: 001012289700001	ACRN AA	\$50,000.00
----------------------	---------	-------------

PURCHASE REQUEST NUMBER: 0010122897

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AA	Page Changes FFP Page changes to existing technical manuals - Hard copy to digital format FOB: Destination	1,000	Page	\$45.40	\$45,400.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AB	Page Changes FFP Page changes to existing technical manuals - Digital to digital format FOB: Destination	3,000	Page	\$45.40	\$136,200.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AC	New Pages FFP New pages in existing technical manuals - digital format FOB: Destination	500	Page	\$75.10	\$37,550.00

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AD		6,500	Page	\$6.85	\$44,525.00

Output

FFP

Output of Portable Document Format (PDF) Files

FOB: Destination

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	AMOUNT
0007	File Conversion	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000701		UNDEFINED		UNDEFINED	UNDEFINED

FOR ACCOUNTING PURPOSES ONLY

FFP

FOB: Destination

PURCHASE REQUEST NUMBER: 0010122897

CIN: 001012289700001

ACRN AA

FUNDED AMOUNT

\$10,000.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007AB		1,000	Page	\$14.95	\$14,950.00

Conversion

FFP

Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format.

FOB: Destination

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007AD		1,000	Page	\$4.73	\$4,730.00

Conversion

FFP

Conversion of hardcopy to Portable Document Format (PDF)

FOB: Destination

FUNDED AMOUNT

BODY TEXT

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0049 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of work.	9,050	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$306,641.70 \$9,240.05 \$315,881.75
0002	Award Fee in support of CLIN 0001	01	LOT		\$21,557.10
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$7,935.09
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total	Cost Reimbursable				\$345,373.94
0006AA	Page Changes to existing Technical Manuals – Hardcopy to Digital Format	1,000	pages	\$45.40	\$45,400.00
0006AB	Page Changes for existing Technical Manuals – Digital to Digital Format	3,000	Pages	\$45.40	\$136,200.00
0006AC	New Pages in existing Technical Manuals – Digital Format	500	Pages	\$75.10	\$37,550.00
0006AD	Output of Portable Document Format (PDF)	6,500	Pages	\$6.85	\$44,525.00
0007AB	Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format	1,000	Pages	\$14.95	\$14,950.00
0007AD	Conversion of Hardcopy to Portable Document Format (PDF)	1,000	Pages	\$4.73	\$4,730.00
Total FFP					\$283,355.00
TOTAL TASK ORDER 0049					\$628,728.94

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$68,071.00**. The allotted funding will cover approximately **11%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 9,050 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Logistics Manager	b(4)
Technical Publications Writer/Editor	
Technical Illustrator (Journeyman)	
Information Resource Manager	
Data Entry Clerk	
Total	9,050

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 01 January 2005 to 31 December 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this

contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Wayne Pasanen
NAVAL AIR DEPOT
6206 Aviation Depot (Bldg 338, RM B-6)
Cecil Commerce Center
ATTN: Wayne Pasanen, Code 3.3.1H
Jacksonville, FL 32221-8112
Phone: 904-317-1551
E-mail: wayne.pasanen@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL19A3

Amount: \$68,071.00

PID/PR: 0010122897

FED: 11/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$4,000.00
CLIN 0001-- Base Fee	\$1,000.00
CLIN 0001 -- Est Cost plus Base Fee	\$5,000.00
CLIN 0002 -- Award Fee	\$1,071.00
CLIN 0003 -- Travel	\$0.00
CLIN 0004 -- Material	\$2,000
CLIN 0006AA	\$10,000
CLIN 0006AB	\$20,000
CLIN 0006AC	\$10,000
CLIN 0006AD	\$10,000
CLIN 0007AB	\$8,000
CLIN 0007AD	\$2,000
TOTAL ORDER AMOUNT	\$68,071.00

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated for this task order.

SOW

PRB 0926 Task Order 0049

3.0 TEAM Logistics Task Order (TO)

Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	P-3 Technical Publication Support
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	Contractor Facility, Cecil Commerce Center (CCC), Jacksonville, FL and NATEC San Deigo, CA.
Will contractor need assigned government spaces?	Assigned government space will be required at NATEC San Deigo for a portion of this task order. For the remainder of the task order, the ontractor must have daily access to Master Data Packages that are maintained at CCC Jacksonville, FL
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Wayne Pasanen
TOCOR Mailing address:	NAVAL AIR DEPOT 6206 Aviation Depot (Bldg 338, RM B-6) Cecil Commerce Center ATTN: Wayne Pasanen, Code 3.3.1H Jacksonville, FL 32221-8112
TOCOR Email:	Wayne.pasanen@navy.mil
TOCOR Fax:	904 317-1787
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	Technical Publication Writer/Editor - 1750hours Technical Illustrator - 1750 hours Data Entry Clerk – 1750 hrs Logistics Manager – 3500 hours Information Resource Manager – 300 hrs
FFP Item Expected (pages)	0006AA – 1000 pgs 0006AB – 3000 pgs 0006AC – 500 pgs 0006AD – 6500 pgs 0007AB – 1000 pgs 0007AC – 0 0007AD – 1000
List all Funding Appn/Yrs to be used:	FY05 PRL (O&M, N)
Recommended RFP Response time:	14 days
Prior Support provided by:	Antion (ISI), Contract N68936-04-D-0008, TO 0016
Prior support expiration date	30 Nov 2004

HARDCOPY MATERIAL FOR REVIEW:

<p>Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes-please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:</p>	<p>No</p>
--	-----------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Report	Monthly	TCOR

ODC Profile: Unusual Other Direct Costs

SCOPE PROFILE:

Contract N68936-04-D-0008

Alutiiq's Response to PRB-0926: Task Order 0049

Part (1) Statement of Work for PRB-0926

Scope: The P-3 programs require technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications. Technical writing and word processing services will include but are not limited to research of Master Data Packages , including TPDR,TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

The P-3 LEM located at NATEC San Diego, CA., requires contractor support to manage the P-3 pubs suite.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navvsgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine

to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manual.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

In support of the pub update process at NADEPJAX, the contractor shall:

Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL

Update tech manuals with government furnished source data.

Include a signed Validation Certificate (VAL CERT), Record of Source Data Incorporation (ROSDI) and a Print Sequence Sheet (PSS) for each delivered tech manual update.

Validate all LOEPs and correct deficiencies as necessary.

Provide technical manual updates as required to correct valid technical publications deficiency reports and to maintain tech manual configuration.

Digital files, when available, will be provided as Government Furnished Source Data, GFI). Digital files will usually be Word, Quicksilver, AutoCAD, Adobe Illustrator, Paint Shop Pro, and Adobe PDF format. For those manuals, the deliverable will be an updated, collated digital Quicksilver and Adobe PDF file of the complete manual.

In addition, an updated, collated digital Adobe PDF of the change or RAC, including backup pages, will also be provided.

When digital files are not available as GFI, the contractor shall deliver an updated collated digital Quicksilver and Adobe PDF of the change (including backup pages).

The contractor will provide all Quicksilver deliverable files in IDU format. The Quicksilver files in the IDU file will be in proper order and will be neatly arranged. All excess files shall be deleted prior to conversion to IDU.

Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, dated May 1, 2004.

All changes shall be formatted to the existing style and format of the existing manuals, unless otherwise specified.

In support of the pub management process at NATEC San Diego, the contractor shall:

Process Publication Order Sheet (POS) requests from various NAVAIR CFA activities associated with the P-3 platform.

Convert to Adobe Acrobat P-3 Technical Directives in accordance with the NATEC Conversion Guideline for web site posting.

Correct and maintain in the TMAPS the following:

User POC data - names phone numbers ,email addresses

Automatic Distribution Requirements List (ADRL)

Type Equipment Codes (TEC) for the various P-3 configurations (3 basic platforms, 10 derivative)

Initial Outfitting Listing (IOL)

Enter data for new Technical Manuals (TMs)

Cancel/Archive obsolete TMs

Under Sponsor Approval, review, approve or cancel requests for TMs

P-3 TM Archiving Project

Conduct various comparative analysis and or research projects from data retrieved from TMAPS, such as:

Mission Essential Subsystems Matrices

Critical Obsolescence Program

P-3 Pubs LEAN Analysis

Part Number, SM&R Verification Research Analysis

Type Equipment Code Research Project

Review uploads of TMs in Adobe Acrobat (PDF) format for missing pages, style and format, and content, correct as required.

Update, make corrections to and add new records to the Publications Record Plan. Interface with and provide customer support to the P-3 community user group (both civilian and military), and civilian contractors.

Conduct various comparative analysis and or research projects of Engineering Change Proposal/Technical Directives and their impact to supportability, funding, schedules and technical manuals.

Provide SGML conversion evaluation.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National

Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement
PRB0926, Task Order 0049

Task Description:

(A) To be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

Original and one (1) copy of DD Form 250.

(B) Descriptions and Specifications:

Task will be performed for: NAVAL AIR DEPOT, JACKSONVILLE, P-3 Technical Publications FST, Code 3.3.1H.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

7. All new illustrations will be in the form of vector art.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Jacksonville, P-3 FST (W. Pasanen), Code 3.3.1H. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Jacksonville, P-3 FST Technical Publications, Code 3.3.1H. The proper Mailing address is:

Commanding Officer
Naval Air Depot
6206 Aviation Avenue
Attn: Code 3.3.1C/Wayne Pasanen
Cecil Commerce Center
Jacksonville, FL 32221-8112

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAL AIR DEPOT JACKSONVILLE, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Part (3) Contract Data Requirements List (CDRL). A Monthly Progress Report has not been included as a CDRL item since the basic contract includes a CDRL (A002) for Monthly Progress Reports.

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19A3

AMOUNT: \$68,071.00

CIN 001012289700001: \$68,071.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0050		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Feb 24		4. REQ./ PURCH. REQUEST NO. 0010130145		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				25. TOTAL \$51,946.09		26. DIFFERENCES	
							 CONTRACTING / ORDERING OFFICER			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
					a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services CPAF as specified in Task Order 0050 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$48,560.10
				BASE FEE	\$1,015.90
				SUBTOTAL MAX COST + BASE	\$49,576.00
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$49,576.00
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010130145	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013014500001				\$49,576.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$2,370.09
TOTAL MAX COST + FEE	\$2,370.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010130145	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$2,370.09
CIN: 001013014500001

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0050 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$48,560.10 \$1,015.90 \$49,576.00
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$2,370.09
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$51,946.09

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$51,946.09**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

SESI	
CATEGORY	HOURS
Technical Publication Writer/Editor	[b(4)]
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 23 February 2005 to 23 June 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C,
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Dean Nelson, Code 3.2.4.6
NADEP
P.O. Box 357058
San Diego, CA 92135-7058
Phone: (619) 545-4851
E-mail: dean.nelson@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0022 IU652L132000
Amount: \$51,946.09
PID/PR: 0010130145
FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$48,560.10
CLIN 0001-- Base Fee	\$1,015.90
CLIN 0001 -- Est Cost plus Base Fee	\$49,576.00
CLIN 0002 --Award Fee	\$2,370.09
CLIN 0003 --Travel	\$0.00
CLIN 0004 -- Materials/ODC's	\$0.00
TOTAL ORDER AMOUNT	\$51,946.09

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

3.3 Technical/Management Logistics Support Services
Alutiiq-N68936-04-D-0008

PRB 0927 Task Order 0050
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	CASS
Initial Period of Performance:	120 days after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	# of Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY 04 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	None
Prior support expiration date	N/A

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined

		below.
No		I do not require any additional CDRLs.

ODC Profile: Unusual Other Direct Costs

N/A

SCOPE PROFILE:

1 GENERAL This Statement of Work (SOW) specifies the management labor to be performed and the technical data to be prepared by the contractor pertaining to the conversion and update of the existing High Power Device Test Subsystem (HPDTS) from a Hypertext Markup Language Technical Manual (TM) into Quicksilver Interleaf Publisher and Tagged with provided tags.

2 Purpose The purpose of the SOW is to define contractor requirements in support of the HPDTS Technical manual configuration including conversion from HTML into Quicksilver Interleaf Publisher, Work Packaged formatting, and update of any/all CASS technical manual source data. This may include sanitization of manual(s) for Foreign Military Service (FMS) customers.

3 Scope These requirements apply specifically to the CASS HPDTS technical manual, but may include other CASS manuals as it applies to integration of HPDTS manual into other CASS TM documentation. Technical manuals include operation and maintenance instructions (with illustrated parts breakdown).

Publication Number	Manual Title
16-35OP188-1	Operation and Maintenance with Illustrated Parts Breakdown for High Power Device Test Subsystem OP188/USM-636 (V).

TASK PROFILE:

Publication No.	TASK NO.	TASK
16-35OP188-1	TASK 1	Convert / import HTML Manual 16-35op-188-1 with HTML text and GIF Bitmap graphics into Interleaf Publisher and Tag with templates and component tags provided.
16-35OP188-1	TASK 2	Replace Bitmap Schematics, Wire Diagrams, and GAPL Illustrations with CGM VECTOR GRAPHICS FILES provided.
16-35OP188-1	TASK 3	Technical Manual updates to Interleaf Publisher files. May include ECP's, MCR's, and IRAC's.
16-35OP188-1	TASK-4	Technical Manual Integration. Incorporate 16-35op188-1 into CASS ATE Station manuals
16-30USM636... ATE Station Manuals	TASK-5	Foreign Military Service (FMS). Sanitize, update and revise CASS ATE Interleaf Publisher files for FMS requirements

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**C.1 STATEMENT OF WORK**

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall</p>

	have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data

	furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence

	and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A

	supersedure notice shall be placed on the title page as follows:
	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
	D. CAL5 Type IV MIL-PRF-28002
	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the

	automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

Task 1 Technical Manual Conversion (Funded at this time)

- a) The contractor shall take existing Hypertext Mark-Up language (HTML) source data files for the HPDTS Technical Manual, NAVAIR 16-35OP188-1 and import / convert into Quicksilver Interleaf Publisher.
- b) Each Work Package in the HTML manual will be a Book within an Interleaf Book titled 16-35OP188-1.
- c) Work Package books will have the same WP numbering as in the HTML manual.
- d) The imported / converted manual will be Component tagged using Interleaf Component tags provided from CASS NAVAIR TM 16-30USM636-2-2.

Task 2 Bitmap graphics replacement and Font changes (Future task)

- a) The contractor shall take the Interleaf files from Task 1 and replace all Bitmap graphics that are Schematics, Wiring Diagrams and Gapl Illustrations with Computer Graphics Meta files (CGM) Vector Graphics provided.
- b)
- c) All fonts shall be changed to Helvetica 12 Point with the following exceptions: All Part numbers listed in the Gapl tables shall be Times Roman 12 Point. All Reference Designators in the Gapl Illustrations shall be Courier 12 Point.

Task 3 Technical Manual Updates (Future task)

- a) The contractor shall revise/update the HPDTS technical manual Interleaf files to incorporate Engineering Change Proposals (ECP's), Interim Rapid Action Changes (IRACS), Manual Change Requests (MCRs) identified by the government. Updates to the technical manuals shall be all-inclusive (narrative and graphics) as affected by the appropriate change documentation.

Task 4 Technical Manual Integration (Future task)

- a) The contractor shall review the CASS TMs and determine where to incorporate the appropriate HPDTS Work Packages. Location will be provided via Adobe Notes in soft copy. If appropriate WPs do not exist, for HPDTS data identify location of new WP. Integration effort includes identification of changes to all segments of CASS TMs (i.e., TOCs, SE/tool requirements, Appendixes, etc). Identify and create links as necessary.

Task 5 Foreign Military Service (FMS) Requirements. (Future task)

- a) The contractor shall revise/update Sanitize the HPDTS and / or CASS ATE Station TMs Interleaf Publisher files per Fleet Support Team direction to meet requirements for delivery to FMS countries.

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Two (2) CD-ROM (ISO 9660) for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island, Code 3.1.2.3.
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 3.1.2.3 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 3.1.2.3. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 3.1.2.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Publication No.	TASK NO.	PERFORMANCE PERIOD
16-35OP188-1	TASK 1	From Award to 120 days.
16-35OP188-1	TASK 2	TBD after completion of TASK 1
16-35OP188-1	TASK 3	TBD after completion of TASK 2
16-35OP188-1	TASK-4	TBD after completion of TASK 3
CASS ATE Station Manuals.	TASK-5	TBD after completion of TASK 4

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn: Code 3.1.2.3/Dean Nelson, Bldg. 334-1
 P. O. Box 357058

San Diego, CA 92135-7058

A1	120 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Completion Date of all items:xxx days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS**GOVERNMENT FURNISHED SOURCE DATA:**

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	TASK	Source Data
16-35OP188-1	TASK 1	HTML Manual 16-35op-188-1 with HTML text and GIF Bitmap graphics.
16-30USM636-2-2	TASK 1	Interleaf IDU files for templates and component tags.

Assumptions:

- Original documents will be provided to SESI by the TPOC in good condition
- Upon completion of documents, SESI will deliver an Interleaf IDU file on CD-ROM according to the approved delivery schedule and will submit a DD250 for payment for documents delivered
- Delivery schedule is dependent upon source data being supplied to the Subcontractor by date of order.
- All work will be performed at the SESI San Diego facility

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

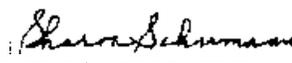
AA: 97X4930 NA2B 000 77777 0 065888 2F 8E0022

COST CODE: IU652L132000

AMOUNT: \$51,946.09

CIN 001013014500001: \$51,946.09

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0051		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Mar 01		4. REQ./ PURCH. REQUEST NO. 0010126998		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$613,864.44		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	CPAF- Services as specified in Task Order 0051 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$558,650.03
				BASE FEE	\$16,080.12
				SUBTOTAL MAX COST + BASE	\$574,730.15
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$574,730.15
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012699800100				\$441,888.52

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000102	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001012699800200				\$60,565.50

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000103	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC TAC: N826 CIN: 001012699800400				\$72,276.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	CPAF - Award Fee in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$37,525.39
TOTAL MAX COST + FEE	\$37,525.39

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA
CIN: 001012699800100

\$28,851.87

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000202	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001012699800200				\$3,954.45

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000203	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC TAC: N826 CIN: 001012699800400				\$4,719.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	COST - Materials/ODCs in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST \$1,608.90

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST UNDEFINED

ACRN AA \$1,237.02
CIN: 001012699800100

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000402	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST UNDEFINED

ACRN AB \$169.55
CIN: 001012699800200

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000403	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010126998	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AC TAC: N826 CIN: 001012699800400			MAX COST	UNDEFINED \$202.33

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0051 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	15329	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$558,650.03 \$16,080.12 \$574,730.15
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$37,525.39
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$0.00
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$1,608.90
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$613,864.44

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$613,864.44**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 15,329 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	b (4)
Sr. Program/Project Control Specialist	
Technical Publication Writer/Editor	
Jr. Draftsman	
Technical Illustrator (J)	
Administrative Assistant (J)	
Sr. Analyst	
Data Entry Clerk	
Total	15,329

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 March 2005 to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Jim Isenock
NADEP
Code H46FST.7 PSC 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-9394
E-mail: james.isenock@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000
 COST CODE: AIR30PRLA273
 AMOUNT: \$471,977.41
 CIN 001012699800100: \$471,977.41

AB: 1751804 4A4N 252 00019 0 050119 2D 000000
 COST CODE: AIR30PRLA293
 AMOUNT: \$64,689.50
 CIN 001012699800200: \$64,689.50

AC: 1751506 45BJ 252 00019 0 050119 2D 000000
 COST CODE: PMA226515610
 AMOUNT: \$77,197.53
 CIN 001012699800400: \$77,197.53

Total Amount: \$613,864.44
 PID/PR: 0010126998
 FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 558,650.03
CLIN 0001-- Base Fee	\$ 16,080.12
CLIN 0001 -- Est Cost plus Base Fee	\$ 574,730.15
CLIN 0002 --Award Fee	\$ 37,525.39
CLIN 0003 --Travel	\$ -
CLIN 0004 -- Materials/ODC's	\$ 1,608.90
TOTAL ORDER AMOUNT	\$ 613,864.44

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)
PRB 0931 Task Order 0051**

SOW 1 - Technical Manuals, Conversion, and TMCR**SOW PROFILE:**

Platform/Project:	3.0 Competency Technical Manual and Directives Division 3.3.1 H46FST.7
Initial Period of Performance:	3/1/05–11/30/05
Place(s) of Performance other than travel locations.	Naval Air Depot Cherry Point, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Jim Isennock, H46FST.7/3.1.2 252-464-9394 Alternate: Tim Cartwright, 252-464-9519
TOCOR Mailing address:	COMMANDING OFFICER NAVAL AIR DEPOT ATTN: CODE H46FST.7 PSC 8021 CHERRY POINT, NC 28533-0021
TOCOR Email:	james.isennock@navy.mil
TOCOR Fax:	252-464-5058
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	7.4 Work Years (15,329 hours)
List all Funding Appn/Yrs to be used:	PRL/APN
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq 1Y0D7
Prior support expiration date	5/17/2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C</u> ALUTIIQ SECURITY & TECHNOLOGY, LLC	No (Material available for review at government
---	---

737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039 Attn: RON HANCOCK	site)
---	-------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
---------	----------

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
X	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

SCOPE PROFILE:

To develop routine revisions, pick-up revisions and Type "B" IRAC's (25 H-46 / T58) to existing H-46 and T58 organizational, intermediate and depot level technical publications. To develop a T58 tooling manual for intermediate maintenance peculiar support equipment on the T58-GE-16/16A engine. The latest version of the H46/T58-TMG-01-CP shall be used for guidance in the development of all technical manuals and updates along with NATEC guidelines for PDF posting on the web site. Provide 2 personnel (1112 hrs each) for on-site technical manual management support for the H-46 Helicopter and T-58 Engine Programs, and their related components under the cognizance at the NAVAIRDEPOT Cherry Point. The inventory of technical manuals used to support these programs includes both paper and electronic copies.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
X	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
X	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or

	Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.

X	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing</p>

	the contractor to deviate from specification requirements.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work

	Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall

	have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision.

	These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____with change information. Change _____dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of

	aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: To perform revision/pick-up revision on the H-46/T58 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-05 (89 Total). Incremental delivery of prepubs is IAW the COGNIZANT LEM/Data Managers' schedule.

H-46

A1-H46AE-140-000	NA 03-30ED-6	NA 05-15CA-55
A1-H46AE-220-000	NA 03-30ED-7	NA 05-15CA-56
A1-H46AE-WDM-010	NA 03-30ED-8	NA 05-45BV-2 VOL1
A1-H46AE-SEC-000	NA 03-30ED-9	NA 05-45BV-2 VOL2
NA 03-1-638	NA 03-30EY-46	NA 05-45BV-3
NA 03-1-639	NA 03-30PM-1	NA 05-45BV-4
NA 03-10ABJ-4	NA 03-30PM-8	NA 05-55N-50
NA 03-10ABQ-10	NA 03-30PM-9	NA 05-5J-34
NA 03-10ABQ-19	NA 03-30SE-1	NA 05-5J-35
NA 03-10EB-43	NA 03-30STE-28	NA 05-65AE-104
NA 03-10EW-10	NA 03-35B-63	NA 16-45-1265
NA 03-10EW-11	NA 03-35B-64	NA 17-10AD-4
NA 03-10MAC-3	NA 03-45BV-7	NA 17-10B-7
NA 03-10MAC-4	NA 03-45CS-1	NA 17-15-35
NA 03-15BA-18	NA 03-45G-1	NA 17-15A-26
NA 03-15BA-20	NA 03-45G-2	NA 17-15B-40
NA 03-15BA-21	NA 03-5AS-27	NA 17-15BA-217
NA 03-15DF-2	NA 03-5AS-28	NA 17-15BA-252
NA 03-25B-29	NA 03-5CGM-10	NA 17-15BBA-3
NA 03-25GCS-1	NA 03-5CGM-11	NA 17-15C-106
NA 03-30ARB-1	NA 03-5CGM-14	NA 17-15CAW-1
NA 03-30CH-624	NA 03-5CH-201	NA 17-15CAW-2
NA 03-30CP-502	NA 03-5CHF-1	NA 17-15CAW-3
NA 03-30CK-21	NA 03-65B-1	NA 17-15CAW-4
NA 03-30DE-67	NA 03-65C-1	NA 17-15CF-105
NA 03-30DE-68	NA 03-80HT-2	NA 17-15CT-2
NA 03-30ED-10	NA 03-90-13	
NA 03-30ED-3	NA 03-90-6	
NA 03-30ED-4	NA 03-90-8	
NA 03-30ED-5	NA 03-95D-21	

T58

NA 03-110FT-6	NA 03-110J-6	NA 17-T58-SE-01
---------------	--------------	-----------------

Task Description: Contractor shall provide 2 personnel (1112 hrs each) for technical manual management support for the H-46 helicopter, T-58 engine, and other related component programs. The inventory of technical manuals used to support these programs includes both traditional paper publications and emerging levels of electronic technical manuals. To accomplish the scope of work, required to adequately support these programs, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. In addition, the contractor must provide support in the development, review, and verification of source data packages from engineering data. Prepare draft manuscripts from engineering source data and existing technical manuals. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but is not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 and 2 type Technical Publication Deficiency Reports; review, edit and issue Manual Change Releases; research Engineering Investigations and Quality Deficiency Reports.

(A) To be Furnished:

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NAVAIRDEPOT CODE H46FST.7 Cherry Point, NC
	2. Contractor Assistance days will be utilized to research source data provided the

	contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Attn: Distribution Bldg 90, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, PO Box 357031, San Diego, Ca 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: THE COGNIZANT LEM/DATA MANAGER.
X	9. Direct Image copy shall be prepared in accordance with THE COGNIZANT LEM/DATA MANAGER/ Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to THE COGNIZANT LEM/DATA MANAGER for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the **COGNIZANT LEM/PROGRAM DATA MANAGER** during start of work meeting.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by **COGNIZANT LEM/DATA MANAGER H46FST.7**. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS and twenty (20) calendar days for IRAC's after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS and ten (10) calendar days for IRAC's. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA NAVAIR DEPOT CP H46FST.7) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA NAVAIR DEPOT CP H46FST.7). The proper Mailing Address is:

COMMANDING OFFICER
NAVAL AIR DEPOT
ATTN; CODE H46FST.7
PSC 8021
CHERRY POINT NC 28533-0021

Completion Date of all items: TBD at start of work meeting.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Contractor shall provide two fully qualified persons to work at the government location, full time, for the entire period of performance. Contractor personnel will be provided work via the H-46 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-46 government location, for two contractor personnel, with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.

Section G - Contract Administration Data

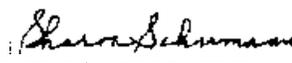
ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA273
AMOUNT: \$471,977.41
CIN 001012699800100: \$471,977.41

AB: 1751804 4A4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA293
AMOUNT: \$64,689.50
CIN 001012699800200: \$64,689.50

AC: 1751506 45BJ 252 00019 0 050119 2D 000000
COST CODE: PMA226515610
AMOUNT: \$77,197.53
CIN 001012699800400: \$77,197.53

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0053		3. DATE OF ORDER/ CALL (YYYYMMDD) 2004 Dec 28		4. REQ./ PURCH. REQUEST NO. 0010121084		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: G. TRIMBLE (805) 989-4384 575 "I" AVE, SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN			 CONTRACTING / ORDERING OFFICER			25. TOTAL \$211,399.03		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. CHECK NUMBER			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		UNDEFINED		\$0.00	UNDEFINED
	Technical manual preparation and publishing FFP performed IAW Statement of Work-Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000601		UNDEFINED		UNDEFINED	UNDEFINED
	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010121084				

CIN: 001012108400002	ACRN AA	FUNDED AMOUNT	\$66,706.65
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AA		72	Page	\$45.40	\$3,268.80
	Page changes to existing technical manuals FFP -hardcopy to digital format FOB: Destination MILSTRIP: N0042105P3LY036				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006AD	Output of Portable Document Format FFP (PDF) Files FOB: Destination MILSTRIP: N0042105P3LY036	9,261	Page	\$6.85	\$63,437.85

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Technical manuals/technical data package FFP conversion performed IAW Statement of Work-Attachment 1 and task orders issued herein. FOB: Destination	UNDEFINED		\$0.00	UNDEFINED

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000701	FOR ACCOUNTING PURPOSES ONLY FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010121084	UNDEFINED		UNDEFINED	UNDEFINED
	CIN: 001012108400002		ACRN AA	FUNDED AMOUNT	\$144,692.38

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007AB	Conversion of hardcopy to master revisable FFP text files in Interleaf format. FOB: Destination MILSTRIP: N0042105P3LY036	9,527	Page	\$14.95	\$142,428.65

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007AC	Conversion of hardcopy/digital text FFP or illustrations to tagged image file format (TIIF) files. FOB: Destination MILSTRIP: N0042105P3LY036	511	Page	\$4.43	\$2,263.73

FUNDED AMOUNT

INFORMATION

<u>I.</u>	<u>SCHEDULE OF SUPPLIES/SERVICES</u>				
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	Amount
0006AA	Page Changes to existing Technical Manuals – Hardcopy to Digital Format	72	Pages	\$45.40	\$3,268.80
0006AB	Page Changes to existing Technical Manuals – Digital to Digital Format		Pages	\$45.40	
0006AC	New Pages in existing Technical Manuals – Digital Format		Pages	\$75.10	
0006AD	Output of Portable Document Format (PDF) Files	9,261	Pages	\$6.85	\$63,437.85
0007AA	Conversion of Hardcopy to Master Revisable Text Files in Microsoft Word Format		Pages	\$14.96	
0007AB	Conversion of Hardcopy to Master Revisable Text Files in Interleaf Format	9,527	Pages	\$14.95	\$142,428.65
0007AC	Conversion of Hardcopy/Digital Text or Illustrations to Tagged Image File Format (TIIF) Files	511	Pages	\$4.43	\$2,263.73
0007AD	Conversion of Hardcopy to Portable Document Format (PDF)		Pages	\$4.73	
0008AA	Hardcopy Drawings to Digital/CALS Type 4 (C4) File Format			\$11.95	
0008AB	Hardcopy Drawings to Digital/Portable Document Format (PDF)		Images	\$11.95	
TOTAL					\$211,399.03

II. SCOPE

Prepare revision/changes or digitization for ACE Common Component technical manuals listed within the statement of work using Interleaf and master digital files (when available). Incorporate source data as listed in Section H. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 180 days after task order award.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Sandy Burroughs, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

William Pfeiffer, Code 3.3.1
Naval Air Depot
NAS North Island
PO Box 357058, Bldg 334-1
San Diego, CA 92135-7058
(619) 545-3900

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA183

Amount: \$211,399.03

PID/PR: 0010121084

FED: 9/30/05

Money will be applied as follows:

0006AA	\$ 3,268.80
0006AD	\$ 63,437.85

0007AB	\$142,428.65
0007AC	\$ 2,263.73
Estimated Total	\$211,399.03

SOW

3.3 Technical/Management Logistics Support Services**Alutiiq-N68936-04-D-0008****PRB 0935 TO 0053****WRNI-05-001****3.0 TEAM Logistics Task Order (TO)****Draft Statement of Work (SOW)****SOW 1 - Technical Manuals, Conversion, and TMCR****SOW PROFILE:**

Platform/Project:	ACE Common Components Technical Manual Conversion
Initial Period of Performance:	60 days after TO award
Place(s) of Performance other than travel locations.	Contractor
Will contractor need assigned government spaces?	No
Technical Point of Contract (TPOC):	William Pfeiffer
TPOC Mailing address:	Naval Aviation Depot NAS North Island P.O. Box 357058, Bldg 334-1 San Diego, CA 92135-7058
TPOC Email:	william.pfeiffer@navy.mil
TPOC Fax:	619-545-4625
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	21157 pages
List all Funding Appn/Yrs to be used:	FY 05 PRL
Recommended RFP Response time:	Request expedite -7 days
Prior Support provided by:	SESI/Kottmann Inc
Prior support expiration date	N/A

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u>	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
NONE	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
		William Pfeiffer. Code 3.3.1, NADEP NORTH ISLAND

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

NONE

SCOPE PROFILE:

Prepare Revision/Changes or digitization for ACE Common Component technical manuals listed below using Interleaf and master digital files (when available). Incorporate source data as listed in Section H. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD). ~~Contractor to provide onsite personnel to prepare and collate publications for digitization/change, estimate 190 hours required.~~

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field

	<p>Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p> <p>a. Foldout pages shall be delivered as a single page and a single digital file. Delivery of truncated pages or multiple segments of foldout pages (with the intent to assemble as a single page at the printer's facility) shall not be permitted. Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>

X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.

X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Re-numbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A

	supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change dated ____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	C. Computer Graphics Metafile (CGM)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Following publications are submitted for this work order:

Part 1.

Technical Manual Contract Requirement Work Statement

PUB NO	PG COUNT	F/O_Equiv	0006AA Pgs	0006AC Pgs	0007AC Pgs	0007AB Pgs	0006AD Pgs	IRAC	TPDR
03-5CXA-7	35	4			4	51	51		

PUB NO	PG COUNT	F/O_Equiv	0006AA	0006AC	0007AC	0007AB	0006AD	IRAC	TPDR
			Pgs	Pgs	Pgs	Pgs	Pgs		
05-20GE-34	96	8	5		8	128	133		1
05-20HH-17	40		5			40	45		1
05-30-101	8					8	8		
05-30-103	20					20	20		
05-30-106	72	16			16	136	136		
05-30-95	30					30	30		
05-55G-63	16					16	16		
16-30APN153-3	104					104	104		
16-30APN153-4	201					201	201		
16-30APX64-3	315		5			315	320		1
16-30APX72-3	164					164	164		
16-30ARC131-2	434	92			92	802	802		
16-30ARC54-4	324	132			132	852	852		
16-30ARM102-1	55		5			55	60		1
16-30ARN14-8	176				15	236	236		
16-30ARN83-1	32					32	32		
16-30ARR40-504	74					74	74		
16-30ARR69-3	70					70	70		
16-30ASN73-1	43	4			4	59	59		
16-30ASN73-5	26					26	26		
16-35AS3440-1	230					230	230		
16-35AS909-1	50	8	5		8	82	87		1
16-35AT-327	61					61	61		
16-35C10319-1	80					80	80		
16-35C10814-1	57					57	57		
16-35C11194-1	47		5			47	52		1
16-35C11566-1	53					53	53		
16-35C11825-1	132	72	5		72	420	425		1
16-35C11837-1	49	12			12	97	97		1
16-35C11838-1	35	4			4	51	51		
16-35C8057-1	41					41	41		
16-35CP1282-1	240		5			240	245		1
16-35CP1820-1	120	48	15		48	312	327		4
16-35CV3930-1	539					539	539		
16-35ID249-13	90	8	2		8	122	124		2
16-35ID249-14	46					46	46		
16-35ID663-1	25					25	25		
16-35ID663-10	12					12	12		
16-35ID663-12	26					26	26		
16-35ID663-14	22					22	22		
16-35ID663-15	24					24	24		

PUB NO	PG COUNT	F/O_Equiv	0006AA	0006AC	0007AC	0007AB	0006AD	IRAC	TPDR
			Pgs	Pgs	Pgs	Pgs	Pgs		
16-35ID663-16	32		5			32	37		1
16-35ID663-17	26					26	26		
16-35ID663-19	22	--	-			22	22		
16-35ID663-2	20	--	-			20	20		
16-35ID663-21	36	--	-			36	36		
16-35ID663-23	24	--	-			24	24		
16-35ID663-3	21					21	21		
16-35ID663-4	16					16	16		
16-35ID663-5	37					37	37		
16-35ID663-6	31					31	31		
16-35ID663-7	24					24	24		
16-35ID663-8	20	--	-			20	20		
16-35ID663-9	24					24	24		
16-35IP1374-1	366					366	366		
16-35IP1546-1	79	4			4	95	95		
16-35MK761-1	14					14	14		
16-35MT4661-1	86	--	-			86	86		
16-35MT4795-1	54					54	54		
16-35MT6024-1	36					36	36		
16-35MT6330-1	56					56	56		
16-35MT6419-1	87					87	87		
16-35MX6253-1	34	--	-			34	34		
16-35R1623-1	94					94	94		
16-35R1623-2	104					104	104		
16-35R1623-3	28		5			28	33		1
16-35R541-2	238					238	238		
16-35R541-3	66					66	66		
16-35R541-4	124					124	124		
16-35RD493-1	101					101	101		
16-35RT1338-1	565					565	565		
16-45-115	94					94	94		
16-45-1879	38		5			38	43		1
16-45-1992	49	--	-			49	49		
17-15-33	18					18	18		
17-15-83	32					32	32		
17-15-84	32					32	32		
17-15C-116	89					89	89		
17-15C-172	59					59	59		
17-15C-173	42					42	42		
17-15CA-20	16					16	16		
17-15CA-31	46					46	46		
17-15CA-524	47					47	47		

PUB NO	PG COUNT	F/O_Equiv	0006AA Pgs	0006AC Pgs	0007AC Pgs	0007AB Pgs	0006AD Pgs	IRAC	TPDR
17-15CA-533	36					36	36		
17-15CF-100	82					82	82		
17-15CF-102	51					51	51		
17-15CF-103	96					96	96		
17-15CF-96	50					50	50		
17-15FB-502	422	52			52	630	630		
17-15KG-36	33					33	33		
AE-060QA-MIB-030	96	32			32	224	224		1
TOTALS	7483	244	72	0	511	9527	9261	0	19

SCHEDULE Part 2.

Delivery schedule to be approximately 2000 pages per month commencing 60 days after task order award date.

Task Description:

(A) To be Furnished:

X	1. <u>1</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>1</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>1</u> copy(s) of the Validation Certificate.
X	4. Original and <u>1</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>1</u> copy(s) of DD Form 250.
X	6. Original and <u>1</u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Questions which arise in relation to technical manual content shall be presented to: William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot NAS North Island P.O. Box 357058, Bldg 334-1 ATTN: William Pfeiffer, Code 3.3.1 San Diego, CA 92135-7058

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to Commanding Officer, Naval Air technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Existing style and format.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Interleaf IDU files, CD shall include readme file with file name as written to CD and corresponding publication number with basic and change date if applicable.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number /Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

1. Delivery of items to be furnished shall be as follows:
Deliveries to commence NLT 60 days from award of contract.
2. Completion date of all items: 180 days after date of order.

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR NORTH ISLAND, 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR NORTH ISLAND, 3.3.1 . The proper Mailing Address is:

Commanding Officer
Naval Air Depot
NAS North Island
P.O. Box 357058, Bldg 334-1
San Diego, CA 92135-7058
ATTN: William Pfeiffer, Code 3.3.1

Completion Date of all items: ____180____ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAL AVIATION DEPOT, NORTH ISLAND, Code 3.3.1 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Incorporate 25 TPDR,s

Assumptions:

- Original documents will contain no less than a size 8 font
- Original documents will be provided to SESI by the TPOC in good condition
- Upon completion of documents, SESI will deliver PDF and Interleaf IDU files on CD-ROM according to the approved delivery schedule and will submit a DD250 for payment for documents delivered
- Delivery schedule is dependent upon source data being supplied to the Subcontractor by date of order.
- All work will be performed at the SESI San Diego facility

Exceptions:

- If original documents contain less than a size 8 font SESI will convert those pages at additional cost to the government
- If TPDRs or MCR require new illustrations, SESI will produce the new illustrations at additional cost to the government
- If original data is not in satisfactory condition to scan using normal processes, SESI will convert the data at additional cost to the government
- If page counts exceed those stated in PRB 0935, Task Order 0053, a modification will be issued to cover the cost of the additional pages produced
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

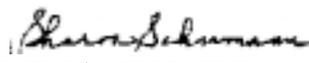
AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA183

AMOUNT: \$211,399.03

CIN 001012108400002: \$211,399.03

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0054		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Mar 07		4. REQ./ PURCH. REQUEST NO. 0010128792		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$264,670.12		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009	CPAF Services as specified in Task Order 0054 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$226,193.61
				BASE FEE	\$7,708.05
				SUBTOTAL MAX COST + BASE	\$233,901.66
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$233,901.66
ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6833505P7AT234 PURCHASE REQUEST NUMBER: 0010128792	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012879200001				\$233,901.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010	CPAF Award Fee in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$17,987.90
				TOTAL MAX COST + FEE	\$17,987.90

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6833505P7AT234 PURCHASE REQUEST NUMBER: 0010128792	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012879200001				\$17,987.90

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011	COST Travel in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$12,780.56

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6833505P7AT234 PURCHASE REQUEST NUMBER: 0010128792	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$12,780.56
	CIN: 001012879200001				

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0054 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	7348	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$226,193.61 \$7,708.05 \$233,901.66
0010	Award Fee in support of CLIN 0001	01	LOT	NTE	\$17,987.90
0011	Travel in support of CLIN 0001	01	LOT	NTE	\$12,780.56
0012	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$264,670.12

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$264,670.12**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 7,348 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	[b(4)]
Technical Publication Writer/Editor	
Technical Illustrator	
Editorial Assistant	
Editorial Clerk	
Data Entry Clerk	
Administrative Assistant	
Total	
	7,348

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 07 March 2005 to 06 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government,

unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Lorie Nace
NAVAIR AD, Code 314400B596-2
Highway 547
NAS North Island
Lakehurst, NJ 08733-5108
Phone: (732) 323-4226
E-mail: lorie.nace@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA303

Amount: \$264,670.12

PID/PR: 0010128792

CSS-IWP# 120051223125450

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 226,193.61
CLIN 0009-- Base Fee	\$ 7,708.05
CLIN 0009 -- Est Cost plus Base Fee	\$ 233,901.66
CLIN 0010 --Award Fee	\$ 17,987.90
CLIN 0011 --Travel	\$ 12,780.56
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 264,670.12

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TPOC or ATPOC.

Departure City	Destination City	Number of Persons	Trips	Days
Hagerstown, MD	Lakehurst, NJ	2	3	9

Section C - Descriptions and Specifications

3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW) PRB 0943 Task Order 0054

SOW PROFILE:

Platform/Project:	FY05 CSE TECHNICAL MANUAL UPDATES
Initial Period of Performance:	Start of Work is 1 week after TO award
Place(s) of Performance other than travel locations.	Contractor's Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	2 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY05 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates, Inc., Contract # N68936-04-D-0008 Task Order 0005
Prior support expiration date	05/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Post Award	Lakehurst, NJ
IPRs/Tech Reviews	Lakehurst, NJ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference (TMER) minutes	1 week after conclusion of meeting	NAVAIRLKE, Code 314400B596-2:LN

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A.

SCOPE PROFILE:

The technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual update. Source data may be a complete Technical Publication Deficiency Reports (TPDRs), engineering drawings, Technical Directives/Support Equipment Changes, Engineering Investigations, Quality Deficiency Reports, etc.

Further details of the task are as follows:

- For ROM purposes, an estimated page count including number of change pages are provided as an attachment and clean copies of each technical manual with associated Technical Publication Deficiency Reports (TPDRs) can be obtained from the TMAPS website.
- Estimate nine (9) three-day trips (1 post award and 8 IPR/Tech Reviews) to Lakehurst, NJ. At the IPR/Tech Reviews, contractor will provide 3 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds. Most manuals will only require a brief discussion/technical review with the APML and cognizant engineer to capture extent of the data changes.
- Draft and final reviews will be supported at contractor's home office.
- The recommended production process for each manual is as follows:
 - Scan and OCR paper manuals.
 - If foldout illustration changes are minor or "fairly minor", contractor will NOT vectorize entire foldout, but will generate "electronic overlays" for scanned foldouts. If changes are "major", contractor will vectorize entire foldout in CGM format. It is estimated 5% of foldouts will require major change.
 - 8 ½ X 11 illustrations requiring changes will be vectorized.
 - Contractor will QC OCR'd files for accuracy prior to incorporating client changes.

- Contractor will convert each OCR'd manual to the same style, format and technical content specifications as the manual being changed. Contractor will support client reviews (draft and final) for each manual.
- Upon receipt of client “blessing” of each manual, contractor will prepare each for final delivery, which will be a hyperlinked PDF file (Class 1.5 IETM), appropriate for uploading to the NATEC website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC’s current technical manual conversion guideline).
- Direct-image copy will not be required.
- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard-copies to be prepared as two-sided, “finished” books with foldouts incorporated).
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for each manual will delay production of each manual, accordingly. Work on manuals will occur simultaneously as availability of materials dictates.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> ● <i>Technical Manual Program Support (Par 3.3A, Page)</i> ● <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> ● <i>Technical Data Conversion (Par 3.3C, Page)</i> ● <i>Technical Data Distribution (Par 3.3D, Page)</i> ● <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> ● <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> ● <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> ● <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> ● <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> ● <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> ● <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> ● <i>Security Requirements (Par 3.3/3.0JD, Page)</i> ● <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>

	3.1.1 General Task 3.3A-1 Management Support.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and

	ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs

	and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	1. <u>3</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>2</u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
X	5. Original and _____ copy(s) of DD Form 250.
X	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 3144; TPOC Lorie Nace
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Technical Data and Engineering Service Command, NAS North Island, Building 90, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 3.1.4.4, Lorie Nace.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 3.1.4.4, Lorie Nace for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practices

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) NAWCADLKE Code 3.1.4.4. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 3.1.4.4 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 3.1.4.4. The proper Mailing Address is:

Commanding Officer
 Naval Air Warfare Center Aircraft Division
 Attn: Code 314400B596-2/Lorie Nace
 Highway 547
 Lakehurst, NJ 08733-5108

A1	Initial review of all manuals to be 180 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A2	365 days after date of order two (2) CD ROMS to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4.
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.1.4.4

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 3.1.4.4, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

SECTION H – SPECIAL CONTRACT REQUIREMENTS

See attached spreadsheet description of FY05 CSE Technical Manuals.

3.0 Technical/Management Logistics Support Services

PRB-0943 (0054)

Alutiiq Security & Technology, LLC – N68936-04-D-0008

Subcontractor - Harry Kahn Associates, Inc.

PRB-0943

3.0 TEAM Logistics Task Order (TO)

Statement of Work (SOW)

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

None.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA303

AMOUNT: \$264,670.12

CIN 001012879200001: \$264,670.12

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0055		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Jan 19		4. REQ./ PURCH. REQUEST NO. 0010125857		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$55,892.06		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001		UNDEFINED	Lot	UNDEFINED	UNDEFINED

Services

CPAF

as specified in Task Order 0055 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work

FOB: Destination

MAX COST \$44,444.46

BASE FEE \$612.60

SUBTOTAL MAX COST + BASE \$45,057.06

MAX AWARD FEE \$0.00

TOTAL MAX COST + FEE \$45,057.06

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000101		UNDEFINED	Lot	UNDEFINED	UNDEFINED

FOR ACCOUNTING PURPOSES ONLY

CPAF

FOB: Destination

MILSTRIP: N6312605P7ZZFFL

PURCHASE REQUEST NUMBER: 0010125857

MAX COST UNDEFINED

BASE FEE UNDEFINED

SUBTOTAL MAX COST + BASE UNDEFINED

MAX AWARD FEE UNDEFINED

TOTAL MAX COST + FEE UNDEFINED

ACRN AA

CIN: 001012585700001

\$42,133.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$1,429.20
TOTAL MAX COST + FEE	\$1,429.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6312605P7ZZFFL PURCHASE REQUEST NUMBER: 0010125857	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$1,336.48
CIN: 001012585700001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$9,405.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6312605P7ZZFFL PURCHASE REQUEST NUMBER: 0010125857	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012585700001				\$8,795.59

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0055 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	600	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$44,444.46 \$612.60 \$45,057.06
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$1,429.20
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$9,405.80
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$55,892.06

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$52,266.00**. The allotted funding will cover approximately **94%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 600 direct labor hours. The estimated composition of hours is as follows:

PBM	
CATEGORY	HOURS
Senior Analyst	[b(4)]
Computer Programmer/Analyst	
Total	600

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 19 January 2005 to 19 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Bob Sharrer, Code 3.3.5
NAWCAD
47060 McLeod Rd. Unit 8
Patuxent River, MD 20670
Phone: 301-757-8813
E-mail: robert.sharrer@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 9RZ3 251 JA501 0 068352 2D 56E103 257E10001R06
Amount: \$52,266.00
PID/PR: 0010125857
FED: 09/30/05

Funding is allocated as follows:

Estimated Cost:	\$41,561.08
Estimated Base Fee:	\$572.86
Estimated Cost+Base Fee:	\$42,133.93
Estimated Award Fee:	\$1,336.48
Estimated Travel:	\$8,795.59
Estimated Materials:	\$0.00
Estimated Total:	\$52,266.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
West Creek, NJ	Patuxent River, MD	1	3	3
West Creek, NJ	North Island, CA	1	2	5
West Creek, NJ	Seattle, WA	1	1	5
West Creek, NJ	Washington, DC	1	4	5

STATEMENT OF WORKContract N68936-04-D-0008

Part (1) Statement of Work (SOW) for PRB-0955

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

The contractor shall provide integration support and reports in the review and analysis of the Conversion from existing technical manuals to Class III IETM in support of the Native American Consortium project. The contractor will coordinate with the fleet support team and the project contractors' management team to:

- a. Reduce the time and cost of development and maintenance of Class III IETMs.
- b. Assist with processes that expedite and accomplish MIL-STD-3001 compliant Class III IETMs.
- c. Support the Validation/Verification of the IETM product in accordance with the MIL-STD-3001. Actual Validation/Verification of the MIL-STD-3001 compliant Class III IETMs will be done by the government or another contractor.
- d. Advise TPOC of any concerns.

The contractor will work in full coordination with AIR 3.3.5 and NATEC personnel to ensure they have the latest information to:

- (1) Provide NAVAIR MIL-STD-3001 Document Type Definitions (DTDs) and Style Sheets for use by the conversion contractor.
- (2) Monitor the risks involved with the conversion process.

The contractor will not analyze the METRICS and the conversion process certification.

The contractor will provide technical reports as necessary.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 9RZ3 251 JA501 0 068342 2D 56E103

COST CODE: 257E10001R06

AMOUNT: \$52,266.00

CIN 001012585700001: \$52,266.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0056		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Jan 31		4. REQ./ PURCH. REQUEST NO. 0010128645		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	SEE SCHEDULE								
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN			25. TOTAL \$197,310.57		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services as specified in Task Order 0041 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work CPAF FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$167,916.65
				BASE FEE	\$5,039.40
				SUBTOTAL MAX COST + BASE	\$172,956.05
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$172,956.05
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010128645	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012864500001				\$172,956.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee in support of CLIN 0001 CPAF FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$11,760.19
				TOTAL MAX COST + FEE	\$11,760.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010128645	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012864500001				\$11,760.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel in support of CLIN 0001 COST FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$12,562.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010128645	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001012864500001				\$12,562.44

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004	Materials/ODCs in support of CLIN 0001 COST FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$31.89

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000401	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010128645	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001012864500001				\$31.89

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0056 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1660	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$167,916.65 \$5,039.40 \$172,956.05
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$11,760.19
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$12,562.44
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$31.89
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$197,310.57

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$197,310.57**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 4,804 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Data Management Specialist	[b(4)]
Logistics Management Specialist (Journeyman)	
Logistics Manager	
Junior Computer System Analyst	
Data Entry Clerk	
Total	4,804

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 February 2005 to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Rocky Hessen
NATEC Code 3.3A84
P.O. Box 357031, Bldg. 90
NAS North Island
San Diego, CA 92135-7031
Phone: (619) 545-4770
E-mail: rocky.hessen@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751506 Y1CF 251 00019 0 050119 2D 000000 PMA265DA1122

Amount: \$197,310.57

PID/PR: 0010124918

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 167,916.65
CLIN 0001-- Base Fee	\$ 5,039.40
CLIN 0001 -- Est Cost plus Base Fee	\$ 172,956.05
CLIN 0002 --Award Fee	\$ 11,760.19
CLIN 0003 --Travel	\$ 12,562.44
CLIN 0004 -- Materials/ODC's	\$ 31.89
TOTAL ORDER AMOUNT	\$ 197,310.57

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	St. Louis, MO	3	3	5
San Diego, CA	Pax River, MD	2	2	3

Section C - Descriptions and Specifications

STATEMENT OF WORK

Contract N68936-01-D-0008

Alutiiq's Response to PRB-0959: Task Order (0056)F/A-18 TECH MANUAL SUPPORT

Part (1) Statement of Work (SOW) for PRB-0959

1. Scope: The Contractor shall provide services to the F/A-18 Technical Data Logistics Element Managers in support of the F/A-18A-F air vehicles, subsystems, armament, engines, airborne weapons and support equipment (SE) in the following areas: Program Management, Engineering Support, Logistics, Financial, Training, and Configuration Management. Additionally, support of technical data development, print and distribution requirements for F/A-18 aircraft. Includes NATEC Website monitoring and metric/report derivation. Includes response to customer queries and coordination of data duplication at the defense automated production service. Includes maintenance of required files to track distribution and associated funding. Includes sustainment support of the F/A-18 Production Line Data Transition Website and processing support of all F/A-18 Technical Directives including Web-based interface as required.

3.0 CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.

(a) Provide technical support in the review of contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.

(a) The contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.

5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.

6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.

3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION.

The following tasks may be required in support of technical data distribution as defined in individual task orders.

1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.

(a) The contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all *incoming* Technical Directives (TD). This includes a multitude of tasks, which may include:

(1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.

(2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.

(3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The contractor shall maintain and update the IDP tracking system.

(4) Prepare TDs requiring NAVAIR approval for shipment.

(b) The contractor shall process all *completed* Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.

(c) The contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.

(d) The contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.

(e) The contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning preparation, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.

2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.

3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.

4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.

5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.

(a) Technical support to include data entry, security updates, and configuration management of data of the F/A-18 Production line Transition (PLT) or development of a Technical Directives Repository web-interface as required.

6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.

3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).

5. The contractor shall perform the following technical tasks as defined in individual delivery orders:

E. Data Reproduction.

- (1) The contractor shall process data/media for reproduction based upon user/customer request. The contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
- (2) The contractor shall track each request to ensure the timeliness and quality of the product. The contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.

H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.

- (1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
- (2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.

I. Technical Documentation Research.

The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.

K. Data Dissemination.

- (1) The contractor shall furnish project related data/media to other Government and Government/contractor facilities or agencies upon approval by the appropriate designated Government representative.
- (2) The contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTICINST 5216.3) and local SOP.
- (3) The contractor shall distribute the approved transmittals using the U.S. Federal Postal services of **FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL** or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.

4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.

4.4 General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The contractor shall perform in accordance with the Contract Security

Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.

2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The contractor's OPSEC program is to be described in a facility level OPSEC planning document. The contractor will submit the document to the Government for approval. The contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

Part (2) Task Order Cost Proposal

The overall Cost Proposal for this Task Order, the dollar amount and proposed subcontract, along with the breakdown of the proposed number of labor hours by labor category, travel and Other Direct Cost (ODCs) is presented in Attachment (1).

Part (3) Contract Data Requirements Lists (CDRLs)

There are no additional CDRLs proposed for this Task Order. A monthly Progress Report has not been included since the basic contract includes the Progress Report as CDRL (A002).

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

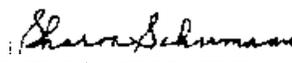
AA: 1751506 Y1CF 251 00019 0 050119 2D 000000

COST CODE: PMA265DA1122

AMOUNT: \$197,310.57

CIN 001012864500001: \$197,310.57

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0057		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Mar 01		4. REQ./ PURCH. REQUEST NO. 0010121083		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$33,932.93		
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- FFP Technical manual preparation and publishing performed IAW Statement of Work- Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AA		30	Page	\$46.76	\$1,402.80
EXERCISED OPTION	Option Period I- FFP Page changes to existing technical manuals-hardcopy to digital format FOB: Destination MILSTRIP: N0042105P3LY035 PURCHASE REQUEST NUMBER: 0010121083				

CIN: 001012108300004	ACRN AA	FUNDED AMOUNT	\$1,402.80
----------------------	---------	---------------	------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AD		1,471	Page	\$7.05	\$10,370.55
EXERCISED OPTION	Option Period I- FFP Output of Portable Document Format (PDF) Files FOB: Destination MILSTRIP: N0042105P3LY035 PURCHASE REQUEST NUMBER: 0010121083				

CIN: 001012108300004	ACRN AA	FUNDED AMOUNT	\$10,370.55
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- FFP Conversion of Hard Copy to master revisable text files in Interleaf format. FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015AB EXERCISED OPTION	Option Period I- FFP Conversion of hardcopy to master revisable text files in Interleaf format. FOB: Destination MILSTRIP: N0042105P3LY035 PURCHASE REQUEST NUMBER: 0010121083	1,438	Page	\$15.41	\$22,159.58
	CIN: 001012108300004		ACRN AA	FUNDED AMOUNT	\$22,159.58

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	30	Pages	\$46.76	\$1,402.80
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format		Pages	\$46.76	\$0.00
0014AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$77.35	\$0.00
0014AD	Output of Portable Document Format (PDF) Files	1471	Pages	\$7.05	\$10,370.55
0015AA	Conv of HC to master rev text in MS Word		Pages	\$15.41	\$0.00
0015AB	Conv of HC to master rev text in Interleaf	1438	Pages	\$15.41	\$22,159.58
0015AC	Conv of HC/Digital text to tif files		Pages	\$4.59	\$0.00
0015AD	Conv of HC to PDF		Pages	\$4.88	\$0.00
0016AA	HC drawing to digital/CALS C4		Images	\$12.30	\$0.00
0016AB	HC drawing to digital/PDF		Images	\$12.30	\$0.00
TOTAL					\$33,932.93

II. SCOPE

Prepare changes for the ACE Components technical manuals listed in task order Statement of Work using Interleaf 7 software and master digital files provided. Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM).

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 March 2005 to 28 February 2006.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C

NAWCAD

22477 Peary Road, Bldg. 516

Patuxent River, MD 20670

(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Mary Harness, Code 3.3.1

Naval Air Depot

6206 Aviation Ave., Cecil Commerce Center

Jacksonville, FL 32221-8112

(904) 317-1786

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA183 \$33,932.93

PID/PR:0010121083

CSS-IWP #:311102004112732

FED: 9/30/05

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$1,402.80
0014AD	Output of Portable Document Format (PDF) Files	\$10,370.55
0015AB	Conv of HC to master rev text in Interleaf	\$22,159.58
TOTAL		\$33,932.93

This task order is 100% fully funded.

Section C - Descriptions and Specifications

3.3 Technical/Management Logistics Support Services**Alutiiq-N68936-04-D-0008**

Statement of Work (SOW)
PRB 0960 Task Order 0057

SOW PROFILE:

Platform/Project:	ACE Common Component Technical Manual Updates
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	NAVAL AIR DEPOT – JACKSONVILLE FLORIDA
Will contractor need assigned government spaces?	NO
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1,830 pages
List all Funding Appn/Yrs to be used:	FY 05 PRL
Recommended RFP Response time:	Request expedite - 7 Days
Prior Support provided by:	Anteon Company, Jacksonville, FL

NA	NA
----	----

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	No	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

SCOPE PROFILE:

Prepare changes for the ACE Components technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
05-20QA-62	Depot Level Maintenance with Illustrated Parts Breakdown Attitude Reference Indicator	2/1/92		
16-30ARN87-1	Intermediate and Depot Maintenance Radio Navigation Set AN/ARN-87	5/15/79	2	1/30/03
16-30ARN87-3	Illustrated Parts Breakdown Radio Navigation Set AN/ARN-87(V)	11/1/78		
16-35ID249-2	Indicator Course ID-249/ARN (Kearfott), Serv. Instrs.	10/31/52		
16-35ID249-22	Operation and Service Instructions Course Indicator AF Type No. ID-249 (B)/ARN ID-351/ARN ID-351 (A) ARN ID-351(B) ARN Model & Type 1151-2 1151-3 1151-4 1856-3 Part No. 140192	2/20/53	1	8/15/58
16-35ID249-23	Operation and Service Instructions Course Indicator AF Type No. Model & Type No. ID-249(B)/ARN 1151-2 140192	3/5/53	7	9/15/80
16-35ID249-24	Illustrated Parts Breakdown Course Indicator AF Type No. ID-249(B)/ARN 1151-2 140192	8/15/58	1	10/30/59
16-35ID249-3	Overhaul Instructions Course Indicator ID-249/ARN (Kearfott)	1/1/53	1	1/15/58
16-35ID249-4	Parts Catalog Course Indicator ID-249/ARN	7/15/52		
AN-360AA-MMD-000	Transmitter Induction P/N 4015920-915 Depot Ovhl.	11/20/81		

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

TASK PROFILE:

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of</p>

	the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:**Manuals will be provided as government furnished information as follows:**

NAVAIR No.	Type of Update	Source Data
05-20QA-62	Change	TPDR
16-30ARN87-1	Change	TPDR
16-30ARN87-3	Change	TPDR
16-35ID247-2	N/A	N/A
16-35ID249-22	N/A	N/A
16-35ID249-23	N/A	N/A
16-35ID249-24	N/A	N/A
16-35ID249-3	N/A	N/A
16-35ID249-4	N/A	N/A
AN-360AA-MMD-000	N/A	N/A

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy(s) of the Validation Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for ACE Component FST, NADEP Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Mary Harness, NADEP Jacksonville, FL, Code 3.3.1B.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mary Harness, NADEP Jacksonville, FL, Code 3.3.1B for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by ACE Component Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.3.1B.. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, ACE Component Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is ACE Component Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B. The proper Mailing Address is:

Naval Air Depot
6206 Aviation Avenue
Cecil Commerce Center
Attn: Mary Harness, Code 3.3.1B
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.3.1B

Completion Date of all items: 300 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

None

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

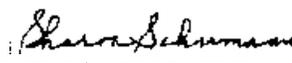
AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRLA183

AMOUNT: \$33,932.93

CIN 001012108300004: \$33,932.93

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0058		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Feb 24		4. REQ./ PURCH. REQUEST NO. 0010129093		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$541,187.02	
		27a. QUANTITY IN COLUMN 20 HAS BEEN						26. DIFFERENCES		
<input type="checkbox"/> INSPECTED		<input type="checkbox"/> RECEIVED		<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT					
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
							35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	Services CPAF as specified in Task Order 0058 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$483,324.99
				BASE FEE	\$12,084.48
				SUBTOTAL MAX COST + BASE	\$495,409.47
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$495,409.47
000101	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010129093	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012909300001				\$495,409.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	Award Fee CPAF in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$28,200.96
TOTAL MAX COST + FEE	\$28,200.96

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000201	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010129093	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$28,200.96
CIN: 001012909300001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	Travel COST in support of CLIN 0001 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$17,576.59

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000301	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010129093	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012909300001				\$17,576.59

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0001	Services as specified in Task Order 0058 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	11520	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$483,324.99 \$12,084.48 \$495,409.47
0002	Award Fee in support of CLIN 0001	01	LOT	NTE	\$28,200.96
0003	Travel in support of CLIN 0001	01	LOT	NTE	\$17,576.59
0004	Materials/ODC's in support of CLIN 0001	01	LOT	NTE	\$0.00
0005	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$541,187.02

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$541,187.02**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 11,520 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Analyst	b(4)
Jr. Logistics Manger	
Technical Puablication Writer/Editor	
Computer Programmer/Analyst	
Jr. Computer Systems Designer	
Systems Administrator	
Computer Operator - Journeyman	
Total	11,520

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 24 February 2005 to 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

James Greenfield
NATEC 6.9
P.O. Box 357031
San Diego, CA 92135-7031
Phone: (619) 545-1704
E-mail: james.greenfield@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4A 252 00019 0 050119 2D 000000 000001601300

Amount: \$541,187.02

PID/PR: 0010129093

FED: 09/30/05

Funding is allocated as follows:

CLIN 0001-- Estimated Cost	\$ 483,324.99
CLIN 0001-- Base Fee	\$ 12,084.48
CLIN 0001 -- Est Cost plus Base Fee	\$ 495,409.47
CLIN 0002 --Award Fee	\$ 28,200.96
CLIN 0003 --Travel	\$ 17,576.59
CLIN 0004 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 541,187.02

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	China Lake, CA	2	1	3
San Diego, CA	Point Mugu, CA	2	1	3
San Diego, CA	Jacksonville, FL	2	1	5
San Diego, CA	Cherry Point, NC	2	1	5
San Diego, CA	Patuxent River, MD	2	1	5
San Diego, CA	Lakehurst, NJ	2	1	5
San Diego, CA	Crane, IN	2	1	4
Whidbey Is, WA	San Diego, CA	1	3	4

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0968 Task Order 0058
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Business Process Reengineering
Initial Period of Performance:	3/01/2005 to 11/30/2005
Place(s) of Performance other than travel locations.	NATEC, NAS North Island, CA Whidbey Island, WA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 619-545-1606, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	11,520 hours – 6 workyears (8 people for 9 months) (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY-05 OM&N
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq – N68936-04-D-0008 Task Order 0027
Prior support expiration date	05/16/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Provide training, improve accuracy and reliability of sight data in TMAPS and other sub-modules including the Enhanced Library Management System	Various locations, including but not limited to: China Lake, CA, Port Hueneme, CA, Lemoore, CA, Patuxent River, MD, Jacksonville, FL, Cherry Point, NC, Lakehurst, NJ, Whidbey

(ELMS) to enhance overall understanding of the system	Island, WA, Point Mugu, CA, Crane IN

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

X	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Non-Disclosure Statement: as attached.	Due Date: 30 Days after contract award.	
Provide updates to User's Guide, Handbook and Syllabus/Training Aides based on current system configuration including the new Source Data Module and updates to the Pub Plans module	Monthly	TOCOR NATEC (6.9) NATEC (6.8)
TMAPS Monthly Report: a TMAPS monthly report detailing progress against initial Plan of Action and Milestones, accomplishments, barriers/challenges, future plans, and recommendations	Monthly	TOCOR NATEC (6.9) NATEC (6.8)

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

The contractor shall perform the following technical and business reengineering tasks in the training, support, programming and documentation of TMAPS Program and required sub-systems. The Business Reengineering Program tasking will be in coordination with NAVAIR 6.0 Competencies; PEOs, PMAs, FSTs, IPTs, LEMs, and other POCs as may be identified by the Navy.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 6.8 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.2 General Task 3.3A-2 Requirements Analysis</p>
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical and process reengineering tasks in the areas of training, programming and documentation of the TMAPS Program and related sub-systems.</p> <ol style="list-style-type: none"> 1) The contractor shall provide on-site training to FST/IPTs. Training shall include information on the Users’ Guide, Source Data Module, Pub Plans, Enhanced Library Management System and other aspects of TMAPS. Training shall be tailored for Data Managers, Logistics Element Managers, and other designated personnel as so identified by the TPOC. 2) The contractor shall update and maintain the TMAPS Users Guide and Handbook to provide guidance to FST/IPTs, DMs, LEM’s, and users. The task will include the modification/update of the Users Guide and Handbook to include development of new sub-applications in TMAPS and changes / enhancements of existing applications. 3) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users

	<p>Guide, Handbook, Source Data Module, Pub Plans and ELMS.</p> <ol style="list-style-type: none"> 4) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repositories with Meta-data updating the NATEC Web site using TMAPS. Instruction shall also be provided on data integrity for Pub Plans, ELMS and other TMAPS sub-modules as required. 5) The contractor shall travel to NAVAIR facilities and DoD Contract Support facilities in support of the above requirements. 6) The contractor will provide APML Training as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes. 7) The contractor shall furnish a TMAPS monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations. 8) The contractor will develop documentation specific in nature to Software and Systems Applications for TMAPS configurations including ELMS and other TMAPS sub-modules as required. 9) The contractor shall support the NATEC technical data web site by continuing to develop system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables, detailed functional program operation specifications. Above documentation shall be provided for TMAPS and various sub-modules including SDM, Pub Plans and ELMS.. 10) The contractor will provide website development for software applications enhancements such as HTML, SQL 7.0, ASP for NATEC Information Technology Programs. Contractor support will include analysis, design and web programming of assigned modules for TMAPS. The task will include modification of existing applications in TMAPS and/or development of new applications as required. 11) The contractor shall provide all aspects of systems administration including system reboot, trouble shooting system hardware, software and network problems, system / data backups and other support as required. The contractor shall be assigned as systems administrator for the JEDMICS system, the JCALS server array and the Content@ Content Management System. 12) The contractor shall participate directly in developing improved methods by assisting subject matter experts, programmers, systems analyst and system administrators in highly specialized and functional areas. 13) The contractor shall assist in permissions and role assignments for the CONTENT@ Content Management System, and the contractor access to the NATEC website. <p>B. Additional travel contemplated under this Task Order will be coordinated with the TPOC and Site Leads at each facility. The primary justification for travel is to provide updated training, resolve issues peculiar to a site/user, and improve the continuity of TMAPS/SDM. In addition, travel will be required for the implementation, rollout and training of ELMS.</p> <p>C. NATEC 6.8 requires contractor support for updating the documentation of the NATEC technical data web site including system enhancements and new applications such as the Source Data Module and ELMS.</p> <p>All written documentation shall be provided in Microsoft Word format. Flow charts shall be provided in VISIO format.</p>

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

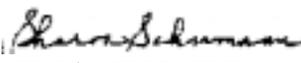
AA: 1751804 4A4A 252 00019 0 050119 2D 000000

COST CODE: 000001601300

AMOUNT: \$541,187.02

CIN 001012909300001: \$541,187.02

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0059		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Mar 31		4. REQ./ PURCH. REQUEST NO. 0010129269-0001		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$202,959.06		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	CPAF Services as specified in Task Order 0059 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$171,247.39
				BASE FEE	\$6,566.74
				SUBTOTAL MAX COST + BASE	\$177,814.13
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$177,814.13

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P5AP098 PURCHASE REQUEST NUMBER: 0010129269-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012926900001				\$49,479.97

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	CPAF Award Fee in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$15,324.48
				TOTAL MAX COST + FEE	\$15,324.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P5AP098 PURCHASE REQUEST NUMBER: 0010129269-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012926900001				\$4,264.31

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	COST Travel in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$9,568.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P5AP098 PURCHASE REQUEST NUMBER: 0010129269-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012926900001				\$2,662.55

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	COST Materials/ODCs in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$252.15

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001905P5AP098 PURCHASE REQUEST NUMBER: 0010129269-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001012926900001				\$70.17

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0059 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6260	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$171,247.39 \$6,566.74 \$177,814.13
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$15,324.48
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$9,568.30
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$252.15
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$202,959.06

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$56,477.00**. The allotted funding will cover approximately **28%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 6,260 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Logistics Manager	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Data Analyst	
Data Technician	
Jr. Draftsman	
Data Entry Clerk	
Total	6,260

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2005 to 11 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 342-7713

The Task Order COR is:

Larry Britt
 Technical Data Dep (3.3.1)
 PSC Box 8021
 Cherry Point, NC 28533-0021
 Phone: (252) 464-5587
 E-mail: brittlt@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL19A3

Amount: \$56,477.00

PID/PR: 0010129269

CSS-IWP# 310292004114005

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 47,652.66
CLIN 0009-- Base Fee	\$ 1,827.31
CLIN 0009 -- Est Cost plus Base Fee	\$ 49,479.97
CLIN 0010 --Award Fee	\$ 4,264.31
CLIN 0011 --Travel	\$ 2,662.55
CLIN 0012 -- Materials/ODC's	\$ 70.17
TOTAL ORDER AMOUNT	\$ 56,477.00

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Havelock, NC	Norfolk, VA	1	6	4
Havelock, NC	Jacksonville, FL	1	1	5

Contract N68936-04-D-0008
PRB-0979 Task Order 0059
Statement of Work

SCOPE Profile:

The contractor shall support the Propulsion & Power Team, codes 3.3.1 and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to Technical Manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers.

Common procedures will be consolidated and source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual.

Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs and support in the development and release of technical data items such as IRACs, MCRs, TPDRs. The contractor shall provide support in bookmarking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

This effort is considered Non-severable in that publication updates will provide a tangible end product which would be of no benefit until completed.

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work,

the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/classes.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML).

Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:

- MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals

- MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept)
- MIL-M-38784 Manuals, Technical: General Style And Format Requirements
- MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements
- NAVSEA C2 DTD
- MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

The contractor shall support the Propulsion & Power Team, Codes 3.3.1 and 4.4.6.1 NAVAIR Depot Cherry Point, NC. In support of this effort, the contractor shall provide research, technical analysis, integration, and subsequent delivery of technical documentation requirements for current and future modifications, using the basic specifications and standards related to technical manual preparation, drawings, and other engineering data and revisions as required. Review and research current procedures for E-2, C-2, C-130, P-3 and NP2000 aircraft propellers. Common procedures will be consolidated and source data prepared to be incorporated into the propeller standard practices technical manual. Source data will be prepared against existing manuals to refer common procedures used across all platforms to refer to the propeller standard practices manual.

Support will include and not be limited to scanning and conversion of files to digital format, small publication updates, Type B IRACs, and support in the development and release of technical data items such as IRACs, MCRs, and TPDRs. The contractor shall provide support in bookmarking and linking electronic technical manuals to be uploaded to the Naval Air Technical Data and Engineering Service Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. Additionally in-house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products.

This effort is considered Non-severable in that publication updates will provide a tangible end product which would be of no benefit until completed.

(A) To be Furnished:

1. 2 set(s) of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. 1 CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

(B) Descriptions and Specifications:

1. Task will be performed for: (CFA code 3.3.1 Prop-IPT, Cherry Point, NC)

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928.

5. Proof copies shall be prepared in accordance with best commercial practices.

6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in PCX.

7. All new illustrations will be in the form of line drawings.

8. Questions which arise in relation to technical manual content shall be presented to: PROP-IPT, 3.3.1, Cherry Point, NC, for resolution.

9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations XXXXXXXX.

10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to PROP-IPT, 3.3.1, Cherry Point, NC, Code 3.3.1 for resolution.

11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK 38790 all other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking: 1) Deliverables shall be marked with the contractor's return address.

2) Deliverables shall be marked with the Control No./Task Order No.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code 3.3.1, Prop-IPT Cherry Point NC). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE.

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA Code 3.3.1 Prop-IPT, Cherry Point, NC) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is, (CFA Code 3.3.1 Prop-IPT, Cherry Point, NC). The proper Mailing Address is:

Commanding Officer

Attn: Code 3.3.1/Larry Britt

Naval Aviation Depot

PSC Box 8021

Cherry Point, NC 28533-0021

Incremental delivery of small publication updates and Type B IRACs

A1	Incrementally as required
A2	Incrementally as required

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA Code 3.3.1, PROP-IPT Cherry Point NC), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

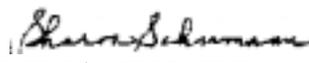
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19A3

AMOUNT: \$56,477.00

CIN 001012926900001: \$56,477.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0060		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 05		4. REQ./ PURCH. REQUEST NO. 0010134620		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15	
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
		SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL		\$92,982.35	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
<input type="checkbox"/> INSPECTED	<input type="checkbox"/> RECEIVED	<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	CPAF Services as specified in Task Order 0060 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$77,880.78
				BASE FEE	\$3,272.88
				SUBTOTAL MAX COST + BASE	\$81,153.66
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$81,153.66

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013462000004				\$19,263.25

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013462000005				\$24,781.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	CPAF Award Fee in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$7,637.76
				TOTAL MAX COST + FEE	\$7,637.76

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013462000004				\$1,812.96

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013462000005				\$2,332.26

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	COST Travel in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$4,190.93

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013462000004				\$994.79

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001102 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination PURCHASE REQUEST NUMBER: 0010134620	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB CIN: 001013462000005				\$1,279.74

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0060 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3120	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$77,880.78 \$3,272.88 \$81,153.66
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$7,637.76
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$4,190.93
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$92,982.35

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$50,464.00**. The allotted funding will cover approximately **54%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,120 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Logistics Manager	[b (4)]
Data Analyst	
Data Entry Clerk	
Total	3,120

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2005 to 11 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Mike Gaskins
AIR 3.3.1
Naval Air Depot
Cherry Point, NC 28532
Phone: (252) 464-5589
E-mail: gaskinsma@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRL29J3
Amount: \$22,071.00
PID/PR: 0010134620
CSS-IWP#: 311172004062548
FED: 09/30/05

AB 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRL29H1
Amount: \$28,393.00
PID/PR: 0010134620
CSS-IWP#: 311172004062548
FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 42,267.97
CLIN 0009-- Base Fee	\$ 1,776.28
CLIN 0009 -- Est Cost plus Base Fee	\$ 44,044.25
CLIN 0010 --Award Fee	\$ 4,145.22
CLIN 0011 --Travel	\$ 2,274.53
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 50,464.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
New Bern, NC	Jacksonville, FL	1	1	4
New Bern, NC	Virginia Beach, VA	1	1	4
New Bern, NC	Phoenix, AZ	1	1	4

Section C - Descriptions and Specifications

Logistics Support Services
Alutiiq – N68936-04-D-0008**3.0 TEAM Logistics Task Order (TO)**
Statement of Work (SOW)
PRB 0980 Task Order 0060**SOW PROFILE:**

Platform/Project:	GTC/Pneumatics FST Contract Support
Initial Period of Performance:	5/12/2005 - 5/11/2006
Place(s) of Performance other than travel locations.	Naval Aviation Depot Cherry Point, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Mike Gaskins/ AIR 3.3.1/ 252-464-5589
TOCOR Mailing address:	NAVAL AIR DEPOT / Cherry Point N.C. 28532
TOCOR Email:	gaskinsma@navair.navy.mil
TOCOR Fax:	252-464-5503
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.5 WY
List all Funding Appn/Yrs to be used:	FY 05 PRL
Recommended RFP Response time:	14 days
Prior Support provided by:	Anteon (Information Spectrum Inc), / N68936-04-D-0008-0012
Prior support expiration date	5/11/2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
SPSC	Jacksonville, FL.
SPSC	Virginia Beach, VA.
Pubs Management Review (PMR)	Phoenix, AZ.

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

The contractor shall provide support for Technical Manual (TM) management support for GTC/Pneumatics FST (4.4.6.1) and the Technical Data Support Team (3.3.1), Naval Air Depot Cherry Point, N.C. Contract support will provide scanning and conversion of files to digital format, small publication updates, Type B IRAC's, linking and bookmarking data to manuals on the Naval Air Technical and Engineering Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. The contractor will also provide support in the development and release of technical data items such as IRAC's, MCR's, and TPDR's for the F-18 (Models A-D, E-F (ECS), F404, and F414). Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability to provide the required support.

This effort is considered Severable.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	3.1.2 General Task 3.3A-2 Requirements Analysis
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task

	orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be

	<p>specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
	<p>PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
	<p>MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p>REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
	<p>DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>
	<p>FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).</p>
	<p>CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.</p>
	<p>PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.</p>
	<p>ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.</p>
	<p>RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.</p>

	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	"This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____with change information. Change dated ____ has been incorporated in this issue and makes this a complete manual."
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with

	the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	B. Data/Media Control.
	C. Data/Media Management.
	D. Inventory
	E. Data Reproduction.
	F. Data Acquisition and retrieval support.
	G. Management of Master Data Packages or Master Files.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
	I. Technical Documentation Research.
	J. Relocation of data and satellite libraries.
	K. Data Dissemination
	L. Mail Operations.
	M. Hours of operation.
	N. Travel/mileage.
	O. Supplies, material, equipment, and facilities
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
	R. Automated systems
	S. Distribution statements.
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The

	<p>Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	<p>1. Data Identification.</p>
	<p>2. Data Acquisition.</p>
	<p>3. Data Tracking.</p>
	<p>4. Technical Data Maintenance.</p>
	<p>3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:</p>
	<p>A. The scope of the effort required by this specification involves performing all the tasks required to prepare and deliver a fully staffed Configuration Audit Plan to the Customer.</p>
	<p>B. This effort involves the following tasks:</p>
	<p>Task 1: Analyzing relevant program documentation (provided by the Government). This will involve the contractor reviewing and analyzing program management, logistics and engineering data. Examples of Government Furnished Information provided to the contractor for this task are Acquisition and Logistics plans, related Milestone schedules, Configuration Management plans, contract requirements relative to Technical Data Packages (TDPs) and Configuration Management, technical manuals (draft and or final), Logistics Support Analysis data, Configuration Item top-down breakdowns, and so forth.</p>
	<p>Task 2: Developing a configuration audit strategy. This involves using the analysis of task 1 and formulating an audit strategy tailored to the unique characteristics of the weapon system program. Typical considerations in this area are "...should the audit address all the components of the Configuration Item, or should it address only the most critical, or should the audit be separated into several subsystem audits or approaches, with each conducted separately at vendor (vice prime contractor) facilities.</p>
	<p>Task 3: Obtain approval of the Configuration Audit Strategy. This involves coordinating the strategy with the class desk, the APM, the Program Office and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. The staffing the strategy will involve, at a minimum, preparing a forwarding letter/memo with the draft strategy attached to each of the organizations, answering their questions as they review the strategy, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the strategy.</p>
	<p>Task 4. Prepare a Draft Configuration Audit Plan. This involves developing the plan in accordance with DI-CMAN-80056A (with paragraph 7.1 citation of MIL-STD-973 paragraph 5.6.1.2 changed to read 5.6, inclusive.) and the applicable parts of EIA Standard IS-649, NAVAIRINST 4130.1, DODI 5000.2, MIL-STD-973 and their successor documents. This plan will define the schedule of events, any program interference impacts and contractor coordination activities and milestones, number and type of personnel, extent of audit depth and breadth, and specific exit pass/fail criteria. Also included within this schedule is specific coverage for any associate contractor Non-Disclosure Agreements and Licensing Agreements for all tiers of involved suppliers and subcontractors.</p>
	<p>Specifically the following will be addressed in the plan:</p>
	<p>a. Purpose of the Audit</p>

b.	Hardware Configuration Items to be audited
c.	Product Base-line Content and Benchmark
d.	Software Configuration Items to be audited
e.	Documentation to be audited (including the internal and external configuration control procedures & status)
f.	Reference Material that will be required in addition to the audit documentation
g.	Summary of the Contractual requirements against which the audit will be conducted
h.	Documentation of the specific audit procedures that will be followed including the pre-audit preparation, the conduct of the audit, the processes for documenting deficiencies, procedures for tracking deficiencies and the process for accepting the contractors response for deficiency corrections.
i.	Locations and dates of the audit(s)
j.	Audit team Composition (Government and Contractors)
k.	Administrative requirements (including security)
l.	Special audit control factors for conditions such as modified commercial, non developmental products, other acquisition reform methods, intellectual property, classified products, foreign sources, digital source data, etc.
Task 5: Obtain approval of the Configuration Audit Plan. This will involve coordinating the plan with the class desk, the APML, the Program Office and the Prime Contractor, incorporating their comments and obtaining approval from the Program Manager. This will involve, at a minimum, preparing a forwarding letter/memo with the draft plan attached to each of the organizations, answering their questions as they review the strategy, incorporating and resolving conflicting inputs, finalizing the draft, routing the draft to each organization for concurrence, and obtaining the Program Managers approval of the plan.	
Task 6: Deliver the Plan in accordance with the CDRL specified in individual Task Orders	
	The Management Plan describes the program scope, lays out the organization (Government and contractor), provides functions, duties, and responsibilities for positions required to staff the organization, defines and documents management procedures, policies and reporting requirements required to manage a major automated information system or technology initiative.
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Program Management Plan to the Customer.
	B. This effort involves the following tasks:
	The Site Preparation Requirements and Installation Plan defines requirements and responsibilities for the coordinated, integrated Government and system Contractor site preparation and installation efforts of the deliverable end product(s).
	A. The scope of the effort required by this specification involves performing all the tasks required to deliver a fully staffed Site Preparation Requirements & Installation Plan to the Customer. It applies to the deployment of a major system to a specific site (land based or sea based).
	B. This effort involves the following tasks:
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.1 General Task 3.0JA JEDMICS SITE MANAGEMENT AND OPERATION - The Joint Engineering Data Management Information and Control System (JEDMICS) repository is used to store digitized indexing and image data for retrieval to support user requirements. JEDMICS is fed by a data entry and data integrity front end and used by a data demand-driven back end. JEDMICS consists of multiple servers and databases that require typical AIS services.
	B. Operations support is concerned with performing those functions related to the operation including: data receipt, data entry, data integrity validation, reporting and customer support. Each aspect of the system operations support to be provided should be covered by a process plan or procedure. These tasks shall include, but not be limited to, the following:
	C. System administration encompasses a wide range of functions to assure the optimum availability for user inquiries and other automated processes. These functions include knowledge of operating system and application software status, including known bugs, Temporary Engineering Change Proposals and their scope. System administration will include, but not be limited to: (1) performing index data and image migration functions; (2) performing data import/export functions; (3) performing file/table maintenance; (4) creating custom reports; (5)

	managing data volumes, (6) performing data entry, conversion and quality assurance functions, (7) generating routine reports, (8) performing security functions, (9) supporting multi-site process agreements such as for continuity of operations and database synchronization, and (10) starting and shutting down all or portions of the system. The systems Administrator must maintain configuration control over all operating system and application software products, ensuring compatibility with Interfacing software and working with the designated government officials to remain current on all lessee and licensing agreements.
	(1) A primary role of the system administrator is to ensure the system and its data are available to the users. This includes working with government and contractor personnel on the scheduling of preventative hardware maintenance to minimize disruption to customer support, and accomplishing remedial hardware maintenance to return the system to being fully mission capable in the shortest time. The following will be performed:
	4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
	2. REQUIREMENTS. The contractor shall perform functions to enable efficient and customer-responsive operations at the site. These functions are described in five groups, which are not mutually exclusive:
	4.3 General Task 3.0JC JOINT LOGISTICS PRODUCTS AND PROCESSES – GENERAL SUPPORT. AIR 3.0J is charged to plan and direct the transition of Defense technical data management from the migratory stove-pipe systems to a fully-interoperable, open, logistics integrated data environment (IDE). This effort will require research and preparation of required system acquisition and management documentation, along with associated briefing materials, point papers and reports. The Contractor shall provide analyses of existing business processes and development of schema to evolve these processes to the digital environment; develop case study reports; maintain management action reporting records and prepare point papers, concept papers, and analyses of technical topics related to Navy and DoD Technical Data Management. The Contractor shall develop and maintain acquisition strategy documents including a strategic planning schedule. The contractor shall also support the Joint Technical Data Integration (JTDI) program management team in managing the JTDI Projects. This includes, but it not limited to, the design, development, testing, fielding and support, both domestically and internationally, of such information technology systems as JEDMICS, CMIS, and CAD II. This will involve Acquisition Planning, Acquisition Program Base-lining, Program Protection and System Security, Budget justification backup and execution including spend plan development and tracking, Contract Planning, Systems Engineering, Risk Management and Analysis, Integrated Logistics Support, Integrated Product and Process Development and Configuration Management. The contractor shall also prepare required Memorandums of Agreements /Understandings; assist in conducting Acquisition Reviews; assist in the development of backup data for Planning, Programming & Budgeting; provide C4I support; plan and assist in the implementation of Quality Assurance Programs; develop Information Requirements for Milestone Reviews; conduct Analysis of Alternatives; perform Cost Analysis; provide Threat Assessments; plan and assist in the development and implementation of Test & Evaluation Plans; and provide Program Management Assistance in the oversight and integration of other JTDI contracting efforts and related field activity taskings. The contractor shall perform, but is not limited to the following tasks:
	4.3.1 General Task 3.0JC-1 Design, Development, Testing, and Fielding Support. The contractor shall support the design, development, testing fielding and support, both domestically and internationally, the JTDI Projects. This will involve but not be limited to:
	4.3.3 General Task 3.0JC-3 Business Process/Weapon Systems Integration. The contractor shall conduct analysis and research of weapons system programs and other programs to identify and plan the integration of JTDI Projects and other digital technology into individual programs and DoD business processes. This includes but not limited to:
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

The contractor shall provide support for Technical Manual (TM) management support for GTC/Pneumatics FST (4.4.6.1) and the Technical Data Support Team (3.3.1), Naval Air Depot Cherry Point, N.C. Contract support will provide scanning and conversion of files to digital format, small publication updates, Type B IRAC's, linking and bookmarking data to manuals on the Naval Air Technical and Engineering Command (NATEC) website per NATEC's Technical Manual Conversion Guidelines. The contractor will also provide support in the development and release of technical data items such as IRAC's, MCR's, and TPDR's for the F-18 (Models A-D, E-F (ECS), F404, and F414). Additionally in house support will provide assistance in managing and archiving dated data and source data. In order to accomplish the scope of work, the contractor shall have the expertise and ability to provide the required support.

This effort is considered Non-severable in that publication updates will provide a tangible end product, which will be of no benefit until completed.

(A) To be Furnished:

X	1. ____ (2) _____ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. __ (1) ____ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : 3.3.1 GTC/Pneumatics FST, Cherry Point N.C. 28532
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. . DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928..
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS-Word formatted files and PDF, graphics in PCX..
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution..
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.

X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to GTC/Pneumatics FST and 3. 3. 1, Cherry Point, N.C. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Item A2 shall be packaged in accordance with MIL-HNBK-38790. All other items (not being retained by the contractor) shall be packaged using best commercial practices.

Marking: (1) Deliverables shall be marked with the contractors return address.

(2) Deliverables shall be marked with the Control No./Task Order No.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is 3.3.1, GTC/Pneumatics FST, Cherry Point, N.C. The proper Mailing Address is:

Commanding Officer
 ATTN 3.3.1 Mike Gaskins
 Naval Air Depot
 PSC Box 8021
 Cherry Point N.C. 28533-0021

Task 1- Incremental delivery of publication updates and Type B IRAC's.

A1	Incremental delivery of publication updates and Type B IRAC's as required
A2	Incremental delivery of publication updates and Type B IRAC's as required

Completion Date of all items: __365____ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

3.3.1, GTC/Pneumatics FST, Cherry Point, N.C., has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENT

None

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL29J3

AMOUNT: \$22,071.00

CIN 001013462000004: \$22,071.00

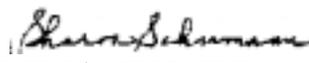
AB: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL29H1

AMOUNT: \$28,393.00

CIN 001013462000005: \$28,393.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0061		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Apr 07		4. REQ./ PURCH. REQUEST NO. 0010135445		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$211,374.94		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPAF Services as specified in Task Order 0061 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination				
				MAX COST	\$180,393.94
				BASE FEE	\$8,759.15
				SUBTOTAL MAX COST + BASE	\$189,153.09
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$189,153.09

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010135445				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$189,153.09
	CIN: 001013544500001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPAF Award Fee in support of CLIN 0009 FOB: Destination				
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$20,440.80
				TOTAL MAX COST + FEE	\$20,440.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010135445				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013544500001				\$20,440.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	COST Travel in support of CLIN 0009 FOB: Destination				
				MAX COST	\$1,781.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	COST FOB: Destination PURCHASE REQUEST NUMBER: 0010135445				
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013544500001				\$1,781.05

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0061 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	8350	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$180,393.94 \$8,759.15 \$189,153.09
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$20,440.80
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$1,781.05
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$211,374.94

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$211,374.94**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 8,350 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Library Technician	[b(4)]
Editorial Clerk	
Administrative Assistant	
SPCS	
Total	8,350

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 11 May 2005 to 30 September 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Patricia Waggy
NADEP
6206 Aviation Ave.
Cecil Commerce Center
Jacksonville, FL 32221
Phone: (904) 317-1563
E-mail: patricia.waggy@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2E 252 77777 0 065886 2F 8E0038 00005WX5A042

Amount: \$211,374.94

PID/PR: 0010135445

CSS-IWP#: 111172004043034

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 180,393.94
CLIN 0009-- Base Fee	\$ 8,759.15
CLIN 0009 -- Est Cost plus Base Fee	\$ 189,153.09
CLIN 0010 --Award Fee	\$ 20,440.80
CLIN 0011 --Travel	\$ 1,781.05
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 211,374.94

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Jacksonville, FL	Cecil Field	1	45	1
Jacksonville, FL	Mayport	1	25	1

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

PRB 0974 Task Order 0061
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Library
Initial Period of Performance:	05/11/05 – 09/30/05
Place(s) of Performance other than travel locations.	NADEP JAX & Norfolk/Oceana VA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	8600 hours
List all Funding Appn/Yrs to be used:	FY 05 PRL, (O&M,N)
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq, Contract #N68936-04-0008-0015
Prior support expiration date	11 May 2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Local Travel to incorporate changes	Cecil Field, Mayport, Norfolk/Oceana
Use of (POV) and Inter-facility (GFE-light Industrial Electric Vehicle)	Jacksonville, FL Naval Air Depot aboard NAS JAX

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
--------------------------	-----	-------------------------------------

	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
N/A		

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

The contractor shall operate eleven (11) Satellite Technical Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our one (1) off-site Norfolk/Oceana locations. The work involves receiving technical publications/manuals and associated update/changes and revisions thereto, including Manual Change Releases (MCR's) formal Changes and Revision, Rapid Action Changes, and physically incorporating same into technical publications.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The Contractor is responsible for incorporating changes into the manuals within the guideline of the Standard Operating Procedures. The Contractor is responsible for disposal of discarded publications/material in accordance with established procedures. Specific requirements are indicated by "X" in the left column of the standardized task descriptions of this Statement of Work. However, the contractor shall not be required to handle in any way secret or classified data.

C.1 STATEMENT OF WORK

The Contractor shall operate eleven (11) Satellite Technical Data Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our off-site Norfolk/Oceana location. The work involves receiving technical publication/manuals and associated updates/changes and revisions thereto, including Manual Change Releases (MCR's), formal Changes and Revisions, Rapid Action Minor engineering Changes (RAMECS), and Interim Rapid Action Changes, and physically incorporating same into technical publications. The Contractor is responsible for managing the effectiveness of this work and completing a quarterly audit of all publications in accordance with the NAVAIR 00-25-100. These audits will be conducted using Government -provided database report. The Contractor shall provide results of said audits to the Government Program Manager. The Contractor is responsible for complying with and correcting all ISO 9000 Standard Operating Procedures (SOP's), and for correcting all discrepancies reported by Aviation Maintenance Management Audits within satellite library locations. The Contractor is responsible for daily pick up of technical publication/manual change material from Government's Central Technical Publication Library, using a Government Furnished electric-powered light industrial vehicle, the Contractor is responsible for delivery of that material to the dispersed satellite libraries located throughout the NADEPJAX industrial facility.

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an "X" in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor's proposal will provide detailed tasking, based on information you've provided above.

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	B. Data/Media Control.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies identify any update requirements and schedules for updating of data/media items when applicable.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
	E. Data Reproduction.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	F. Data Acquisition and retrieval support.
X	(1) The Contractor shall ensure that all projects related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	G. Management of Master Data Packages or Master Files.

	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
	K. Data Dissemination
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
X	(2) The Contractor may not provide data management services outside the normal working hours without prior written or verbal approval of the PCO.
X	(3) The Contractor shall prepare and submit a Request for Overtime Form for approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed, and approving agents signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours.
	N. Travel/mileage.
X	(2) Local mileage is authorized in the coordination of shipping and receiving of data/media.
	O. Supplies, material, equipment, and facilities
X	(3) The Contractor is responsible for the control and maintenance of all designated Government Furnished Property (GFP) and Equipment. The Contractor shall ensure that all equipment within the library is maintained in good working condition. It is the Contractor's responsibility to notify the Task Order Manager of maintenance requirements for GFP. All GFP and all property acquired by the Contractor in support of this contract shall be returned to the Government upon completion of the contract.
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, and other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being

	performed or developed in support of technical data requirements.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code 3.3. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, code 3.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable. ISO 9000 Standard Operating Procedures (SOP's) and applicable NAVAIR instructions, as specified in C1 Statement of Work must be reviewed in the event that the contractor cannot meet the performance criteria or schedules.

Destination of all deliverables is Naval Aviation Depot. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Cecil Commerce Center
 6206 Aviation Ave.
 Jacksonville, FL 32221
 Attn: Patricia Waggy, Code 3.3

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot, Jacksonville, Florida, is the requiring Activity under this effort. Engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038

COST CODE: 00005WX5A042

AMOUNT: \$211,374.94

CIN 001013544500001: \$211,374.94

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0062		3. DATE OF ORDER/CALL (YYYYMMDD) 2005 Mar 15		4. REQ./ PURCH. REQUEST NO. 0010131648		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON				25. TOTAL \$58,724.28		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.			
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- Technical manual FFP preparation and publishing performed IAW Statement of Work-Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AA		210	Page	\$46.76	\$9,819.60
EXERCISED OPTION	Option Period I- Page changes to FFP existing technical manuals-hardcopy to digital format FOB: Destination PURCHASE REQUEST NUMBER: 0010131648				

CIN: 001013164800001	ACRN AA	FUNDED AMOUNT	\$9,819.60
----------------------	---------	---------------	------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AD		2,504	Page	\$7.05	\$17,653.20
EXERCISED OPTION	Option Period I- Output of Portable FFP Document Format (PDF) Files FOB: Destination PURCHASE REQUEST NUMBER: 0010131648				

CIN: 001013164800001	ACRN AA	FUNDED AMOUNT	\$17,653.20
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015		UNDEFINED	Lot	\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- Technical manuals/ FFP technical data package conversion performed IAW Statement of Work-Attachment 1 and task orders issued herein. FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015AB EXERCISED OPTION	Option Period I- Conversion of hardcopy FFP to master revisable text files in Interleaf format. FOB: Destination PURCHASE REQUEST NUMBER: 0010131648	2,028	Page	\$15.41	\$31,251.48
	CIN: 001013164800001		ACRN AA	FUNDED AMOUNT	\$31,251.48

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	210	Pages	\$46.76	\$9,819.60
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format		Pages	\$46.76	\$0.00
0014AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$77.35	\$0.00
0014AD	Output of Portable Document Format (PDF) Files	2504	Pages	\$7.05	\$17,653.20
0015AA	Conv of HC to master rev text in MS Word		Pages	\$15.41	\$0.00
0015AB	Conv of HC to master rev text in Interleaf	2028	Pages	\$15.41	\$31,251.48
0015AC	Conv of HC/Digital text to tif files		Pages	\$4.59	\$0.00
0015AD	Conv of HC to PDF		Pages	\$4.88	\$0.00
0016AA	HC drawing to digital/CALS C4		Images	\$12.30	\$0.00
0016AB	HC drawing to digital/PDF		Images	\$12.30	\$0.00
TOTAL					\$58,724.28

II. SCOPE

Prepare changes for the EW technical manuals listed in task order Statement of Work using Interleaf 7 software and master digital files provided. Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM).

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 16 March 2005 to 16 December 2005.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Mary Harness, Code 3.3.1
Naval Air Depot
6206 Aviation Ave., Cecil Commerce Center
Jacksonville, FL 32221-8112
(904) 317-1786

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRL29L1 \$58,724.28
PID/PR:0010131648
CSS-IWP #: 120050752491070
FED: 9/30/05

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$9,819.60
0014AD	Output of Portable Document Format (PDF) Files	\$17,653.20
0015AB	Conv of HC to master rev text in Interleaf	\$31,251.48
TOTAL		\$58,724.28

This task order is 100% fully funded.

JAX-05-002
3.0 TEAM Logistics Task Order (TO)
Statement of Work
PRB 0975 Task Order 0062

SOW PROFILE:

Platform/Project:	EW Technical Manual Updates
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	NAVAL AIR DEPOT – JACKSONVILLE FLORIDA
Will contractor need assigned government spaces?	NO
Technical Point of Contract (TPOC):	
TPOC Mailing address:	
TPOC Email:	
TPOC Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	2,504 pages effected (5008 pages changed)
List all Funding Appn/Yrs to be used:	FY 05 PRL
Recommended RFP Response time:	Request expedite - 7 Days
Prior Support provided by:	Alutiiq via Anteon Company, Jacksonville, FL

CDRL Profile: Known Deliverables*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

SCOPE PROFILE:

Prepare changes for the EW technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
16-30ALE47-1	Organizational and Intermediate Maintenance Instructions W/IPB Countermeasures Dispensing Set AN/ALE-47	15 Nov 03		
16-30ALM286-1	Organizational and Intermediate Maintenance W IPB Countermeasures Chaff Dispensing Set Test Set Group AN/ALM-286	1 Oct 95	CHG. 1	15 Jun 01

16-30ALM290-1	Organizational and Intermediate Maintenance W IPB Test Set, Countermeasures Dispensing Set AN/ALM-290 P/N 3738AS100-001	15 Jun 03		
16-30CY7978A-1	Organizational and Intermediate Maintenance, W/IPB, POD, Countermeasure Dispensing, CY7978A/AALE-39 Part Number	15 Sep 02	Notice	16 Sep 02
16-30AN/ALM178A	Print Only			
16-30APR39AV2-1A	Detecting Set, Radar Signals Aviation Unit Maintenance (AVUM) Supplement	1 Jun 99		
16-30ALR45-1	Countermeasures Receiving Set AN/ALR-45	31 Mar 83	CHG. 4	1 OCT 93
16-30APM281-1	Operation and Service Instructions Radar Receiving Set Test Set AN/APM-81	1 NOV 68		
16-30APM281-1A	Test sets, Radar Receiver Supplement Manual, Oper., Serv. W/IPB	1 NOV 68		
16-30APR39AV2-1A	Detecting Set, Radar Signals Aviation Unit Maintenance (AVUM) Supplement	1 Jun 99		
16-30ASM456-1	Radar Test Sets AN/ASM-456 AN/ADM-457B and AN/ASM-458B Oper and Maint Insts W/IPB		NOTICE	2 FEB 86
16-35TS2022-1	Test Set, Command Link, Oper/Serv W/IPB	1 Mar 65	CHG.	1 FEB 69
16-35TS2022-2	Test Set, Command Link, TS-2022A/DRM-23. OVHL MA	1 Dec 68		
16-35TS2235-1	Test Set Power Supply TS-2235/ALM-2QA, Oper/Serv Cal w/IPB	1 Oct 67		
16-35TS2574-1	Test Set Audio Video Plug-In Circuit TS-2574/ALM-64(U) Organizational and Intermediate Oper and Serv Instrs W/Calibration Procedures	1 May 80		
16-45-1115	Test Set, Bncb, Hb Oper and Serv. Instrs. W/Replaceable Parts List	1 Apr 68	Notice	26 May 70
16-45-1248	Test Kit, Universal Bench, Serv. Instrs.	15 Mar 67	Chg. 9	1 Oct 93
16-45-1863	Interface Adapters	1 Dec 73	Chg. 2	5 Jul 78

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes?	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

TASK PROFILE:

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>

X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

Manuals will be provided as government furnished information as follows:

	1. One set(s) of proof copies of manual changed pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One CD RDM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under task Description.
X	3. Original and one (1) copy(s) of the Validations Certificate.
X	4. Original and one copy(s) of Record of Source Data Incorporation.
X	5. Original and one copy(s) of DD Form 250.
X	6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for PMA 272- EW FST, NADEP Jacksonville, FL.
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C.. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station, North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:Mil-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Mary Harness, NADEP Jacksonville, FL, Code 3.3.1B.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Mary Harness, NADEP Jacksonville, FL, Code 3.3.1B for resolution.

X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
---	--

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by PMA-272 EW Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.3.1B.. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, PMA 272 EW Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is PMA 272 EW Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B. The proper Mailing Address is:

Naval Air Depot
6206 Aviation Avenue
Cecil Commerce Center
Attn: Mary Harness, Code 3.3.1B
Jacksonville, FL 32221-8112

A1	30, 60, 90, and 120 days after date of order
A2	Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.3.1B

Completion Date of all items: 270 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

None

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL29L1

AMOUNT: \$58,724.28

CIN 001013164800001: \$58,724.28

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 14

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0063	3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jun 21	4. REQ./ PURCH. REQUEST NO. 0010138213	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
---	-------------	--	---

9. CONTRACTOR CODE 1Y0D7 ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			

14. SHIP TO CODE SEE SCHEDULE	15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
---	--	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN		25. TOTAL \$236,541.11
			26. DIFFERENCES

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 (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER g. E-MAIL ADDRESS		32. PAID BY <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.			34. CHECK NUMBER
a. DATE b. SIGNATURE AND TITLE OF CERTIFYING OFFICER (YYYYMMDD)		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	---------------------------------	----------------------	---------------------	---------------------

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0063 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$215,779.42
				BASE FEE	\$6,227.91
				SUBTOTAL MAX COST + BASE	<u>\$222,007.33</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$222,007.33

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P5PJ148 PURCHASE REQUEST NUMBER: 0010138213	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013821300001				\$222,007.33

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$14,533.78
				TOTAL MAX COST + FEE	\$14,533.78

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P5PJ148 PURCHASE REQUEST NUMBER: 0010138213	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013821300001				\$14,533.78

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0063 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	5937	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$215,779.42 \$6,227.91 \$222,007.33
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$14,533.78
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$236,541.11

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$236,541.11**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 5,980 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Technical Illustrator (J)	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> [b(4)] </div>
Technical Publication Writer/Editor	
Data Entry Clerk	
Total	5,937

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 21 June 2005 to 20 June 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Randy Fletcher
NADEP, Code 3.1.2/6.8
6206 Aviation Ave., Cecil Commerce Center
Jacksonville, FL 32221-8112
Phone: 904-317-1558
E-mail: randy.fletcher@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 050119 2D 000000 AIR30PRL2638
Amount: \$236,541.11
PID/PR: 0010138213
CSS-IWP#: 120050816111070
FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 215,779.42
CLIN 0009-- Base Fee	\$ 6,227.91
CLIN 0009 -- Est Cost plus Base Fee	\$ 222,007.33
CLIN 0010 --Award Fee	\$ 14,533.78
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 236,541.11

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

Contract N68936-04-D-0008

Alutiiq's Response to PRB-0976: Task Order 0063

Part (1) Statement of Work for PRB-0976

Scope: Prepare changes for the T56 Engine technical manuals listed below using Interleaf 7 software and master digital files provided (when available; see Technical Manual Contract Requirement Work Statement Section for breakdown). Digital delivery of each manual shall be prepared in Interleaf 7 IDU format and delivered on a CD-ROM (one manual per CD-ROM). The contractor shall furnish all plant, labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task.

Technical Manual No.	Title	Basic Date	Change No.	Change Date
02B-5DF-6-2	Depot Level Maintenance Manual Turboprop Engines T56-A-425, T56-A-426, and T56-A-427	15 JUN 91	1	15 Apr 94
02B-5DG-6-2	Depot Level Maintenance Manual Turboprop Engine T56-A-427	New Issue		TBD

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated

material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance

with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement
PRB0976, Task Order 0063

Task Description:

(A) To be Furnished:

Manuals will be provided as government furnished information as follows:

NAVAIR No.	Type of Update	Source Data
02B-5DF-6-2	Revision	MCRs, TPDRs
02B-5DG-6-2	New Issue	MCRs, TPDRs

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.

5. Original and one (1) copy of DD Form 250.

6. Original and one copy(s) of Technical Assistance Activity Reports (TAARS).

7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

1. Task will be performed for: T56 Engine FST, NADEP Jacksonville, FL.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-M-008910A(AS) or MIL-DTL-81927C(AS), as applicable.

5. Proof copies shall be prepared in accordance with best commercial practices.
6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Prepared in Interleaf 7 IDU formats. Portable Document Format (PDF) files shall be furnished for each revised manual.
7. All new illustrations will be in the form of line drawings.
8. Questions which arise in relation to technical manual content shall be presented to: Randy Fletcher, NADEP Jacksonville, FL, Code 3.3.1B.
9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations
10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Randy Fletcher, NADEP Jacksonville, FL, Code 3.1.2/6.8 for resolution.
11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by T56 Engine Data Manager, FST, Naval Air Depot, Jacksonville, FL, Code 3.1.2/6.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, T56 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.3.1B, shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is T56 Engine Data Manager, FST, NADEP Jacksonville, FL, Code 3.1.2/6.8. The proper Mailing address is:

Naval Air Depot
6206 Aviation Avenue
Cecil Commerce Center
Attn: Randy Fletcher, Code 3.1.2/6.8
Jacksonville, FL 32221-8112

A1 30, 60, 90, and 120 days after date of order
A2 Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A7 Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, Jacksonville, Code 3.3.1B

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Part (2) Task Order Cost Proposal

The overall Cost Proposal for this Task Order, the dollar amount and proposed subcontract, along with the breakdown of the proposed number of labor hours by labor category, travel, and Other Direct Cost (ODCs) is presented in Attachment (1).

Part (3) Contract Data Requirements List (CDRL). A Monthly Progress Report has not been included as a CDRL item since the basic contract includes a CDRL (A002) for Monthly Progress Reports.

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

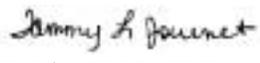
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL2638

AMOUNT: \$236,541.11

CIN 001013821300001: \$236,541.11

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0064		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 10		4. REQ./ PURCH. REQUEST NO. 0010137432		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	SEE SCHEDULE								
* 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 TEL: (805) 989-4383 EMAIL: tammy.journet@navy.mil BY: TAMMY JOURNET			 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$133,751.30	
							26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0064 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$119,203.78
				BASE FEE	\$4,363.84
				SUBTOTAL MAX COST + BASE	<u>\$123,567.62</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$123,567.62

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2PF088 PURCHASE REQUEST NUMBER: 0010137432	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013743200001				\$117,530.14

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$10,183.68
TOTAL MAX COST + FEE	\$10,183.68

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2PF088 PURCHASE REQUEST NUMBER: 0010137432	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$9,686.11
CIN: 001013743200001

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0064 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	4160	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$119,203.78 \$4,363.84 \$123,567.62
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$10,183.68
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$133,751.30

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$127,216.25**. The allotted funding will cover approximately **95%** of the total effort and **will cover the period from 12 May 2005 through 30 November 2005. FY06 funding will be provided to fund 1 December 2005 through 11 May 2006. This task order will terminate on 30 November 2005 if the additional funding is not provided by 1 December 2005.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 4,160 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Data Analyst	
Data Entry Clerk	
Total	4,160

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2005 to 11 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Rick L. Holm
Code 3.3.1 (6.8.5.1)
Naval Air Depot Cherry Point
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-7171
Ricky.l.holm@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1136

Amount: \$127,216.25

PID/PR: 0010137432

CSS-IWP#: 120040203501328

FED: 11/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 113,379.52
CLIN 0009-- Base Fee	\$ 4,150.62
CLIN 0009 -- Est Cost plus Base Fee	\$ 117,530.14
CLIN 0010 --Award Fee	\$ 9,686.11
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 127,216.25

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

3.3 Technical/Management Logistics Support Services
ALUTIIQ SECURITY & TECHNOLOGY, LLC N68936-04-D-0008

PRB 0970/Task Order 0064
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW 1 - Technical Manuals, Conversion, and TMCR

SOW PROFILE:

Platform/Project:	AV-8 Technical Publication Support
Initial Period of Performance:	
Place(s) of Performance other than travel locations.	Government Site, Naval Air Depot, Cherry Point, AV8FST, Bldg 200.
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Rick L. Holm/AIR-3.1.2/252.464.7171
TOCOR Mailing address:	COMMANDING OFFICER CODE 3.1.2 NAVAL AIR DEPOT CHERRY POINT PSC BOX 8021 CHERRY POINT NC 28533-0021
TOCOR Email:	Ricky.l.holm@navy.mil
TOCOR Fax:	252.464.8502
Task Order Effort Security Classification:	UNCLASSIFIED
General Level of Effort Expected	2 WY = 4160 hours
FFP items Expected	NONE
List all Funding Appn/Yrs to be used:	PRL/APN
Recommended RFP Response time:	minimum 14 days
Prior Support provided by:	Alutiiq Security Technology, LLC/Anteon, Inc.
Prior support expiration date	5/11/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) ALUTIIQ SECURITY & TECHNOLOGY, LLC Attn: RON HANCOCK 737 VOLVO PARKWAY, SUITE 120 CHESAPEAKE, VA. 23320-4039	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

None

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

MATERIAL – NMCI INTERNET

SCOPE PROFILE:

Requirement A: In-house contractor support (Data Analyst)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. Do NOT change any contractual wording. . If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. **The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.**

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical</p>

	<p>manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.1 General Task 3.3A-1 Management Support.</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>
	<p>3.1.2 General Task 3.3A-2 Requirements Analysis</p>
	<p>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
X	<p>1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with</p>

X	<p>amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p> <p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
	<p>18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:</p>
	<p>MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.</p>
	<p>PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.</p>
	<p>MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.</p>
	<p>REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.</p>
	<p>DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.</p>
	<p>FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).</p>
	<p>CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work</p>

	Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from

	equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential or secret material.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description:

(A) To be Furnished:

X	<p>8. Other: Data Analyst services are required at the government site to provide technical data support services. A total of 2 work years is covered by this SOW for this position. The contractor will be provided tasking via the AV-8 Data Management Specialists. Duties will include but not be limited to: Research & verification of existing source data (TPDRs, MCRs, IRACs, AFCs, TDs, red line markups, etc.) to determine previous incorporation. Development of source data packages. Review of contract deliverables both paper and CD ROM. Data entry (using Microsoft Access, Word, Excel, Arbotext) and general administrative office support functions. Archive Direct Image Copies (DICs) of the aircraft and component publications. Individual paper updates will be scanned into PDF and archived chronologically on CD ROM by pub.</p>
---	--

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: AV8FST/3.1.2, NADEP Cherry Point
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/3.1.2 Data Management Specialists for resolution.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) AV-8FST / 3.1.2. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA code AV-8 FST/3.1.2 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA AV-8 FST/3.1.2. The proper Mailing Address is:

COMMANDING OFFICER

CODE 3.3.1/AV8FST.TD

NAVAL AIR DEPOT CHERRY POINT

PSC BOX 8021

CHERRY POINT NC 28533-0021

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

CFA AV-8FST NADEP Cherry Point, NC, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H - SPECIAL CONTRACT REQUIREMENTS

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

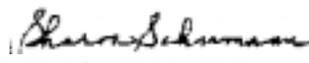
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1136

AMOUNT: \$127,216.25

CIN 001013743200001: \$127,216.25

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0065		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 05		4. REQ./ PURCH. REQUEST NO. 0010136381		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
SEE SCHEDULE									
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$37,199.78
26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	CPAF Services as specified in Task Order 0065 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$31,796.91
				BASE FEE	\$1,620.71
				SUBTOTAL MAX COST + BASE	\$33,417.62
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$33,417.62

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2TM015 PURCHASE REQUEST NUMBER: 0010136381	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013638100001				\$33,417.62

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	CPAF Award Fee in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$3,782.16
				TOTAL MAX COST + FEE	\$3,782.16

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2TM015 PURCHASE REQUEST NUMBER: 0010136381	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013638100001				\$3,782.16

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0065 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$31,796.91 \$1,620.71 \$33,417.62
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$3,782.16
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$37,199.78

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of \$37,199.78. The allotted funding will cover approximately 100% of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Data Entry Clerk	[b(4)]
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 15 May 2005 to 14 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Gary Lee
NADEP Code 3.3.1
6206 Aviation Ave
Jacksonville, FL 32221-8112
Phone: (904) 317-1555
E-mail: gary.f.lee@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRL2939
Amount: \$37,199.78
PID/PR: 0010136381
CSS-IWP#: 111222004095218
FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 31,796.91
CLIN 0009-- Base Fee	\$ 1,620.71
CLIN 0009 -- Est Cost plus Base Fee	\$ 33,417.62
CLIN 0010 --Award Fee	\$ 3,782.16
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 37,199.78

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

Task Order 0065 PRB 0983
JAX FY05- F14-01
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	F14 Technical Publications Support
Initial Period of Performance:	12 months after TO award
Place(s) of Performance other than travel locations.	Contractor Facility, Cecil Commerce Center (CCC), Jacksonville, FL
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Craig Schneider, 3.1.2/6.8, 904-317-1529
TOCOR Mailing address:	Naval Air Depot 6206 Aviation Ave Attn: Craig Schneider, Code 3.1.2/6.8 Jacksonville, FL 32221-8112
TOCOR Email:	craig.j.schneider @navy.mil
TOCOR Fax:	904-317-1786
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	100 hours Technical Illustrator, 1460 hours of Data Entry Clerk
List all Funding Appn/Yrs to be used:	FY 05 PRL (O&M,N)
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq via Anteon Company, Contract # N68936-04-0008-0006
Prior support expiration date	05/14/2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

--	--

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Technical Report	Monthly	Naval Air Depot, Jax, Code 3.1.2/6.8

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**SCOPE PROFILE:**

F-14 Program requires technical illustrator and desktop publishing skills to prepare updates and revisions to technical publications. Technical illustrator and desktop publishing services will include source data incorporation into technical publication change packages in Interleaf 7 IDU and/or Portable Document Formats (PDF). Completed change packages shall be delivered on CD-ROM (one manual per).

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW).

	Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the

	contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	5.The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	1. One (1) set of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under

	Task Description.
X	3. Original and One copy of the Validation Certificate.
X	4. Original and One copy of Record of Source Data Incorporation.
X	5. Original and One copy of of DD Form 250.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot Jacksonville, F-14 FST Technical Publications, Code 3.1.2/6.8
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg 90, Distribution, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.1.2/6.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.1.2/6.8 shall be notified

immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot Jacksonville, F14 FST Technical Publications, Code 3.1.2/6.8. The proper Mailing Address is:

Commanding Officer
Naval Aviation Depot
6206 Aviation Ave.
Attn; Code 3.1.2/6.8 (Craig Schneider)
Cecil Commerce Center
Jacksonville, Fl 32221-8112

Completion Date of all items: 364 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, F14 FST has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

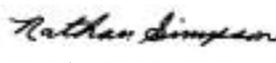
AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL2939

AMOUNT: \$37,199.78

CIN 001013638100001: \$37,199.78

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0067		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 11		4. REQ./ PURCH. REQUEST NO. 0010138080		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$996,454.89		
							26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR				
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.				

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0067 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$767,926.30
				BASE FEE	\$25,055.37
				SUBTOTAL MAX COST + BASE	<u>\$792,981.67</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$792,981.67

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001905P2PF066				
	PURCHASE REQUEST NUMBER: 0010138080				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$437,691.58
	CIN: 001013808000001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<hr/> \$0.00
				MAX AWARD FEE	\$58,470.48
				TOTAL MAX COST + FEE	\$58,470.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2PF066 PURCHASE REQUEST NUMBER: 0010138080	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013808000001				\$32,273.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials/ODC's COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$145,002.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P2PF066 PURCHASE REQUEST NUMBER: 0010138080	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001013808000001			MAX COST	UNDEFINED \$80,035.24

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0067 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	23885	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$767,926.30 \$25,055.37 \$792,981.67
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$58,470.48
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$145,002.74
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$996,454.89

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$550,000.00**. The allotted funding will cover approximately **55%** of the total effort and **will cover the period from 12 May 2005 through 30 November 2005. FY06 funding will be provided to fund 1 December 2005 through 11 May 2006. This task order will terminate on 30 November 2005 if the additional funding is not provided by 1 December 2005.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 23,885 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Technical Writer	
Jr. Draftsman	
Data Analyst	
Data Technician	
Computer Operator	
Data Entry Clerk	
Total	

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2005 to 11 May 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Rick L. Holm
Code 3.1.2 (6.8.5.1)
Naval Air Depot Cherry Point
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-7171
E-mail: ricky.l.holm@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1136

Amount: \$550,000.00

PID/PR: 0010138080

CSS-IWP#: 120040203501328

FED: 11/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 423,862.10
CLIN 0009-- Base Fee	\$ 13,829.48
CLIN 0009 -- Est Cost plus Base Fee	\$ 437,691.58
CLIN 0010 --Award Fee	\$ 32,273.18
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ 80,035.24
TOTAL ORDER AMOUNT	\$ 550,000.00

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

XII. Other Direct Costs

The following Materials/ODC's are included in this task order:

ITEM	QUANTITY
Reproduction B/W Copies	47,742
Direct Image Copy Paper	98
Compact Disks	94
ArborText Software	1

Statement of Work (SOW)

Contract N68936-04-D-0008

Response to PRB-0969: Task Order 67

Scope: In support of the AV-8 Technical Data Manager, Code 3.3.1(6.8.5.1), NAVAIRDEPOT Cherry Point, NC, the contractor will provide comprehensive technical and management services associated with converting and updating AV-8B Technical Manuals.

3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.

3.1 General Task 3.3A Technical manual Program Support. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:

3.1.1 General Task 3.3A-1 Management Support.

2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.

5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.

8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.

3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.

1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.

3.2 GENERAL TASK 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task

orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in **Attachment B, B-1, and B-2 of the Statement of Work (SOW)**. Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in **Attachment B** of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:

PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.

MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.

DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.

CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.

PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.

ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These

instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.

RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.

PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.

a. Types of pages are defined as follows:

1. **New Page:** Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
2. **Change Page:** Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
3. **Unchanged/Renumbered Page:** Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.

TEXT. Text is defined as all technical manual written material and entries including front matter.

ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.

CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).

REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.

- a. Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:

“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”

NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.

3.3 GENERAL TASK 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.

4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:

Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometric. Lines are continuous and layered. Objects are clear and orthogonally correct.

7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.

4.5 General Task 3.3/3.0JF OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

1. The contractor shall scan and convert to editable format the manuals that require conversion (these pubs will be annotated accordingly). Deliveries are to be made in MS-WORD or Arbortext (as required) format with embedded graphics in PCX format. Embedded graphics will also be saved as separate files for future editing. Illustrations up to and including 11x17 inches will be prepared in a non-proprietary PCX format. Illustrations over 11x17 inches will be converted to 11x17 size pages by logical drawing split and registration identities for sequential pages. Publications will be delivered on CD-ROM in editable format and Portable Document Format (PDF) with bookmarks. The contractor shall provide incremental deliveries of the listed manuals commencing 90 days after award.

2. The contractor will deliver one CD-ROM each with two separate Portable Document File (PDF) files per change to publications. One file will collate the change into the existing basic publication; the other file will be a print ready change package (Front matter, all changed pages and associated back-up pages).

3. Government will provide the hard copy of publications for MS-WORD or Arbortext (as required) conversion for those publications that require it and provide on CD-ROM existing publications already in MS-Word or Arbortext and PDF along with the following Source Data (IRAC's, MCR's, TPDR's, Source Data Markups and Technical Directives if applicable) for incorporation: Quantities of Source Data is listed below. Additional source data may be submitted during the contracting process. Inventory of source data will be provided when contract is awarded. In addition to source data provided, the contractor shall update all front matter, indexes and lists as required.

4. The below list of publications have been tentatively scheduled for FY 05/FY 06 update but are pending ODS/Engineering review and total data changes have not been identified as of SOW submission. Also transition of in-production publications is to start in 3rd QTR FY 05 and it is known these publications will need scheduling. It is not known which/how pubs will fall in this category. These publications are identified as A1-AV8BX-XXX-XXX.

5. In addition, publications may be added or deleted from this list due to shifting priorities.

Technical Manual	Base Date	Chg No	Chg Date	# of Pages	# of B/C	B Pg	C Pg	IRAC	MCR	SDMU	TPDR	TD
03-110AKA-2	3/1/1988	2	6/1/2003	506	50	49	1		5			

03-110AKA-3	7/30/1989			184	21	21			2		
03-5CFA-5	11/1/1978			14	15	15				2	1
17-1-537	10/1/1991	1	7/1/2001	190					1		
A1-420VB-MDB-030	7/1/2002	1	9/1/2003	82	11	9	2		1	2	
A1-422VB-MDB-000	1/2/1997			72	20	20				1	
A1-422VB-MDB-030	12/1/1995			28	7	7				1	
A1-422VB-MDB-050	7/1/2002	1	12/1/2003	134	6	5	1		1		
A1-423VB-MDB-100	7/1/2002	1	9/1/2003	244	19	18	1		2	1	
A1-443VB-MDB-050	9/1/1998	2	7/1/2004	390	8	8			1		
A1-445VB-MDB-010	8/1/2004			54	20	18	2			1	
A1-445VB-MDB-030	4/1/1999	1	8/1/2004	68	2	2			1		
A1-454VB-MDB-000	12/1/1995			34							1
A1-560VB-MDB-000	3/1/1993			32	4	4			3		
A1-580VB-MDB-020	12/1/2002			42	2	2			1		
A1-580VB-MIB-000	4/1/1998			42	4	3	1				1
A1-580VB-MIB-020	9/1/2003			30	6	6				2	
A1-700VB-MDB-000	1/1/1995	1	1/2/1997	136	28	28				1	
A1-760FM-MDB-100	2/1/2002			1332	13	13			2		
A1-760PL-MIB-000	7/1/2002	1	12/1/2003	162	5	5			2		
A1-764BC-MDB-000	3/15/1990	1	4/15/1996	56	10	10				1	
A1-767VB-MDB-000	6/1/2004			36	12	12			1	1	
A1-767VB-MDB-100	12/1/1995			52	9	9				1	
A1-780VB-MDB-010	7/15/1989	1	4/15/1996	138	39	29	10			2	
A1-780VB-MDB-020	12/1/1995			40	6	6				1	
A1-780VB-MDB-030	12/1/1995			36	4	4				1	
A1-792VB-MDB-000	4/1/1999	1	9/15/2003	60	2	2			1		
A1-AV8BB-WUC-800	7/1/2002			179	1	1					1
A1-F402B-IPB-400	4/1/1999	2	10/1/2004	802	24	22	2		1	1	4
A1-F402B-MMD-	2/1/2004			666	14	14			2	4	1

300												
A1-F402B-MMD-310	3/1/2004			824	16	13	3		1	1		2
A1-F402B-MMD-320	3/15/2004			882	13	11	2		1	2		
A1-F402B-MMD-330	4/1/2004			876	6	6			2	1		
A1-F402B-MMD-340	5/1/2004			986	19	18	1		4	1		
A1-F402B-MMI-200	9/1/2004			1350	37	28	9	2		1		1
A1-F402B-MMI-210	9/1/2004			1432	12	12				2		1
A1-F402B-MMI-220	9/1/2004			1006	27	25	2	1	2			
A1-F402B-MMI-230	9/1/2004			1600	23	21	2	3		2		1
A1-F402B-MRC-200	10/1/2004			338	4	4						1
A1-F402B-MRC-300												
AE-004VB-MDB-000	1/1/1995	2	11/1/2003	172	2	2				1		
AE-125VB-MIB-000	7/1/1997			50	2	2				1		
AE-257VB-MDB-010	5/1/1986	3	10/15/2003	120	6	6			1			
AE-610BD-MDB-200	1/1/1995	2	11/1/2003	191	6	6			1	1		
AE-679VB-MDB-000	1/1/1995	2	11/1/2003	152	1	1				1		
AS-730CC-MDB-000	12/1/2002			62	5	4	1		1			
AS-730VB-MIB-000	6/1/2004			32	10	10		1				1

Possible conversion of pubs to ARBORTEXT.

Task Description:

(A) To Be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
3. Original and one (1) copy of the Validation Certificate.
4. Original and one (1) copy of Record of Source Data Incorporation.

7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

1. Task will be performed for: AV8FST/3.3.1 (6.8.5.1) NADEP Cherry Point

2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:

A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:

DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P. O. Box 357031, Building 90 Distribution, San Diego, CA. 92135-7031.

DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.

NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.

4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807

5. Proof copies shall be prepared in accordance with best commercial practices.

6. Digital delivery requirements of text shall be delivered on CD-ROM (ISO 9660) as follows: In ARBORTEXT AND MS-WORD (as required) with CD labeled with manual number, Change number revision, and date.

7. All new illustrations will be in the form of line drawings.

9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations updated

10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to AV-8FST/3.3.1(6.8.5.1) Data Management Specialists for resolution.

11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)AV-8FST.TD / 3.3.1 (6.8.5.1). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA Code AV-8 FST/3.3.1(6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA AV-8 FST/3.3.1(6.8.5.1). The proper Mailing Address is:

COMMANDING OFFICER

CODE 3.3.1(6.8.5.1)
NAVAL AIR DEPOT CHERRY POINT
PSC BOX 8021
CHERRY POINT NC 28533-0021

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

CFA_AV-8FST NADEP Cherry Point, NC, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

None

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

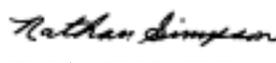
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1136

AMOUNT: \$550,000.00

CIN 001013808000001: \$550,000.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0068		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Mar 14		4. REQ./ PURCH. REQUEST NO. 0010132657		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
						12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO SEE SCHEDULE				CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
SEE SCHEDULE										
* 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 TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON						25. TOTAL	\$131,802.68
							26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0068 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$112,461.02
				BASE FEE	\$3,818.36
				SUBTOTAL MAX COST + BASE	<hr/> \$116,279.38
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$116,279.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N6893605P7ZZ49L				
	PURCHASE REQUEST NUMBER: 0010132657				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$116,279.38
	CIN: 001013265700001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$8,910.72
				TOTAL MAX COST + FEE	\$8,910.72

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6893605P7ZZ49L PURCHASE REQUEST NUMBER: 0010132657	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013265700001				\$8,910.72

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Materials/ODCs COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$6,612.58

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N6893605P7ZZ49L PURCHASE REQUEST NUMBER: 0010132657	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001013265700001			MAX COST	UNDEFINED \$6,612.58

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0068 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$112,461.02 \$3,818.36 \$116,279.38
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$8,910.72
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$6,612.58
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$131,802.68

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$131,802.68**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Configuration Management Specialist	
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 15 March 2005 to 15 January 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Patrick Montgomery, Code 3.6
Bldg. 448
Patuxent River, MD 20670
Phone: (301) 757-2311
E-mail: patrick.montgomery@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30F51133J
Amount: \$131,802.68
PID/PR: 0010132657
CSS-IWP# 410282004045449
FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 112,461.02
CLIN 0009-- Base Fee	\$ 3,818.36
CLIN 0009 -- Est Cost plus Base Fee	\$ 116,279.38
CLIN 0010 --Award Fee	\$ 8,910.72
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ 6,612.58
TOTAL ORDER AMOUNT	\$ 131,802.68

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

PRB 0989 Task Order 0068 Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	HELP DESK
Initial Period of Performance:	10 months after TO award
Place(s) of Performance other than travel locations.	Patuxent River, Maryland
Will contractor need assigned government spaces?	Yes/No? Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclass
General Level of Effort Expected	3640 Hours, (7days x 12hr/day 356 day/yr.)
List all Funding Appn/Yrs to be used:	FY05 OM&N
Recommended RFP Response time:	3 working days
Prior Support provided by:	Alutiiq N68936-04-D-0008, Task Order 0010
Prior support expiration date	31 March 2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	Yes?/No? No
--	----------------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	None

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input checked="" type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	No	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined

		below.
No		I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Progress Review	Initial due 30 DAC; monthly	Agency, code AIR-3.3.4
Conference minutes	Draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-3.3.4
Technical Publication Deficiency Reports (TPDRs)	As Required	Agency, code AIR-3.3.4

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

Not Applicable

SCOPE PROFILE: This Task Orders fall under paragraph 4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION –

1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
A. Exercise responsibility for managing the daily operations of CMIS.
B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The contractor shall maintain the OOMA/CMIS Help Desk 7 days a week from 6:00 a.m. Eastern Standard Time until 18:00 p.m. Eastern Standard Time to facilitate resolution of problems encountered in the development, maintenance, or use of OOMA and CMIS baselines.

- To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the data systems and sources:
 - Automated Help Desk Software
 - NALDA/NAVICP/HAYSTACK/FEDLOG/NATEC/OOMA Server Access

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p> <p>3.6</p>
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator’s (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor’s established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted

	<p>to the Government for approval</p> <ul style="list-style-type: none"> Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.
X	1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:
X	A. Exercise responsibility for managing the daily operations of CMIS.
X	B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.
X	C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner. SPECIFIC TASKING FOR THE OOMA/CMIS BASELINE HELPDESK <ul style="list-style-type: none"> The contractor shall receive, research, and reply to fleet Baseline Trouble Reports (BTRs). The contractor shall maintain the OOMA/CMIS baseline Trouble Report Tracking Program. The contractor shall provide weekly updates to the Monthly OOMA Baseline Status Report. The contractor shall post Weekly Summary of Baseline Changes as directed. The contractor shall post daily BTRs as directed. The contractor shall assist in developing and maintaining a Technical Data Repository for all affected Type Model Series aircraft. The contractor shall assist BLMs in researching technical data required to resolve BTRs. The contractor shall provide functional testing as required in support of baseline development and sustainment. The contractor shall assist the OOMA BLM Training Coordinator in developing and implementing a Training Plan. The contractor shall assist in the development of web-based discrepancy report tracking. The contractor workweek shall encompass Monday through Sunday and Work Hours 0600-1800 (not to exceed 40 hours per week).

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

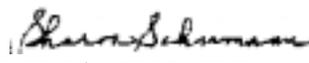
AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30F51133J

AMOUNT: \$131,802.68

CIN 001013265700001: \$131,802.68

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0069		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 17		4. REQ./ PURCH. REQUEST NO. 0010136514-0001		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$209,055.58		
		26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009	Services	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPAF				
	as specified in Task Order 0069 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$184,523.52
				BASE FEE	\$2,832.30
				SUBTOTAL MAX COST + BASE	<u>\$187,355.82</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$187,355.82

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	CPAF				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$186,986.47
	CIN: 001013651400001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013651400002				\$369.35

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination				
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$6,609.60
				TOTAL MAX COST + FEE	\$6,609.60

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013651400001				\$6,596.57

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002		UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013651400002				\$13.03

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011	Travel	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	COST in support of CLIN 0009 FOB: Destination				
				MAX COST	\$15,090.16

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	COST FOB: Destination PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013651400001				\$15,060.41

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001102	For Accounting Purposes Only	UNDEFINED	Lot	UNDEFINED	UNDEFINED
EXERCISED OPTION	COST FOB: Destination PURCHASE REQUEST NUMBER: 0010136514-0001				
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013651400002				\$29.75

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0069 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2700	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$184,523.52 \$2,832.30 \$187,355.82
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$6,609.60
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$15,090.16
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$209,055.58

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract.

The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$209,055.58**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,700 direct labor hours. The estimated composition of hours is as follows:

PBM	
CATEGORY	HOURS
Senior Analyst	[b(4)]
Computer Programmer/Analyst (Journeyman)	
Technical Publication Writer/Editor	
Technical Writer	
Total	2,700

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 18 May 2005 to 17 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 342-7713

The Task Order COR is:

Alan Hatmaker
PHDNSWC Code 311
4343 Missile Way
Port Hueneme, CA 93043
Phone: (805) 228-0360
E-mail: alan.hatmaker@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH1K 000 77777 0 063394 2F 000000 00THA5310310

Amount: \$209,055.58

PID/PR: 0010136514

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 184,523.52
CLIN 0009-- Base Fee	\$ 2,832.30
CLIN 0009 -- Est Cost plus Base Fee	\$ 187,355.82
CLIN 0010 --Award Fee	\$ 6,609.60
CLIN 0011 --Travel	\$ 15,090.16
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 209,055.58

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
West Creek, NJ	North Island, CA	2	4	5

Alutiq, LLC
Contract N68936-04-D-0008

Part (1) Statement of Work (SOW) for PRB-0992

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

The contractor shall develop Style Sheets to be used with the Document Type Definition (DTD) for MIL-DTL-24784C. This specification is used in the Streamlined Modular Acquisition Requirements Tailoring Tool (SMART-T) program to generate the contractual publishing requirements for Interactive Electronic Technical Manuals (IETMs).

The Style Sheets developed shall be Extensible Style Language (XSL), specifically XSL Transformations (XSLT). The resulting shall allow the NAVSEA user to render technical manual data developed in accordance with the MIL-DTL-24784C Document Type Definition (DTD) in a scrolling frame of a web browser.

The government shall supply the contractor with technical manual data that has been tagged to the MIL-DTL-24784C DTD to test the Style Sheets.

Part (2) Task Order Cost Proposal

See Attached.

Part (3) Contract Data Requirements Lists (CDRLs)

See Attached.

Part (4) New Key Personnel Resumes

None Applicable for this Task Order.

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>		
A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY: TDP _____ TM _____ OTHER MISC/MGMT
D. SYSTEM/ITEM Style Sheet Dev. for MIL-DTL-24784C	E. CONTRACT/PR NO.	F. CONTRACTOR
16. REMARKS <i>(Continue)</i>		

INSTRUCTIONS FOR COMPLETING DD FORM 1423

(See DoD 5010.12-M for detailed instructions.)

FOR GOVERNMENT PERSONNEL

- Item A. Self-explanatory.
- Item B. Self-explanatory.
- Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management," etc.
- Item D. Enter name of system/item being acquired that data will support.
- Item E. Self-explanatory (to be filled in after contract award).
- Item F. Self-explanatory (to be filled in after contract award).
- Item G. Signature of preparer of CDRL.
- Item H. Date CDRL was prepared.
- Item I. Signature of CDRL approval authority.
- Item J. Date CDRL was approved.
- Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.
- Item 2. Enter title as it appears on data acquisition document cited in Item 4.
- Item 3. Enter subtitle of data item for further definition of data item (optional entry).
- Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMSDL), or one-time DID number, that defines data content and format requirements.
- Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).
- Item 6. Enter technical office responsible for ensuring adequacy of the data item.
- Item 7. Specify requirement for inspection/acceptance of the data item by the Government.
- Item 8. Specify requirement for approval of a draft before preparation of the final data item.
- Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).
- Item 10. Specify number of times data items are to be delivered.
- Item 11. Specify as-of date of data item, when applicable.
- Item 12. Specify when first submittal is required.
- Item 13. Specify when subsequent submittals are required, when applicable.
- Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.
- Item 15. Enter total number of draft/final copies to be delivered.
- Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in Item 4; Clarification of submittal dates in Items 12 and 13; Explanation of reproducible copies in Item 14.; Desired medium for delivery of the data item.

FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights in data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH1K 000 77777 0 063394 2F 000000

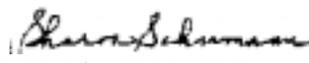
COST CODE: 00THA5310310

AMOUNT: \$209,055.58

CIN 001013651400001: \$208,643.45

CIN 001013651400002: \$412.13

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0070		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 24		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$36,706.60		
							26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR				
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.				

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- FFP Technical manual preparation and publishing performed IAW Statement of Work- Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	For Accounting Purposes Only FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010138342				

CIN: 001013834200001	ACRN AA	FUNDED AMOUNT	\$24,226.36
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	For Accounting Purposes Only FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010138345				

CIN: 001013834500001	ACRN AB	FUNDED AMOUNT	\$12,480.24
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AB EXERCISED OPTION	Page Change to Existing TM FFP Digital to Digital FOB: Destination MFR PART NR: i	785	Page	\$46.76	\$36,706.60

FUNDED AMOUNT

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$46.76	\$0.00
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	785	Pages	\$46.76	\$36,706.60
0014AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$77.35	\$0.00
0014AD	Output of Portable Document Format (PDF) Files		Pages	\$7.05	\$0.00
0015AA	Conv of HC to master rev text in MS Word		Pages	\$15.41	\$0.00
0015AB	Conv of HC to master rev text in Interleaf		Pages	\$15.41	\$0.00
0015AC	Conv of HC/Digital text to tif files		Pages	\$4.59	\$0.00
0015AD	Conv of HC to PDF		Pages	\$4.88	\$0.00
0016AA	HC drawing to digital/CALS C4		Images	\$12.30	\$0.00
0016AB	HC drawing to digital/PDF		Images	\$12.30	\$0.00
TOTAL					\$36,706.60

II. SCOPE

Prepare either a Change or Revision for the CASS technical manuals listed in task order Statement of Work using Interleaf7 software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 25 May 2005 to 25 September 2005.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Dean Nelson, Code 3.3.5
 Naval Air Depot
 P.O. Box 357058
 San Diego, CA 92135
 (619) 545-4851

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0022 1K152LC32000 \$24,226.36
 PID/PR: 0010138342
 CSS-IWP #: 303082005103410
 FED: 9/30/05

AB 97X4930 NA2B 000 77777 0 065888 2F 8E0022 1VQ52FC32000 \$12,480.24
 PID/PR: 0010138345
 CSS-IWP #: 303082005103410
 FED: 9/30/05

Funding will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$0.00
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$36,706.60
0014AC	New Pages in existing Technical Manuals -- Digital Format	\$0.00
0014AD	Output of Portable Document Format (PDF) Files	\$0.00
0015AA	Conv of HC to master rev text in MS Word	\$0.00
0015AB	Conv of HC to master rev text in Interleaf	\$0.00
0015AC	Conv of HC/Digital text to tif files	\$0.00
0015AD	Conv of HC to PDF	\$0.00
0016AA	HC drawing to digital/CALS C4	\$0.00
0016AB	HC drawing to digital/PDF	\$0.00
TOTAL		\$36,706.60

This task order is 100% fully funded.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 0995/Task Order 0070

NORIS-05-002

3.0 TEAM Logistics Task Order (TO)

Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	CASS
Initial Period of Performance:	4 months after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Dean Nelson, Code 3.3.5. dean.s.nelson@navy.mil
TOCOR Mailing address:	P.O. Box 357058, San Diego, CA 92135
TOCOR Email:	dean.s.nelson@navy.mil
TOCOR Fax:	619-545-4625
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	785 Pages
List all Funding Appn/Yrs to be used:	FY05 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	Allutiiq/SESI
Prior support expiration date	N/A

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

Prepare either a Change or Revision for the CASS technical manuals listed below using Interleaf software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

Publication No.	Manual Title
16-30USM636-2-1	INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN, HYBRID ELECTRICAL EQUIPMENT TEST SETS AN/USM-636A(V)1, AN/USM-636(V)5, AND AN/USM-636B(V)1 PART NO. 2048AS775-01, 2054AS400-01

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK**

	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The

	range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change all Reference Designators to Courier font and all other text in Illustrations to Helvetica. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. All illustrations shall be integrated with the text of the final editable copy.

Publication No.	Task	Estimated Pages
16-30USM636-2-1		785 PAGES

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. . DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS)
X	5. Proof copies shall be prepared in accordance with best commercial practices.

X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU Format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island Code 3.3.5/6.8.5
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island Code 3.3.5/6.8.5 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island Code 3.3.5/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island Code 3.3.5/6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island Code 3.3.5/6.8.5. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn; Code 3.3.5/Dean Nelson, Bldg. 334-1
 P. O. Box 357058
 San Diego, CA 92135-7058

A1	120 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.3.1

Completion Date of all items: 180 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source Data
16-30USM636-2-1	Revision - 01 Jan 05		Interleaf Publisher file in IDU format.(IDU)
16-30USM636-2-1	Revision - 01 Jan 05		Adobe Illustrator files (.AI)
16-30USM636-2-1	Revision – 01 Jan 05		Computer Meta Graphics Files (CGM)

Assumptions:

- As a FFP PRB, no additional CDRLs are required
- Delivery schedule is dependent upon source data being supplied to the subcontractor by date of order.

Exceptions:

- If page counts or illustrations exceed those stated in PRB 0995, Task Order 0070, a modification will be issued to cover the cost of the additional pages produced.
- Any task requirements not stated in the SOW will be considered outside the SOW and will require a modification to cover the cost of the additional tasks requested

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NA2B 000 77777 0 065888 2F 8E0022

COST CODE: 1K152LC32000

AMOUNT: \$24,226.36

CIN 001013834200001: \$24,226.36

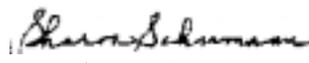
AB: 97X4930 NA2B 000 77777 0 065888 2F 8E0022

COST CODE: 1VQ52FC32000

AMOUNT: \$12,480.24

CIN 001013834500001: \$12,480.24

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0071		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 24		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$597,854.45		
26. DIFFERENCES											
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0071 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$524,925.85
				BASE FEE	\$19,509.30
				SUBTOTAL MAX COST + BASE	\$544,435.15
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$544,435.15

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001905P7CF322				
	PURCHASE REQUEST NUMBER: 0010137345				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$131,659.68
	TAC: N826				
	CIN: 001013734500001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB TAC: N826 CIN: 001013734700001				\$295,010.59

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000903 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AC TAC: N826 CIN: 001013734700002				\$81,958.35

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000904		UNDEFINED	Lot	UNDEFINED	UNDEFINED

EXERCISED OPTION
For Accounting Purposes Only
CPAF
FOB: Destination
MILSTRIP: N0001905P7CF319
PURCHASE REQUEST NUMBER: 0010137347-0001

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AC
TAC: N826
CIN: 001013734700003

\$35,806.54

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010		UNDEFINED	Lot	UNDEFINED	UNDEFINED

EXERCISED OPTION
Award Fee
CPAF
in support of CLIN 0009
FOB: Destination

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$45,527.90
TOTAL MAX COST + FEE	\$45,527.90

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7CF322 PURCHASE REQUEST NUMBER: 0010137345	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA TAC: N826 CIN: 001013734500001				\$11,009.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB TAC: N826 CIN: 001013734700001				\$24,670.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001003		UNDEFINED	Lot	UNDEFINED	UNDEFINED

EXERCISED
OPTION

For Accounting Purposes Only
CPAF
FOB: Destination
MILSTRIP: N0001905P7CF319
PURCHASE REQUEST NUMBER: 0010137347

MAX COST UNDEFINED

BASE FEE UNDEFINED

SUBTOTAL MAX COST + BASE UNDEFINED

MAX AWARD FEE UNDEFINED

TOTAL MAX COST + FEE UNDEFINED

ACRN AC \$6,853.69
TAC: N826
CIN: 001013734700002

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001004		UNDEFINED	Lot	UNDEFINED	UNDEFINED

EXERCISED
OPTION

For Accounting Purposes Only
CPAF
FOB: Destination
MILSTRIP: N0001905P7CF319
PURCHASE REQUEST NUMBER: 0010137347-0001

MAX COST UNDEFINED

BASE FEE UNDEFINED

SUBTOTAL MAX COST + BASE UNDEFINED

MAX AWARD FEE UNDEFINED

TOTAL MAX COST + FEE UNDEFINED

ACRN AC \$2,994.29
TAC: N826
CIN: 001013734700003

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$6,818.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF322 PURCHASE REQUEST NUMBER: 0010137345	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA TAC: N826 CIN: 001013734500001				\$1,648.98

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001102 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB TAC: N826 CIN: 001013734700001				\$3,694.87

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001103 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AC TAC: N826 CIN: 001013734700002				\$1,026.49

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001104 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AC TAC: N826 CIN: 001013734700003				\$448.46

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials/ODC's COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,072.60

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF322 PURCHASE REQUEST NUMBER: 0010137345	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA TAC: N826 CIN: 001013734500001				\$259.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001202 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB TAC: N826 CIN: 001013734700001				\$581.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001203 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7CF319 PURCHASE REQUEST NUMBER: 0010137347	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AC TAC: N826 CIN: 001013734700002				\$161.47

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
001204 EXERCISED OPTION	For Accounting Purposes Only		Lot	UNDEFINED	UNDEFINED
	COST				
	FOB: Destination				
	MILSTRIP: N0001905P7CF319				
	PURCHASE REQUEST NUMBER: 0010137347-0001				
				MAX COST	UNDEFINED
	ACRN AC				\$70.54
	TAC: N826				
	CIN: 001013734700003				

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0071 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	18598	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$524,925.85 \$19,509.30 \$544,435.15
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$45,527.90
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$6,818.80
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$1,072.60
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$597,854.45

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$597,854.45**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 18,598 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	<div style="border: 1px solid black; padding: 10px; display: inline-block;"> b(4) </div>
Sr. Program/Project Control Specialist	
Technical Publication Writer/Editor	
Sr. Draftsman	
Jr. Draftsman	
Editorial Assistant	
Sr. Analyst	
Data Entry Clerk	
Total	18,598

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 29 May 2005 to 30 June 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Carmelo W. Nicastro
Naval Aviation Depot
Attn: Code 3.3.1

PSC 8021
 Cherry Point, NC 28533-0021
 Phone: (252) 464-9101
 E-mail: nicastrocw@navair.navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRLA173

Amount: \$144,577.96

PID/PR: 0010137345

CSS-IWP#: 30317200508734

FED: 11/30/05

AB 1751506 45BT 252 00019 0 050119 2D 000000 PMA207AB3610

Amount: \$323,956.66

PID/PR: 0010137347

FED: 11/30/05

AC 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA173

Amount: \$129,319.83

PID/PR: 0010137347

FED: 11/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 524,925.85
CLIN 0009-- Base Fee	\$ 19,509.30
CLIN 0009 -- Est Cost plus Base Fee	\$ 544,435.15
CLIN 0010 --Award Fee	\$ 45,527.90
CLIN 0011 --Travel	\$ 6,818.80
CLIN 0012 -- Materials/ODC's	\$ 1,072.60
TOTAL ORDER AMOUNT	\$ 597,854.45

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Havelock, NC	Ft. Walton Beach, F	1	3	5
Havelock, NC	Robbins, GA	1	1	5
Havelock, NC	St. Louis, MO	1	1	5

Section C - Descriptions and Specifications

SOW

**PRB 0994/Task Order 0071
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

C-130 Series Aircraft Technical Manual Updates, Incorporation of Airframe Change Data, and In-House Contractor Support Services

SOW PROFILE:

Platform/Project:	C-130
Initial Period of Performance:	365 Days after T.O. award
Place(s) of Performance other than travel locations.	Contractors Facility Havelock, NC Government Facility, Cherry Pt., NC
Will contractor need assigned government spaces?	Yes In-House support contractor will occupy government spaces.
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Carmelo W. Nicastro, 3.3.1; 252-464-9101
TOCOR Mailing address:	Commanding Officer Naval Aviation Depot Attn; Code 3.3.1 PSC 8021 Cherry Point, NC 28533-0021
TOCOR Email:	nicastrocw@navair.navy.mil
TOCOR Fax:	252-464-5058
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	9.7 work years (18,598 hours)
List all Funding Appn/Yrs to be used:	FY05 OM&N and FY04/FY05 APN
Recommended RFP Response time:	14 days – (minimum 14 days)
Prior Support provided by:	ALUTHIQ
Prior support expiration date	28MAY05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	Yes, Material available for review at Cherry Point.
--	---

TRAVEL PROFILE: KNOWN TRIPS:

TRIPS TO GOVERNMENT AND CONTRACTOR SITES FOR CSS PERSON IN SUPPORT OF AMP PROGRAM TRAVEL REQUIREMENTS (EST. 5 X 1WEEK)

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	No	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS**SCOPE PROFILE:**

Prepare and deliver Technical Publication changes and revisions in support of the C-130 program (delineated in TMCR section), and provide 2 fully qualified Data Management Specialist for In-house (Gov't Site) Data Management support for the C-130 technical publications team.

Provide 1900 hrs of (contractor site) support for preparation of PDF updates to NATEC postings, based on publication changes/IRACs as required. Perform, scanning and conversion of documents to PDF format compatible with NATEC website requirements, hyperlink PDF manuals as required, and provide electronic scanning and archiving of program data as required.

Provide two people with sufficient hours to provide Data Management support at the government site until 30 June 06. These individuals will perform as members of the technical publications data management team and perform the tasks identified in the TMCR.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned

	Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of

	adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.

X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes

	subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.6 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Contractor will produce technical manual changes or revisions as indicated to the technical manuals listed below. Changes, revisions or new development will be in the same style and format as the original manuals unless otherwise identified. In addition to the changes and revisions, the contractor will provide two fully qualified data management specialists to work within the C-130 technical publications team, within the government facility for a period of 365 days from award. Technical requirements for the data manager are listed below.

Contractor will provide two fully qualified Data Managers, for one work year, to augment the C-130 Data Management team. The individuals will work as an integral part of the technical publications team and perform Data Management functions/tasks following ISO and C-130 peculiar procedures for assigned technical publications. The individual's work schedule will coincide with the Data Management and dress requirements will match those required for NADEP employees in an office environment. Breaks and lunch hours will be scheduled to align with NADEP CP requirements. Duties will include but not be limited to:

Constructs, verifies the content, and manages the complete master technical data package for an assigned weapons system and all its peculiar components. Maintains master data packages in a manner, which will facilitate accurate and expedient publication updates and revisions.

Researches and analyzes technical directives, Local Engineering Specifications, Local Process Specifications, Temporary Engineering Instructions, Design Change Notices, technical instructions and messages for COMNAVAIRLANT, COMNAVAIRPAC, COMNAVAIRSYSCOM, NAVAIRLOGCEN, NATEC, etc, to determine if the master data package must be modified.

Researches, answers, and processes Technical Publication Deficiency Reports using background materials such as blueprints, schematics, supply and logistics data. Consults with cognizant engineers or manufacturing representatives before modifying the technical data package.

Prepares Manual Change Releases to locally change a technical manual to enhance in-house production efforts until a formal manual change can be issued.

Assists the assigned Fleet Support Team (FST) at Technical Manual Management Team (TMMT) Conferences In-Process reviews, verification and Integrated Logistics Support Team Meetings. Must be knowledgeable of and apply aspects of the governing specifications and policy as required in the manuals, technical manual plan, and the technical manual in-process review, validation and verification plans.

May be required to respond to telephone requests on the status of the assigned program; therefore the incumbent must possess oral communication skills and be able to communicate effectively with a wide range of persons to convey complex technical data program requirements in a clear, understandable fashion.

Assists the lead data manager by identifying the manuals that require updates, estimating the number of pages affected. Establish manual update schedules and update priority based upon outstanding source data.

Assists in developing and reviewing source data packages, prescribed format, style, number of pages, etc. for the manuals to be updated.

The incumbent reviews and approves the finished Direct Image Copy prior to forwarding the Defense Automated Printing Service Office.

Writes Interim Rapid Action Changes to correct technical publication problems that affect safety of flight.

Manual #	Page	Foldouts	Change/Revision
----------	------	----------	-----------------

GAG-2-5	86		Change
GAG-2-8	30		Change
GAG-4-1	8		Change
GAG-4-2	14		Change
GAG-4-3	5		Change
GAG-4-5	23		Change
GAG-4-6	159		Change
GAG-4-7	153		Change
GAG-4-8	82		Change
GAG-4-9	9		Change
GAG-4-10	3		Change
GAH-2-8	39	9	Change
GAH-2-13	5	39	Change
GAH-4-1	38		Change
GAH-4-2	5		Change
GAH-4-3	4		Change
GAH-4-4	24		Change
GAH-4-5	110		Change
GAH-4-6	193		Change
GAH-4-7	140		Change
GAH-4-8	45		Change
GAH-4-9	3		Change
GAH-4-10	69		Change
GAA-0	2		Change
GAA-2-1	17		Change
GAA-2-2	5		Change
GAA-2-3	6		Change
GAA-2-4	2		Change
GAA-2-5	404		Revision
GAA-2-7	10		Change
GAA-2-8	30		Change
GAA-2-10	20	2	Change
GAA-2-11	26		Change
GAA-2-12	20		Change
GAA-2-13	10	5	Change
GAA-2-14	1324		Revision
GAA-2-16	23		Change
GAA-3	60		Change
GAA-36	191		Change
GAA-4-1	12		Change
GAA-4-2	15		Change
GAA-4-4	38		Change
GAA-4-5	5		Change
GAA-4-6	125		Change
GAA-4-7	2		Change
GAA-4-8	13		Change
GAA-4-10	7		Change
GAA-9	5		Change

GAA-10	19	Change
GAA-6-2	112	Convert to POD/NATEC Format and Hyperlink
GAA-6-3ISO	711	Convert to POD/NATEC Format and Hyperlink
GAA-6-4ISO	153	Convert to POD/NATEC Format and Hyperlink
GAA-6ISO	81	Convert to POD/NATEC Format and Hyperlink
GAF-21	13	Change
GAF-2-5	10	Change
GAF-2-9	2	Change
20GAJ-2.0	208	Convert to POD/NATEC Format and Hyperlink
20GAJ-2.1	92	Convert to POD/NATEC Format and Hyperlink
20GAJ-2.2	240	Convert to POD/NATEC Format and Hyperlink
20GAJ-2.3	56	Convert to POD/NATEC Format and Hyperlink
20GAJ-2.4	156	Convert to POD/NATEC Format and Hyperlink
20GAJ-2.5	1523	Convert to POD/NATEC Format and Hyperlink
Totals	6995	55

(A) To be Furnished:

X	1. <u>1</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>4</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and _____ copy(s) of the Validation Certificate.
X	4. Original and _____ copy(s) of Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Plan of Action and Milestones due 14 days after award

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : C-130FST, NADEP, Cherry Point, NC
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to:Commanding Officer, Naval Air Technical Data and Engineering Service Command, P.O. Box 357031, Building 90 Distribution, San Diego, CA 9213507031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with:MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11& 11

	x 17 in MS Word with embedded graphics. Separate files shall be provided for embedded graphics. PDF files shall be delivered in a form consistent with NATEC website requirements. PDF manuals shall be one manual per CD ROM. One historical CD for each manual with a TOC hyperlinked to various historical files on the CD ROM as determined by the FST Data Manager
X	7. All new illustrations will be in the form of line drawings. <ul style="list-style-type: none"> - 11 x 17 and smaller in PCX format - Larger than 11 x 17 AutoCAD (dwg) files
X	8. Questions which arise in relation to technical manual content shall be presented to: C-130 Data Management Team.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to C-130 FST Data Management Team for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Distribution Statement "C" as indicated in B.3

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (C-130FST Code)_3.3.1____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by signing/acceptance of the final delivery letter for each manual as completed. Letter shall include quantity of pages delivered, by category and deliverable products as specified in this task order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

- a. Government Quality Acceptance/Rejection of the Final deliverable will be based on a maximum error rate of 1% to be calculated as follows on a Pub by Pub basis::

(1) Technical Errors (Major); Number of Pages with errors in source data incorporation divided by the total number of source data pages.

For example:

3 pages w/errors/100 total SD pages = $.03 \times 100 = 3\%$ Reject
 1 page w/errors/100 total SD pages = $.01 \times 100 = 1\%$ Accept

(2) Clerical Errors (Minor); Punctuation, spelling, and front matter errors will be evaluated for a maximum error rate of 5% as calculated above for technical errors.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (C-130FST.L 3.3.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (C-130FST.L 3.3.1). The proper Mailing Address is:

Commanding Officer
Naval Aviation Depot
Attn; Code 3.3.1/C.W. Nicaastro, Bldg. 163
PSC 8021
CHERRY POINT, NC 28533-0021

A1	Incrementally beginning 60 days after date of order. One (1) proof copy of each manual will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comment/corrections noted, will be returned to the contractor. Contractor has 10 days to incorporate final corrections.
A2	Incrementally beginning 100 days after date of order.
A3 through A7	These items shall be forwarded to Naval Aviation Depot, Cherry Point, NC, Code 3.3.1, concurrent with A1 02 A2 a appropriate.
A8	POA&M will be delivered 14 days after date of order. Original to Naval Aviation Depot, Cherry Point, Code 3.3.1.

Completion Date of all items: ___365___ days after initial date of order (28May04).

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(C-130FST), has been assigned engineering cognizance of the technical manuals covered under this effort

C. ACCOUNTING DATA:

SECTION H - SPECIAL CONTRACT REQUIREMENTS

The government will provide the contractor with a digital, editable copy of all technical manuals requiring changes and revisions. Digital files will include files in MSWord, PCX, PDF, and AutoCad (DWG) formats. NMCI computer stations will be provided for government site employees at no cost to the contractor.

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>					FORM APPROVED OMB No. 0704-0188						
Public reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports,											
A. CONTRACT LINE ITEM NO. 0001			B. EXHIBIT A			C. CATEGORY TDP ___ TM ___ OTHER					
D. SYSTEM/ITEM Technical Data, Repositories and DCCs			E. CONTRACT/PR. NO N68936-04-D-0008, PRB 0994			F. CONTRACTOR ALUTHQ					
1. DATA ITEM NO. AXXX		2. TITLE OF DATA ITEM Technical Report - Studies/Services				3. SUBTITLE Plan of Action and Milestones					
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508 (See Block 16)				5. CONTRACT REFERENCE SOW Section F		6. REQUIRING OFFICE TPOC: C-130FST.L					
7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED C		10. FREQUENCY See Block 16	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION					
8. APP CODE N/A			11. AS OF DATE See Block 16	13. DATE OF SUBMISSION N/A	a. ADDRESSE E	b. COPIES					
				Draft		Final					
						Reg	Repr	o			
16. REMARKS Block 4: Contractor format is authorized provided the DID is used as a guideline. Block 10, 11: (a). Plan of Action and Milestones (POA&M): Contractor format draft due 14 days after award of contract. Government will have 30 days to review. Contractor to resubmit POA&M within 30 days of Government review with all corrections and comments incorporated. POA&M will be reviewed monthly and resubmitted as required.						TPOC	0	1	0		
G. PREPARED BY			H. DATE		I. APPROVED BY			J. DATE			

CONTRACT DATA REQUIREMENTS LIST <i>(1 Data Item)</i>					FORM APPROVED OMB No. 0704-0188									
Pubic reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports,														
A. CONTRACT LINE ITEM NO. 0001			B. EXHIBIT A			C. CATEGORY TDP ___ TM ___ OTHER								
D. SYSTEM/ITEM Technical Data, Repositories and DCCs			E. CONTRACT/PR. NO N68936-04-D-0008, PRB 0994			F. CONTRACTOR ALUTIIQ								
1. DATA ITEM NO. AXXX		2. TITLE OF DATA ITEM Technical Report - Studies/Services				3. SUBTITLE Conference Minutes								
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80508 (See Block 16)				5. CONTRACT REFERENCE SOW Section F		6. REQUIRING OFFICE TPOC: C-130FST.L								
7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED C		10. FREQUENCY See Block 16	12. DATE OF FIRST SUBMISSION See Block 16		14. DISTRIBUTION								
8. APP CODE N/A			11. AS OF DATE See Block 16	13. DATE OF SUBMISSION N/A	a. ADDRESSE E	b. COPIES								
16. REMARKS Block 4: Contractor format is authorized provided the DID is used as a guideline. Block 10, 11: (a). Conference Minutes: Provide draft in contractor format, 7 days after conclusion of meeting. Government will have 7 days to review and contractor will have 7 days to resubmit, with Government changes incorporated.														
						TPOC	0	1	0					
						15. TOTAL						0	1	0
						G. PREPARED BY			H. DATE		I. APPROVED BY			J. DATE

Section G - Contract Administration Data

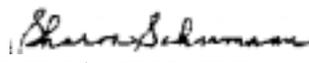
ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 251 00019 0 050119 2D 000000
COST CODE: AIR30PRLA173
AMOUNT: \$144,577.96
CIN 001013734500001: \$144,577.96

AB: 1751804 4A4N 252 00019 0 050119 2D 000000
COST CODE: AIR30PRLA173
AMOUNT: \$323,956.66
CIN 001013734700001: \$323,956.66

AC: 1751506 45BT 252 00019 0 050119 2D 000000
COST CODE: PMA207AB3610
AMOUNT: \$129,319.83
CIN 001013734700002: \$90,000.00
CIN 001013734700003: \$39,319.83

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0072		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jun 30		4. REQ./ PURCH. REQUEST NO. 0010134828		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$113,815.95		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0072 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$95,311.92
				BASE FEE	\$2,307.80
				SUBTOTAL MAX COST + BASE	<hr/> \$97,619.72
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$97,619.72

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013482800100				\$22,108.88

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013482800200				\$22,108.88

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$5,385.60
				TOTAL MAX COST + FEE	\$5,385.60

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013482800100				\$1,219.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AB CIN: 001013482800200				\$1,219.73

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$7,052.24

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013482800100				\$1,597.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001102 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB CIN: 001013482800200				\$1,597.19

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,758.39

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013482800100				\$851.20

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001202 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: 10134828 PURCHASE REQUEST NUMBER: 0010134828	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AB CIN: 001013482800200				\$851.20

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0072 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2200	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$95,311.92 \$2,307.80 \$97,619.72
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$5,385.60
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$7,052.24
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$3,758.39
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$113,815.95

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$51,554.00**. The allotted funding will cover approximately **45%** of the total effort effort and **will cover the period from 30 June 2005 through 30 November 2005. It is anticipated that additional funding will be provided to fund 1 December 2005 through 29 June 2006. However, this task order will terminate on 30 November 2005 if the additional funding is not provided by 1 December 2005.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,200 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Program Manager	[b(4)]
Logistics Manager	
Total	2,200

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 30 June 2005 to 29 June 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

David V. Shopshire
PSC Box 8021
Navair Depot
MCAS
Cherry Point, NC 28533
Phone: (252) 464-8395
E-mail: david.shopshire@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRLA275
Amount: \$25,777.00

PID/PR: 0010134828
 CSS-IWP#: 3110820041059264
 FED: 09/30/05

AB 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRLA295

Amount: \$25,777.00

PID/PR: 0010134828

CSS-IWP#: 3110820041059264

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 43,172.43
CLIN 0009-- Base Fee	\$ 1,045.34
CLIN 0009 -- Est Cost plus Base Fee	\$ 44,217.77
CLIN 0010 --Award Fee	\$ 2,439.46
CLIN 0011 --Travel	\$ 3,194.38
CLIN 0012 -- Materials/ODC's	\$ 1,702.40
TOTAL ORDER AMOUNT	\$ 51,554.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Pax River, MD	Miramar, CA	1	1	5
Pax River, MD	Cherry Point, NC	1	1	5
Pax River, MD	Cam Pendleton, CA	1	1	5
Pax River, MD	New River, NC	1	1	5

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 1003 Task Order 0072
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	CH-46E/T58 Engine Optimized Organizational Maintenance Activity (OOMA) Baseline Sustainment
Initial Period of Performance:	05/21/05-05/20/06 or 12 months after TO award
Place(s) of Performance other than travel locations.	Patuxent River, Maryland
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	David V. Shopshire, Code 3.2.3 (252) 464-8395
TOCOR Mailing address:	PSC Box 8021,Navair Depot, MCAS Cherry Point, NC 28533
TOCOR Email:	david.shopshire@navy.mil
TOCOR Fax:	(252) 464-8818/8388
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.1 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY 05 PRL, O&M,N
Recommended RFP Response time:	7days – (minimum 14 days)
Prior Support provided by:	Alutiiq Security and Technology, LLC N68936-04-D-0008, Task Order 0021
Prior support expiration date	May 11, 2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
---------	----------

OOMA Installation Support	Miramar, CA
OOMA Installation Support	Camp Pendleton, CA
OOMA Installation Support	Cherry Point, NC
OOMA Installation Support	New River, NC

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Conference Minutes (Per existing CDRL A002)	As Required	H-46/T58FST.4 AIR 3.1.4.2 (PMA 226)

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

ONE (1) NMCI Seat @ \$3,004.00 per seat

SCOPE PROFILE:

This Task Order (TO), Statement of Work (SOW) defines the effort required for Aircraft Baseline Sustainment Support for those platforms that have established Naval Aviation Logistics Command/Management Information System (NALCOMIS), Optimized Organizational Maintenance Activity (OOMA), and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval AIR Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government Data Systems and Sources:

CH-46/T-58 Engine OOMA/CMIS Servers
 FEDLOG/HAYSTACK Information Servers
 Interactive Electronic Technical Manuals (IETM)
 Naval Aviation Inventory Control Point (NAVICP) and Defense Logistics Agency (DLA) Asset Availability Websites
 CH-46/T-58 Engine Maintenance Plans (as required)
 Support Equipment Resources Management Information System (SERMIS) as required
 Naval Air Technical Data and Engineering Service Command (NATEC) Websites
 Resources Allocation Management Program (RAMP) Website

Technical Directives Status Accounting Website (TDSA), (for Baseline Manager access to NA00-500C).

Government Furnished Equipment (GFE)/Government Furnished Material (GFM): The Government will provide a contractor workspace and equipment for OOMA/CMIS Baseline Managers in Building 516, Naval Air Warfare Center, Aircraft Division; Patuxent River, Maryland. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval/Government personnel.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OF WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	<p>1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:</p>
X	<p>A. Exercise responsibility for managing the daily operations of CMIS.</p>
X	<p>B. Exercise responsibility for the daily operations including, but not limited to, data entry and</p>

	integrity, system administration, system reporting and data retrieval.
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p>a. The contractor shall coordinate with the Naval Air Technical Data and Engineering Service Command (NATEC)/Applicable Fleet Support Team (FST) on recommended Work Unit Codes (WUC's) additions and deletions.</p> <p>b. The contractor shall coordinate with the Space and Naval Warfare Systems Command (SPAWAR) System Center, Norfolk, VA. On recommended Position Sensitive Indicator (PSI) additions and changes.</p> <p>c. The contractor shall interface with the applicable Aircraft Program Manager, AIR 3.1.4.2 (PMA 226), Fleet Support Team (FST, H46/T58 Engine FST's) and Naval Air Technical Data and Engineering Service Command (NATEC)</p>
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SECTION D - PACKAGING AND MARKING

Mark all Deliverables as indicated below:

Commanding Officer
 Naval Aviation Depot
 Attn; Code 3.2.31/David V. Shopshire, Bldg 4033
 P. O. Box 8021
CHERRY POINT, NC 28533-0021

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by the TCOR
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code 3.2.3_David Shopshire) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn; Code 3.2.31/David V. Shopshire, Bldg 4033
 P. O. Box 8021
CHERRY POINT, NC 28533-0021

Completion Date of all items: 365 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

None

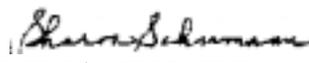
Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 251 00019 0 050119 2D 000000
COST CODE: AIR30PRLA275
AMOUNT: \$25,777.00
CIN 001013482800100: \$25,777.00

AB: 1751804 4A4N 251 00019 0 050119 2D 000000
COST CODE: AIR30PRLA295
AMOUNT: \$25,777.00
CIN 001013482800200: \$25,777.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0073		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jun 07		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$81,499.53		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0073 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$73,012.31
				BASE FEE	\$2,545.92
				SUBTOTAL MAX COST + BASE	<hr/> \$75,558.23
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$75,558.23

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001903P3PE032 PURCHASE REQUEST NUMBER: 0010139336	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013933600001				\$70,459.62

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000902 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001903P3PE032 PURCHASE REQUEST NUMBER: 0010139336-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013933600002				\$5,098.61

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$5,941.30
				TOTAL MAX COST + FEE	\$5,941.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001903P3PE032 PURCHASE REQUEST NUMBER: 0010139336	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013933600001				\$5,540.38

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001002 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001903P3PE032 PURCHASE REQUEST NUMBER: 0010139336-0001	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013933600002				\$400.92

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0073 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	2427	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$73,012.31 \$2,545.92 \$75,558.23
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$5,941.30
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$81,499.53

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$81,499.53**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 2,427 direct labor hours. The estimated composition of hours is as follows:

HARRY KAHN ASSOCIATES INC	
CATEGORY	HOURS
Sr. Program/Project Control Spec	b(4)
Technical Publication Writer/Editor	
Editorial Assistant	
Editorial Clerk	
Administrative Assistant	
Total	2,427

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 7 June 2005 to 7 October 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Lucy Daniels
Naval Air Depot
Code 3.3.1, Bldg 4470
PSC Box 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-5773
E-mail: lucy.daniels@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 252 00019 0 050119 2D 000000 AIR30PRL1239

Amount: \$81,499.53

PID/PR: 0010139336

CSS-IWP#: 103232005014805

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 73,012.31
CLIN 0009-- Base Fee	\$ 2,545.92
CLIN 0009 -- Est Cost plus Base Fee	\$ 75,558.23
CLIN 0010 --Award Fee	\$ 5,941.30
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 81,499.53

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

PRB 1007 Task Order 0073
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	H-53
Initial Period of Performance:	120 days after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	LUCY DANIELS, 3.3.1, 252-464-5773
TOCOR Mailing address:	Commanding Officer Naval Air Depot Attn: Lucy Daniels, Code 3.3.1, BLDG 4470 PSC BOX 8021 CHERRY POINT, NC 28533-0021
TOCOR Email:	Lucy.daniels@navy.mil
TOCOR Fax:	252-464-6431
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	N/A
List all Funding Appn/Yrs to be used:	FY 05 O&MN
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates (this is not a follow on)
Prior support expiration date	N/A

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
N/A		

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

Update H-53 Technical Manuals by incorporating outstanding source data to produce updates and convert selected manuals to editable format (MSWord).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i> • <i>TMCR, Page 13</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise</p>

	and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
	3.1.2 General Task 3.3A-2 Requirements Analysis
	1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.
	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.

	<p>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
	<p>1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.</p>
	<p>2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.</p>
	<p>3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and</p>

	support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements. a. Attachment B-2 does not adequately address card decks. All PDF conversions of card decks IAW MIL-DTL-23618H will be 5 x 8”.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML. a. All text will be in MSWord. Card decks will be in portrait mode in standard 8.5x11” format.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements

	for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work

	package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available

	from the cognizant local DAPSDO.
	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a.Types of pages are defined as follows:
	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
	TEXT. Text is defined as all technical manual written material and entries including front matter.
	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the

	<p>manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.</p>
	<p>(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:</p>
	<p>“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change dated ____ has been incorporated in this issue and makes this a complete manual.”</p>
	<p>MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.</p>
	<p>NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.</p>
	<p>3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.</p>
X	<p>1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:</p>
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
	<p>B. Initial Graphics Exchange Specification (IGES)</p>

	C. Computer Graphics Metafile (CGM)
	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

NOTE: Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.

Task Description: Update H-53 Technical Manuals by incorporating source data to produce updates.

TECHNICAL MANUAL			ISSUE
AG-230SL-MME-000	"B" PAGES	"C" PAGES	CHANGE 1
CONVERT INTO EDITABLE FORMAT (MSWORD).	(182 pages)	TOTAL PAGES	194
IRAC 1	5	0	
TPDR 52959-00-0026	1	0	
TPDR 09408-04-0006	1	0	
TPDR 68616-04-0002	1	0	
TPDR 68616-04-0003	3	0	
S/D 04/0171	1	0	
TECHNICAL MANUAL			ISSUE
A1-216PA-420-200	"B" PAGES	"C" PAGES	CHANGE 4
AVC 4778	9	2	
TECHNICAL MANUAL			ISSUE
A1-216PB-420-100	"B" PAGES	"C" PAGES	CHANGE 2
TPDR 43325-04-0016	10	0	
TECHNICAL MANUAL			ISSUE
A1-216PB-570-000	"B" PAGES	"C" PAGES	CHANGE 3
AVC 4776	15	0	
TECHNICAL MANUAL			ISSUE
A1-217PA-440-300	"B" PAGES	"C" PAGES	CHANGE 1
TPDR 09116-02-0048	4	0	
TPDR 09116-02-0049	3	0	
TPDR 09116-02-0047	1	0	
TPDR 33206-04-0005	1	0	
TPDR 33206-04-0006	2	0	
AVC 4789	10	0	
TECHNICAL MANUAL			ISSUE
A1-217PA-440-500	"B" PAGES	"C" PAGES	CHANGE 3

AVC 4788

22

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
A1-218PA-130-000			

MCR 331145-03

10

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
A1-440PA-450-000			

MCR 331659-99

10

0

MCR 331520-03

5

0

S/D 00/0424

1

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
A1-455PA-410-000			

AVC 4775

9

3

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
A1-489PA-110-000			

AVC 4774

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-489PB-150-100			

MCR 331277-03

10

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
A1-490PA-490-000			

AVC 4777

52

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-550PA-120-000			

AVC 4792

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-700PA-290-000			

IRAC 1

3

2

MCR 331439-03

5

0

TPDR 65923-03-0002

1

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1760PA-460-200			

S/D 00/0389

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-761PA-460-000			
AVC 4786	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-860PA-150-500			
S/D 03/0536	10	1	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
A1-862PA-150-000			
S/D 03/0425	2	0	
S/D 04/0023	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
A1-862PA-260-000			
S/D 03/0297	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
A1-866PA-260-500			
S/D 03/0117	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
AN-340PA-560-000			
S/D 04/0136	14	0	
S/D 04/0161	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
AN-500PA-290-000			
S/D 03/0449	24	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
03-5NB-46			
TPDR 32379-03-0295	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-10A-25			
S/D 04/0227	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-10AJB-3			
S/D 03/0102	10	0	

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
03-10ABP-113			
S/D 04/0226	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-10SKY-1			
MCR 331091-04	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
03-25B-23			
MCR 331101-03	10	1	
S/D 04/0112	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 7
03-25GAA-4			
MCR 331314-03	10	1	
MCR 331507-03	2	0	
S/D 04/0163	2	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 5
03-25HA-5			
MCR 331812-02	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 4
03-30A-27			
MCR 331373-03	10	0	
MCR 331403-03	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-30AY-11			
S/D 03/0497	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-30CE-85			
S/D 03/0016	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-30CL-155			
S/D 02/1245	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 4
03-30SKY-56			

S/D 03/0203

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-30SKY-59			

MCR 331168-01

10

0

MCR 331546-02

3

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-30SKY-62			

MCR 331417-01

10

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-30SKY-70			

MCR 331282-02

5

0

MCR 331821-02

5

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 4
03-30SKY-72			

MCR 331658-00

4

1

MCR 331662-02

4

0

S/D 03/0256

2

0

TPDR 09124-01-0045

1

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-30SKY-73			

MCR 331644-02

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 1
03-30SKY-78			

TPDR 32379-02-0252

10

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 5
03-65C-3			

MCR 331281-02

2

0

MCR 331448-02

10

1

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-70AB-19			

MCR 331544-01

10

0

MCR 331758-01

1

0

TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE REVISION
03-70DE-4			
MCR 331232-01	10	0	
MCR 331779-02	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 6
03-90B-1			
MCR 331034-03	10	0	
S/D 03/0539	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 3
03-90SKY-1			
MCR 331317-01	10	0	
MCR 331127-01	1	0	
MCR 331784-01	1	0	
MCR 331607-01	1	1	
TPDR 66201-00-0081	1	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-90SKY-2			
S/D 03/0083	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-95B-95			
MCR 331205-01	10	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-95B-96			
MCR 331163-03	9	5	
MCR 331011-04	20	1	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 2
03-95B-97			
MCR 331701-02	8	0	
MCR 331029-03	10	0	
MCR 331326-03	8	0	
MCR 331189-04	4	0	
TECHNICAL MANUAL	"B" PAGES	"C" PAGES	ISSUE CHANGE 4
03-95B-99			
MCR 331374-01	11	1	
MCR 331204-02	3	0	

MCR 331343-02 6 0

TECHNICAL MANUAL			ISSUE
03-95B-101	"B" PAGES	"C" PAGES	CHANGE 3

MCR 331176-02 2 0
S/D 04/0195 4 0
S/D 03/0373 8 6

TECHNICAL MANUAL			ISSUE
03-95B-103	"B" PAGES	"C" PAGES	REVISION

TPDR 09124-01-0013 10 0

TECHNICAL MANUAL			ISSUE
03-95B-108	"B" PAGES	"C" PAGES	CHANGE 2

MCR 331538-03 12 1

TECHNICAL MANUAL			ISSUE
03-95B-110	"B" PAGES	"C" PAGES	CHANGE 2

MCR 331769-02 1 0
MCR 331244-03 2 3
MCR 331509-04 10 0

TECHNICAL MANUAL			ISSUE
03-95B-117	"B" PAGES	"C" PAGES	CHANGE 5

MCR 331586-03 2 0
MCR 331777-02 1 3
MCR 331660-01 1 1
MCR 331610-00 2 1
TPDR 09124-01-0043 1 0

TECHNICAL MANUAL			ISSUE
03-95B-118	"B" PAGES	"C" PAGES	CHANGE 2

MCR 331661-01 10 1
MCR 331312-02 1 0
MCR 331643-02 1 0
S/D 03/0053 1 0

TECHNICAL MANUAL			ISSUE
03-95F-3	"B" PAGES	"C" PAGES	CHANGE 4

MCR 331474-03 10 1

TECHNICAL MANUAL			ISSUE
03-95G-1	"B" PAGES	"C" PAGES	CHANGE 2

S/D 03/0280 10 0

TECHNICAL MANUAL			ISSUE
------------------	--	--	-------

03-105DA-2		"B" PAGES	"C" PAGES	CHANGE 7
MCR 331082-03		10	0	
TECHNICAL MANUAL				ISSUE
03-105DA-3		"B" PAGES	"C" PAGES	CHANGE 10
MCR 331083-03		10	0	
TPDR 66021-97-0194	1		0	
TPDR 21700-97-0262	1		0	
TECHNICAL MANUAL				ISSUE
05-45SK-69		"B" PAGES	"C" PAGES	CHANGE 6
S/D 04/0230		10	1	
TECHNICAL MANUAL				ISSUE
17-15C-111		"B" PAGES	"C" PAGES	CHANGE 3
S/D 01/0119		10	0	
TECHNICAL MANUAL				ISSUE
03-110-GA-13		"B" PAGES	"C" PAGES	CHANGE 3
MCR 331103-04		10	2	
S/D 04/0243		1	0	
TECHNICAL MANUAL				ISSUE
03-30SKY-78		"B" PAGES	"C" PAGES	CHANGE 1
TPDR 32379-02-0252		10	0	
TECHNICAL MANUAL				ISSUE
A1-452PA-120-000		"B" PAGES	"C" PAGES	CHANGE 1
AVC 4800		10	0	
TECHNICAL MANUAL				ISSUE
A1-H53CE-420-400		"B" PAGES	"C" PAGES	CHANGE 21
S/D 04/0465		52	0	
TECHNICAL MANUAL				ISSUE
A1-760PA-290-000		"B" PAGES	"C" PAGES	CHANGE 1
TPDR 00216-99-0003	2		0	
S/D 03/0491		8	0	
TECHNICAL MANUAL				ISSUE
A1-H53CE-150-000		"B" PAGES	"C" PAGES	CHANGE 2

IRAC 17		11	0
TPDR 09487-04-0004	1		0
TPDR 0707A-00-0967	1		0
TPDR 0707A-00-0968	1		0
TPDR 0707A-00-0969	1		0
TPDR 0707A-00-1044	1		0
TPDR 0707A-00-1052	1		0
TPDR 09487-04-0005	1		0
TPDR 09487-04-0006	1		2
S/D 04/0740		6	0

TECHNICAL MANUAL			ISSUE
A1-H53CE-IPB-450	"B" PAGES	"C" PAGES	CHANGE 4

S/D PACKAGES	120	0
--------------	-----	---

TECHNICAL MANUAL			ISSUE
19-600-299-6-2	"B" PAGES	"C" PAGES	CHANGE N/A

CONVERT INTO EDITABLE FORMAT (MSWORD). (48 pages) TOTAL PAGES 48

(A) To be Furnished:

X	1. ___Two (2)___ set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. ___One (1)___ CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and ___None___ copy(s) of the Validation Certificate.
X	4. Original and ___One (1)___ copy(s) of Record of Source Data Incorporation.
X	5. Original and ___One (1)___ copy(s) of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : H-53 ISST.11 NAVAIR Depot Cherry Point NC
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:</p> <p>A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:</p> <p>DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Services Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego. CA 92135-7031.</p> <p>DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document.</p> <p>NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11, 11 x 14, 11 x 17 and 11 x 26 as indicated in task order in MSWord with embedded graphics in Bitmap format..
X	7. All new illustrations will be in the form of line drawings. Smaller than 11 x 17 in Bitmap format, larger than 11 x 17 will be converted to 11 x 17 in Bitmap format.
X	8. Questions which arise in relation to technical manual content shall be presented to: H-53ISST.11/3.3.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-53ISST.11/3.3.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) H53 ISST.11/Code 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code_H-53ISST.11, Code 3.3.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA_ H-53ISST.11, Code 3.3.1). The proper Mailing Address is:

Commanding Officer
NAVAIR Depot, Code 3.3.1
PSC Box 8021
CHERRY POINT, NC 28533-0021

A1	Incremental deliveries commencing 60 days after receipt of source data. All A1 deliveries complete 120 days after date of order. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor within 30 days after receipt. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
A2	All A2 deliveries completed 120 days after date of order. One (1) DIC of each manual, One (1) CD ROM containing MS Word files, with graphics in Bitmap, and PDF files (ISO 9660) will be delivered.
A3 through A5	Concurrent with completion of Item A2, these items shall be forwarded to NAVAIR Depot, Cherry Point, NC, Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to NAVAIR Depot, Cherry Point, NC, Code 3.3.1

Completion Date of all items: ___120___ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA NAVAIR Depot, Cherry Point, NC), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

None

Subcontractor HKA Assumptions:

1. PRB Section F – Delivery of Performance stipulates all A1 deliveries completed by 120 days after date of order with 30 days for customer review. Allowing 30 days for incorporation of any review comments that makes all A2 final deliveries complete by 180 days after date of order, instead of the 120 days stipulated.

Contractor assumes Completion date of all items to be 180 days after date of order.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0009	N/A	N/A	N/A	Government
000901	N/A	N/A	N/A	N/A
000902	N/A	N/A	N/A	N/A
0010	N/A	N/A	N/A	Government
001001	N/A	N/A	N/A	N/A
001002	N/A	N/A	N/A	N/A

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0009	POP 07-JUN-2005 TO 07-OCT-2005	N/A	N/A FOB: Destination	
000901	POP 08-MAY-2005 TO 30-SEP-2005	N/A	N/A FOB: Destination	
000902	POP 08-MAY-2005 TO 30-SEP-2005	N/A	N/A FOB: Destination	
0010	POP 07-JUN-2005 TO 07-OCT-2005	N/A	N/A FOB: Destination	
001001	POP 08-MAY-2005 TO 30-SEP-2005	N/A	N/A FOB: Destination	
001002	POP 08-MAY-2005 TO 30-SEP-2005	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751804 4A4N 252 00019 0 050119 2D 000000

COST CODE: AIR30PRL1239

AMOUNT: \$81,499.53

CIN 001013933600001: \$76,000.00

CIN 001013933600002: \$5,499.53

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0074	3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Aug 02	4. REQ./ PURCH. REQUEST NO. 0010140839	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
---	-------------	--	---

9. CONTRACTOR CODE 1Y0D7 ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
12. DISCOUNT TERMS			13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO CODE SEE SCHEDULE	15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
---	--	--

16. TYPE OF ORDER	DELIVERY/ CALL <input checked="" type="checkbox"/>	PURCHASE <input type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your quote dated _____ Furnish the following on terms specified herein. REF: _____
-------------------	--	-----------------------------------	--

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: _____			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN		25. TOTAL \$50,290.38
			26. DIFFERENCES

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 (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	--------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER g. E-MAIL ADDRESS	32. PAID BY <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		33. AMOUNT VERIFIED CORRECT FOR
	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER
36. I certify this account is correct and proper for payment.			35. BILL OF LADING NO.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
--------------------	--	-----------------	-----------------	------------------------------	----------------------	---------------------	---------------------

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0074 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$45,268.69
				BASE FEE	\$1,506.36
				SUBTOTAL MAX COST + BASE	<hr/> \$46,775.05
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$46,775.05

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N6312605P7ZZ7PL				
	PURCHASE REQUEST NUMBER: 0010140839				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$46,775.05
	CIN: 001014083900001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$3,515.33
				TOTAL MAX COST + FEE	\$3,515.33

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N6312605P7ZZ7PL PURCHASE REQUEST NUMBER: 0010140839	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001014083900001				\$3,515.33

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0074 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1436	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$45,268.69 \$1,506.36 \$46,775.05
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$3,515.33
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$50,290.38

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$50,290.38**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,436 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr Program/Project Control Spec	[b(4)]
Technical Publication Writer/Editor	
Editorial Assistant	
Editorial Clerk	
Admin. Assistant (Journeyman)	
Total	1,436

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 2 August 2005 to 1 August 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Kenneth Foster
NADEP, Code 3.3.1, Bldg 4470
PSC Box 8021
Cherry Point, NC 28533
Phone: (252) 464-5670
E-mail: kenneth.foster2@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4RZ3 252 00019 0 050119 2D 000000 5000921EA111

Amount: \$50,290.38

PID/PR: 0010140839

CSS-IWP#: 305052005030629

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 45,268.69
CLIN 0009-- Base Fee	\$ 1,506.36
CLIN 0009 -- Est Cost plus Base Fee	\$ 46,775.05
CLIN 0010 --Award Fee	\$ 3,515.33
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 50,290.38

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

**PRB 1008/Task Order 0074
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

SOW PROFILE:

Platform/Project:	General Series
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	Naval Air Depot, Cherry Point, NC
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Kenneth Foster, Code 3.3.1, 252-464-5670
TOCOR Mailing address:	Commanding Officer Naval Air Depot Attn: Kenneth Foster, Code 3.3.1, BLDG 4470 PSC Box 8021 Cherry Point, NC 28533
TOCOR Email:	Kenneth.foster2@navy.mil
TOCOR Fax:	252-464-6431
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	N/A
List all Funding Appn/Yrs to be used:	PRL 05
Recommended RFP Response time:	14 days
Prior Support provided by:	In House
Prior support expiration date	None

HARDCOPY MATERIAL FOR REVIEW:

<p>Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes-<u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u></p> <p>Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:</p>	No (Material available at government site)
--	--

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
None	

--	--

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
X	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
None		

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

SCOPE PROFILE:

Update the following General Series technical manuals NA 01-1A-17, and NA 01-1A-20, incorporate all outstanding source data, convert to work package format (MIL-DTL-81927).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i> • <i>TMCR, Page 13</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical</p>

	<p>manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.1 General Task 3.3A-1 Management Support.</p>
	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p>
	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
	<p>3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.</p>
	<p>4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.</p>
	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
	<p>7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.</p>
	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>
	<p>9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.</p>
	<p>10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.</p>
	<p>3.1.2 General Task 3.3A-2 Requirements Analysis</p>
	<p>1. The contractor shall analyze functional, user and system requirements and prepare appropriate documents to describe technical manual requirements and their development.</p>
	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other</p>

	hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
X	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform

	Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or

	Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and

	paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.

X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a.Types of pages are defined as follows:
X	1.New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2.Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3.Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the

	cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
	B. Initial Graphics Exchange Specification (IGES)
	C. Computer Graphics Metafile (CGM)

	D. CALS Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of

	confidential material.
	1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
	3. The Contractor shall have a Facilities Security Officer (FSO) to ensure security procedures and regulations are followed. The FSO shall have a working knowledge of applicable regulations and resolve security issues that may not be entirely covered by local SOPs, regulations or instructions.
	4. The Contractor shall train all employees in Information Security, Security Administration, and employee National Security responsibilities in accordance with the NISPOM DOD 5220.22-M. The Contractor shall provide security procedures and a daily checklist to ensure the physical security Integrity of the library complies with security requirements.
	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: Preparation of change/new pages to the following General Series technical manuals to incorporate source data and convert to work package format.
NA 01-1A-17 and NA 01-1A-20

(A) To be Furnished:

X	1. <u>2</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>2</u> CD ROM (ISO 9660) containing MSWord documents and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>2</u> copy(s) of the Validation Certificate.
X	4. Original and <u>2</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>2</u> copy(s) of DD Form 250.
X	6. Original and <u>2</u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NADEP Cherry Point, Code 3.3.1
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81928 .
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: MS word Format, PDF format for NATEC website and PCX Graphics
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NADEP Cherry Point, Code 3.3.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1

	of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Code 3.3.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, for Proof, DIC, and CD. Technical manual number will be marked on CD cases marked.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NADEP, Cherry Point, Code 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR Depot, Cherry Point, NC. The proper Mailing Address is: The proper Mailing Address is:

Commanding Officer
 NAVAIR Depot
 Attn; Code 3.3.1/Kenneth Foster, Bldg. 4470
 P SC Box 8021
CHERRY POINT, NC 28533-0021

A1	45 days after receipt of source data delivery of NA 01-1A-17 and 45 days after receipt of source data delivery of NA 01-1A-20.
A2	120 days after receipt of source data delivery Two (2) proof copy of NA 01-1A-17 and 150 days after receipt of source data delivery Two (2) proof copy of NA 01-1A-20 will be delivered. Thirty (30) days after receipt, (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to <u>Naval Air Depot, Cherry Point, NC</u> , Code 3.3.1
A7	Concurrent with completion of Contractor Assistance. Original to <u>Naval Air Depot, Cherry Point, NC</u> , Code 3.3.1.

Completion Date of all items: 12 months after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NADEP Cherry Point, Code 3.3.1, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

3.3 Technical/Management Logistics Support Services

PRB-1008 (0074) REVISED

Alutiiq Security & Technology, LLC – N68936-04-D-0008

Subcontractor - Harry Kahn Associates, Inc.

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

1. PRB SCHEDULE Section A – Delivery of TM outlines is not identified but is required per the SOW, and by PRB SCHEDULE Section F.

Contractor assumes PRB SCHEDULE Section A should read:

- (A1) Delivery of outlines,
- (A2) Delivery of proof copies,
- (A3) Delivery of Final CD ROM & DIC,
- (A4) Delivery of Validation Certificate,
- (A5) Delivery of Record of Source Data Incorporation,
- (A6) Delivery of DD form 250,
- (A7) Delivery of TAARS
- (A8) Delivery of Printing Sequence & Collation Record

2. PRB SCHEDULE Section B.6 identifies deliverable of NATEC .PDF files, but Section A Deliverables does not. Contractor assumes NATEC .PDF files are not required and has not provided for them in this response.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

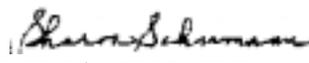
AA: 1751804 4RZ3 252 00019 0 050119 2D 000000

COST CODE: 5000921EA111

AMOUNT: \$50,290.38

CIN 001014083900001: \$50,290.38

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0075		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jun 06		4. REQ./ PURCH. REQUEST NO. 0010138203		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$108,137.17		
		26. DIFFERENCES									
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0075 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$97,121.62
				BASE FEE	\$3,304.35
				SUBTOTAL MAX COST + BASE	<u>\$100,425.97</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$100,425.97

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7LJ274 PURCHASE REQUEST NUMBER: 0010138203	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013820300001				\$100,425.97

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
----------	--------

BASE FEE	\$0.00
----------	--------

SUBTOTAL MAX COST + BASE	\$0.00
--------------------------	--------

MAX AWARD FEE	\$7,711.20
---------------	------------

TOTAL MAX COST + FEE	\$7,711.20
----------------------	------------

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7LJ274 PURCHASE REQUEST NUMBER: 0010138203	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
----------	-----------

BASE FEE	UNDEFINED
----------	-----------

SUBTOTAL MAX COST + BASE	UNDEFINED
--------------------------	-----------

MAX AWARD FEE	UNDEFINED
---------------	-----------

TOTAL MAX COST + FEE	UNDEFINED
----------------------	-----------

ACRN AA	\$7,711.20
CIN: 001013820300001	

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0075 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	3150	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$97,121.62 \$3,304.35 \$100,425.97
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$7,711.20
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$108,137.17

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$108,137.17**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 3,150 direct labor hours. The estimated composition of hours is as follows:

ISI	
CATEGORY	HOURS
Technical Illustrator (Journeyman)	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> b(4) </div>
Technical Publications Writer/Editor	
Data Entry Clerk	
Total	3,150

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 6 June 2005 to 5 June 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Mike Burn
NADEP Code 3.1.2.3
6206 Aviation Ave
Cecil Commerce Center
Jacksonville, FL 32221-8112
Phone: (914) 317-1544
E-mail: michael.burn@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL2736
Amount: \$108,137.17
PID/PR: 0010138203
CSS-IWP#: 120051219091070
FED: 11/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 97,121.62
CLIN 0009-- Base Fee	\$ 3,304.35
CLIN 0009 -- Est Cost plus Base Fee	\$ 100,425.97
CLIN 0010 --Award Fee	\$ 7,711.20
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 108,137.17

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOWContract N68936-04-D-0008Alutiiq's Response to PRB-1025: Task Order 0075

Part (1) Statement of Work for PRB-1025

Scope: The EA-6B Block 3 program requires technical writing, word processing, desktop publishing and technical illustrator assistance to prepare updates and revisions to technical publications for Block 3 systems modification incorporation. Technical writing and word processing services will include but are not limited to research of Master Data Packages, including TPDR, TD and MCR research, performing red-line markups, word processing and formatting, change data incorporation, scanning, document conversion, and preparation of pubs in Interleaf and portable document format (PDF). Technical illustrator support will include but is not limited to conversion of illustrations to AutoCAD and Adobe Illustrator format so as to be compatible with Interleaf graphics importation parameters.

3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.

1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.

2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: <http://navysgml.dt.navy.mil/ietm/ietm.html>. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.

3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.

3A. The contractor must have access to Master Data Packages (Master Repro/DIC) that is maintained at Cecil Commerce Center, Jacksonville, FL

4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Air Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.

The contractor shall:

- Furnish all labor, material, and equipment necessary to provide supplies and services described in connection to the items listed below. Contractor travel is not anticipated for this task. The contractor must have daily access to Master Data Packages (Master Repro/DIC) that are maintained at Cecil Commerce Center, Jacksonville, FL
- Incorporate manual updates with government furnished source data.
- Validate and correct LOEP deficiencies on all manuals updated.
- Provide technical manual updates as required to bring technical publications up to proper configuration to support all aircraft configurations.
- Provide technical manual updates as required to correct valid technical publications deficiency reports.
- When digital files are available (as Government Furnished Source Data, GFI) from the government, Interleaf 7, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf 7 and Adobe PDF file of the complete manual or an updated, collated digital Interleaf 7 and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf 7 and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf 7 files in IDU format. The Interleaf 7 files in the IDU file will be in proper order and will be neatly arranged. Adobe PDF files will be formatted to NATEC standards as outlined in NATEC's Technical Manual Conversion Guidelines manual, November 1, 2003.
- All changes shall be formatted to the existing style and format of the existing manuals

5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.

7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL)S

initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.

8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.

9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.

10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.

12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.

13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.

14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.

15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.

16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.

17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:

E. Portable Document Format (PDF)

2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.

5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.

1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.

3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement PRB1025, Task Order 0075

Task Description:

(A) To be Furnished:

1. One (1) set of proof copies of manual change pages for review.

NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.

2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

3. Original and one (1) copy of the Validation Certificate.

4. Original and One (1) copy of Record of Source Data Incorporation.
5. Original and one (1) copy of DD Form 250.

(B) Descriptions and Specifications:

1. Task will be performed for: Naval Air Depot Jacksonville, EA-6B Technical Publications FST, Code 3.1.2.3.
3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following:
A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows:
DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, NAS North Island, Bldg. 90, P.O. Box 357031, San Diego, CA 92135-7031.
DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
7. All new illustrations will be in the form of line drawings.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot Jacksonville, EA6B FST (M. Burn), Code 3.3.1C. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).
2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.
3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, EA6B FST Technical Publications, Code 3.3.1C shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is EA6B FST Technical Publications, Code 3.1.2.3. The proper Mailing address is:

Commanding Officer
Naval Air Depot
6206 Aviation Avenue
Attn: Code 3.1.2.3/Mike Burn
Cecil Commerce Center

Jacksonville, FL 32221-8112

Completion Date of all items: 360 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot Jacksonville, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

Part (2) Task Order Cost Proposal

The overall Cost Proposal for this Task Order, the dollar amount and proposed subcontract, along with the breakdown of the proposed number of labor hours by labor category, travel, and Other Direct Cost (ODCs) is presented in Attachment (1).

Part (3) Contract Data Requirements List (CDRL). A Monthly Progress Report has not been included as a CDRL item since the basic contract includes a CDRL (A002) for Monthly Progress Reports.

Part (4) New Key Personnel Resumes

No new key personnel resumes are provided.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

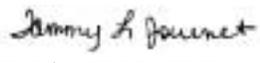
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL2736

AMOUNT: \$108,137.17

CIN 001013820300001: \$108,137.17

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0076		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 May 10		4. REQ./ PURCH. REQUEST NO. 0010137725		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4383 EMAIL: tammy.journet@navy.mil BY: TAMMY JOURNET				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$931,413.03		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0076 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$824,963.31
				BASE FEE	\$30,874.17
				SUBTOTAL MAX COST + BASE	<hr/> \$855,837.48
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$855,837.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7AU518 PURCHASE REQUEST NUMBER: 0010137725	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013772500001				\$82,327.96

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$72,049.54
TOTAL MAX COST + FEE	\$72,049.54

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P7AU518 PURCHASE REQUEST NUMBER: 0010137725	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$6,930.86
CIN: 001013772500001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$2,614.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7AU518 PURCHASE REQUEST NUMBER: 0010137725	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013772500001				\$251.48

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials/ODC's COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$911.71

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY UNDEFINED	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P7AU518 PURCHASE REQUEST NUMBER: 0010137725	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013772500001				\$87.70

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0076 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	29432	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$824,963.31 \$30,874.17 \$855,837.48
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$72,049.54
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$2,614.30
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$911.71
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$931,413.03

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$89,598.00**. The allotted funding will cover approximately **10%** of the total effort and **will cover the period from 12 May 2005 through 30 November 2005. FY06 funding will be provided to fund 1 December 2005 through 11 May 2006. This task order will terminate on 30 November 2005 if the additional funding is not provided by 1 December 2005.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 29,432 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Junior Computer Operator	b(4)
Data Analyst	
Sr. Program/Project Control Spec	
Technical Publication Writer/Editor	
Sr. Draftsman	
Jr. Draftsman	
Data Technician	
Technical Illustrator (J)	
Administrative Assistant	
Data Entry Clerk	
Total	
	29,432

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 May 2005 to 11 May 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Robert F. Eastman
NADEP (MMHISST.6)
Psc Box 8021
Cherry Point, NC 28533-0021

Phone: (252) 464-8650

E-mail: robert.f.eastman@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL19E3

Amount: \$89,598.00

PID/PR: 0010137725

CSS-IWP#: 210252004092041

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 79,357.99
CLIN 0009-- Base Fee	\$ 2,969.97
CLIN 0009 -- Est Cost plus Base Fee	\$ 82,327.96
CLIN 0010 --Award Fee	\$ 6,930.86
CLIN 0011 --Travel	\$ 251.48
CLIN 0012 -- Materials/ODC's	\$ 87.70
TOTAL ORDER AMOUNT	\$ 89,598.00

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Havelock, NC	Norfolk, VA	1	1	5
Havelock, NC	San Diego, CA	1	1	5

**PRB 1021/Task Order 0076
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

SOW PROFILE:

Platform/Project:	H-60 Technical Publication
Initial Period of Performance:	5/12/05 - 5/11/06
Place(s) of Performance other than travel locations.	Naval Air Depot, Cherry Point, NC
Will contractor need assigned government spaces?	Yes Partial- (In-house support contractors will occupy government spaces)
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	
TOCOR Mailing address:	
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	14.2 Work Years (29,432 hours)
List all Funding Appn/Yrs to be used:	FY 05 and FY 06 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq
Prior support expiration date	5/11/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq Security and Technology, LLC. 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: Ron Hancock	No (Material available for review at government site.)
--	--

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
H-60 ILSMT	San Diego, CA
H-60 ILSMT	Norfolk, VA

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
X	Yes	I have attached my own CDRLs that I want incorporated into the final task order
	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

SCOPE PROFILE:

To develop complete and pickup revisions for the H-60 Technical Publication Program. Tag and hyperlink program IRACs into new PDF documents in compliance with current NATEC guidelines. Digitize publications into editable Word format, saving diagrams as PCX files. Archive direct image copies and historical source data as required by H-60 Data Managers.

Provide two in-house (government site) personnel to support the H-60 Technical Publication Program. Tasks include but are not limited to: Maintaining/developing technical data, databases and spreadsheets, providing desktop publishing support and technical data analysis, reviewing technical data documents, processing technical data documentation, and the digitization/updating of technical manuals.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	<p>3.1.1 General Task 3.3A-1 Management Support.</p>
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate</p>

	support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	3.1.2 General Task 3.3A-2 Requirements Analysis
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a

	determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change

	pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of

	deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files, both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data, which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals. SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 1/2" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a.Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being

	prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the “rollover” of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media, including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated _____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work

	(SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: To perform revision on the H-60 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-05 (52 Total). Incremental delivery of pre-pubs is IAW the COGNIZANT LEM/Data Managers' schedule.

AE-100QA-MEB-031	AW-640QA-750-000
AE-160QA-MEB-100	AW-640QA-750-100
AE-174QA-720-100	A1-230QA-690-010
AE-420QA-760-100	A1-420QA-MDB-100
AE-325QA-750-000	A1-420QA-130-000
AE-420QA-760-200	A1-427QA-130-000
AE-685QA-730-000	A1-452QA-MDB-100
AG-502QA-MDB-000	A1-477QA-MDB-000
AG-504QA-MDB-000	A1-477QA-MDB-100
AG-504QA-MDB-100	A1-477QA-MDB-200
AG-504QA-MDB-300	A1-488QA-490-000
AG-504QA-MDB-400	A1-573QA-MDB-000
AG-504QA-MDB-500	A1-580QA-MDB-100
AG-504QA-MDB-700	A1-580QA-MDB-400
AG-504QA-MDB-800	A1-760QA-290-000
AG-504QA-MDB-900	A1-769QA-510-000
AG-520BD-MRC-000	A1-860QA-MDB-100
AG-520QA-MDB-000	A1-860QA-MDB-200
AG-520QA-MDB-200	A1-860QA-MDB-300
AG-520QA-MDB-300	A1-860QA-MDB-500
AG-520QA-MDB-400	16-30ASQ200-1
AG-520QA-S56-000	AT-901QA-MEB-200
AG-524QA-S51-000	AT-901QA-MEB-210
AG-560QA-MDB-000	AT-901QA-MEB-220
AG-825QA-S19-000	
AN-100QA-560-000	
AN-560QA-MDB-000	
AT-909QA-MIB-000	

Task Description: Contractor shall provide 2 personnel (2080 hrs each) for technical manual management support for the H-60 helicopter program. To accomplish the scope of work, required to adequately support this program, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but are not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 and 2 type Technical Publication Deficiency Reports; review, edit and issue Manual Change Releases; research Engineering Investigations and Quality Deficiency Reports.

(A) To be Furnished:

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. Two CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & Historical data w/hyperlinks and 1 PDF) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple concurrent proof reviews, IPRs, etc.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Commanding Officer Naval Aviation Depot ATTN: R. Eastman PSC Box 8021 Cherry Point, NC 28533-0021
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>5. Proof copies shall be prepared in accordance with best commercial practices.</p>
X	<p>6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>7. All new illustrations will be in the form of line drawings.</p>
X	<p>8. Questions which arise in relation to technical manual content shall be presented to: THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>9. Direct Image copy shall be prepared in accordance with THE COGNIZANT LEM/DATA MANAGER Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.</p>
X	<p>10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to THE COGNIZANT LEM/DATA MANAGER for resolution.</p>
X	<p>11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.</p>

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the COGNIZANT LEM/PROGRAM DATA MANAGER during start of work meeting.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by COGNIZANT LEM/DATA MANAGER MMHISST.6. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) calendar days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA NAVAIR DEPOT CP MMHISST.6 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is CFA NAVAIR DEPOT CP MMHISST.6. The proper Mailing Address is:

Commanding Officer
Naval Aviation Depot
Attn; R. Eastman
PSC Box 8021
Cherry Point, NC 28533-0021

Completion Date of all items: TBD at start of work meeting.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

MMHISST.1/2.3/5 CFA has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Contractor shall provide two fully qualified persons to work at the government location, full time, for the entire period of performance. Contractor personnel will be provided work via the H-60 Program Data Management Team. Contractor personnel core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-60 government location, for two contractor personnel, with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor personnel access to the use of other government equipment and software required for performing this task.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

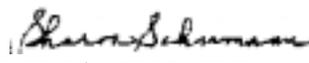
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL19E3

AMOUNT: \$89,598.00

CIN 001013772500001: \$89,598.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0077		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Jun 09		4. REQ./ PURCH. REQUEST NO. 0010139555		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$92,919.61		
27a. QUANTITY IN COLUMN 20 HAS BEEN		<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0077 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$78,018.22
				BASE FEE	\$2,014.08
				SUBTOTAL MAX COST + BASE	<hr/> \$80,032.30
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$80,032.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	For Accounting Purposes Only CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001905P2PF069				
	PURCHASE REQUEST NUMBER: 0010139555				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$47,371.88
	CIN: 001013955500001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<hr/> \$0.00
				MAX AWARD FEE	\$4,700.16
				TOTAL MAX COST + FEE	\$4,700.16

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	For Accounting Purposes Only CPAF FOB: Destination MILSTRIP: N0001905P2PF069 PURCHASE REQUEST NUMBER: 0010139555	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001013955500001				\$2,782.07

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,683.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P2PF069 PURCHASE REQUEST NUMBER: 0010139555	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013955500001				\$2,180.18

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials/ODCs COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$4,503.85

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	For Accounting Purposes Only COST FOB: Destination MILSTRIP: N0001905P2PF069 PURCHASE REQUEST NUMBER: 0010139555	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001013955500001				\$2,665.87

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0077 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	[b(4)]	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$78,018.22 \$2,014.08 \$80,032.30
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$4,700.16
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$3,683.30
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$4,503.85
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$92,919.61

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$55,000.00**. The allotted funding will cover approximately **59%** of the total effort **and will cover the period from 9 June 2005 through 30 November 2005. FY06 funding will need to be provided to fund 1 December 2005 through 8 June 2006. This task order will terminate on 30 November 2005 if the additional money needed to fully fund it is not provided before 30 November 2005.**

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	[b(4)]
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is anticipated to be from 9 June 2005 to 8 June 2006, but only if FY06 funds are provided before 30 Nov 05. If FY06 funding is not provided before 30 Nov 2005, the period of performance of this task order will end 30 November 2005.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

LtCol Nick Smith
Code 3.1.2D
Naval Air Systems Command, PMA-257
Bldg 404, Rm 200
Patuxent River, MD 20670
Phone: (301) 757-5416
E-mail: nick.smith@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1158

Amount: \$55,000.00

PID/PR: 0010139555

CSS-IWP#: 105092005013926

FED: 09/30/05

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 46,179.73
CLIN 0009-- Base Fee	\$ 1,192.15
CLIN 0009 -- Est Cost plus Base Fee	\$ 47,371.88
CLIN 0010 --Award Fee	\$ 2,782.07
CLIN 0011 --Travel	\$ 2,180.18
CLIN 0012 -- Materials/ODC's	\$ 2,665.87
TOTAL ORDER AMOUNT	\$ 55,000.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Pax River, MD	Yuma, AZ	1	1	5
Pax River, MD	Cherry Point, NC	1	2	5

3.3 Technical/Management Logistics Support Services**Alutiiq – N68936-04-D-0008**

PRB 1039 Task Order 0077
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	AV-8B and TAV-8B OOMA/CMIS
Initial Period of Performance:	6/2/05 - 6/1/06
Place(s) of Performance other than travel locations.	NAVAIR Patuxent River, MD
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	LtCol Nick Smith, 3.1.2D, 301-757-5416
TOCOR Mailing address:	Naval Air Systems Command, PMA-257, BLDG 404, Rm 200, Patuxent River, MD 20670
TOCOR Email:	Nick.Smith@navy.mil
TOCOR Fax:	301-757-5242
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1.06
List all Funding Appn/Yrs to be used:	FY 05 O&M,N
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq, N68936-04-D-0008, Task Order 0030
Prior support expiration date	5/11/2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	-----------

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Baseline Review	Cherry Point, NC
Baseline Review	Cherry Point, NC
Baseline Review	Yuma, AZ

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

This Task Order (TO) Statement of Work (SOW) defines the effort required for Aircraft Baseline sustainment support for those platforms that have established NALCOMIS Optimized Organizational Maintenance Activity (OOMA) and Configuration Management Information System (CMIS) Baselines. This support is on behalf of the Naval Air Systems Command (NAVAIR).

To accomplish this tasking, the Government will provide access to available and relevant Configuration Management (CM) information and data from the following authoritative Government data systems and sources:

- AV-8B and TAV-8B OOMA/CMIS servers
- FEDLOG/HAYSTACK
- IETMs
- Technical Manuals
- NAVICP Asset Availability Website
- Maintenance Plans (as required)
- SERMIS (as required)
- NATEC Website
- TDSA (for Baseline Manager access to NA 00 500C)

GOVERNMENT FURNISHED EQUIPMENT (FFE)/MATERIAL (GFM):

GOVERNMENT FURNISHED EQUIPMENT/MATERIAL: The Government will provide a contractor workspace and equipment for OOMA/CMIS Baseline Managers in Building 516, Patuxent River MD Naval Air Warfare Center - Aircraft Division. The Government will provide access to Government sites on an as needed basis for the purpose of conferences and meetings with Naval personnel.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>4.2 General Task 3.0JB CMIS SITE MANAGEMENT AND OPERATION - The Configuration Management Information System (CMIS) is used to help DoD manage and the configuration of its weapon systems and other high value assets. CMIS requires typical AIS services.</p>
X	<p>1. The contractor shall provide all aspects of the management and repository operations for CMIS and other Configuration Management Systems. The contractor shall provide the labor necessary to operate and maintain Government Systems containing configuration data, including the maintenance of Government Furnished Equipment (GFE). This shall include, but not be limited to, the following tasks:</p>
X	<p>A. Exercise responsibility for managing the daily operations of CMIS.</p>
X	<p>B. Exercise responsibility for the daily operations including, but not limited to, data entry and integrity, system administration, system reporting and data retrieval.</p>
X	<p>C. Ensure that the system accommodates assigned input data and user demand for output data in an accurate and timely manner.</p> <p><i>a. The contractor shall coordinate with NATEC/applicable FST on recommended Work Unit Codes (WUCs) additions and deletions.</i></p> <p><i>b. The contractor shall coordinate with SPA WAR System Center Norfolk on recommended Position Sensitive Indicator (PSI) additions and changes.</i></p> <p><i>c. The contractor shall interface with the applicable aircraft PMAs, Fleet Support Teams (FST), and NATEC. The Government will provide Points of Contact.</i></p> <p><i>d. The Prime contractor shall submit via email request for travel NLT two working days prior to travel to the TPOC for approval. The TPOC or his representative will approve all travel in advance. The contractor shall provide a trip report via email to the Government whenever travel is performed in relation to this project. The trip report shall contain the following: purpose, dates, locations, personnel visited,</i></p>

major accomplishments, and follow-up activities that are required as a result of the trip. In addition, trips for the purpose of Site Readiness Reviews shall include a detailed report and findings.

e. The contractor shall travel to the initial fleet OOMA install site and support OOMA implementation team as required.

f. The contractor shall travel to the FST support site for review/analysis of platform source data as required.

g. The following information shall be included monthly progress reports:

- *Baseline Deficiency Trouble Report (BDTR) changes made to the baseline*
- *Non-BDTR changes made to the baseline*
- *The contractor shall develop and submit TPDR's via the NATEC Web Site. The contractor shall print and include a copy of each TPDR submitted as part of the Monthly Progress Report.*
- *Meeting notes from meeting attended during the report period.*
- *All changes to the OOMA Baseline shall be submitted through the NA WCAD OOMA baseline quality assurance process.*

h. The contractor shall attend bi-monthly AME Team Meeting.

i. The contractor shall attend semi-annual Baseline Manager IPT meeting.

j. The contractor shall attend platform TDSA review chaired by AIR 3.1.8.

SCHEDULE

Technical Manual Contract Requirement Work Statement

SECTION D - PACKAGING AND MARKING

Packaging:

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_____. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

ALUTIIQ ASSUMPTION:

- Travel costs associated with Platform implementation estimated at 6 weeks travel to Cherry Point and 6 weeks travel to Yuma are not included in pricing. Travel costs for Project Reviews are included as requested.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

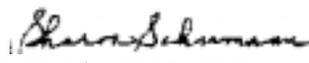
AA: 1751804 4A4N 251 00019 0 050119 2D 000000

COST CODE: AIR30PRL1158

AMOUNT: \$55,000.00

CIN 001013955500001: \$55,000.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0078		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Aug 29		4. REQ./ PURCH. REQUEST NO. See Schedule		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE		23. AMOUNT		
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN			 CONTRACTING / ORDERING OFFICER		25. TOTAL		\$103,344.50	
			26. DIFFERENCES								
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format		Pages	\$46.76	\$0.00
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1450	Pages	\$46.76	\$67,802.00
0014AC	New Pages in existing Technical Manuals -- Digital Format	300	Pages	\$77.35	\$23,205.00
0014AD	Output of Portable Document Format (PDF) Files	1750	Pages	\$7.05	\$12,337.50
0015AA	Conv of HC to master rev text in MS Word		Pages	\$15.41	\$0.00
0015AB	Conv of HC to master rev text in Interleaf		Pages	\$15.41	\$0.00
0015AC	Conv of HC/Digital text to tif files		Pages	\$4.59	\$0.00
0015AD	Conv of HC to PDF		Pages	\$4.88	\$0.00
0016AA	HC drawing to digital/CALS C4		Images	\$12.30	\$0.00
0016AB	HC drawing to digital/PDF		Images	\$12.30	\$0.00
TOTAL					\$103,344.50

II. SCOPE

Prepare either a change or revision for the F/A-18 technical manuals listed in the Statement of Work (SOW) using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H of SOW. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 29 August 2005 to 29 May 2006.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction

unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Sharon Wicke
NADEP, Code 3.1.2.3
P.O. Box 357058
San Diego, CA 92135-7058
(619) 545-3909

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1751506 Y5C8 252 00019 0 050119 2D 000000
COST CODE: PMA265AA16A1
PID/PR #0010143617
AMOUNT: \$103,000.00
CIN 001014361700001: \$103,000.00
CSS-IWP #110292004012908
FED: 9/30/05

AB: 97X4930 NH2C 252 77777 0 054219 2F 000000
COST CODE: 16000011K140
PID/PR #0010149303
AMOUNT: \$344.50
CIN 001014930300001: \$344.50
CSS-IWP #110292004012908
FED: 9/30/05

Money will be applied as follows:

CLIN	DESCRIPTION	10143617	10149303	TOTALS
		\$103,000.00	\$344.50	
0014AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$0.00	\$0.00	\$0.00
0014AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$67,575.98	\$226.02	\$67,802.00
0014AC	New Pages in existing Technical Manuals -- Digital Format	\$23,127.65	\$77.35	\$23,205.00
0014AD	Output of Portable Document Format (PDF) Files	\$12,296.37	\$41.13	\$12,337.50
0015AA	Conv of HC to master rev text in MS Word	\$0.00	\$0.00	\$0.00
0015AB	Conv of HC to master rev text in Interleaf	\$0.00	\$0.00	\$0.00
0015AC	Conv of HC/Digital text to tif files	\$0.00	\$0.00	\$0.00
0015AD	Conv of HC to PDF	\$0.00	\$0.00	\$0.00
0016AA	HC drawing to digital/CALS C4	\$0.00	\$0.00	\$0.00
0016AB	HC drawing to digital/PDF	\$0.00	\$0.00	\$0.00
TOTAL		\$103,000.00	\$344.50	\$103,344.50

This task order is 100% fully funded.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		UNDEFINED		\$0.00	UNDEFINED
EXERCISED OPTION	Option Period I- Technical manual FFP preparation and publishing performed IAW Statement of Work-Attachment 1 FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001401		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AB FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010143617				

CIN: 001014361700001	ACRN AA	FUNDED AMOUNT	\$67,575.98
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001402		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AC FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010143617				

CIN: 001014361700001	ACRN AA	FUNDED AMOUNT	\$23,127.65
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001403		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AD FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010143617				

CIN: 001014361700001	ACRN AA	FUNDED AMOUNT	\$12,296.37
----------------------	---------	---------------	-------------

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001404		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AB FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010149303				
	CIN: 001014930300001		ACRN AB	FUNDED AMOUNT	\$226.02

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001405		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AC FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010149303				
	CIN: 001014930300001		ACRN AB	FUNDED AMOUNT	\$77.35

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
001406		UNDEFINED	Page	UNDEFINED	UNDEFINED
EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY - 0014AD FFP FOB: Destination PURCHASE REQUEST NUMBER: 0010149303				
	CIN: 001014930300001		ACRN AB	FUNDED AMOUNT	\$41.13

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AB		1,450	Page	\$46.76	\$67,802.00
EXERCISED OPTION	Page Changes to Existing Tech Manuals FFP Digital to Digital Format FOB: Destination				
				FUNDED AMOUNT	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AC		300	Page	\$77.35	\$23,205.00
EXERCISED OPTION	New Pages in Existing Tech Manuals FFP Digital Format FOB: Destination				

FUNDED AMOUNT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014AD		1,750	Page	\$7.05	\$12,337.50
EXERCISED OPTION	Output of Portable Document Format Files FFP FOB: Destination				

FUNDED AMOUNT

Section C - Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

PRB 1042/Task Order 0078
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	F/A-18
Initial Period of Performance:	9 months after TO award
Place(s) of Performance other than travel locations.	Contractor Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Sharon Wicke, Code 3.1.2.3, phone: 619-545-3909
TOCOR Mailing address:	P.O. Box 357058, San Diego, CA 92135-7058
TOCOR Email:	Sharon.wicke@navy.mil
TOCOR Fax:	619-545-4625
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	1750 pages
List all Funding Appn/Yrs to be used:	FY 05 PRL
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates
Prior support expiration date	02/07/2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
N/A	

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

	Yes	Profile is detailed in table below.
	Yes	I have attached my own CDRLs that I want incorporated into the final task order
X	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
Sample: Technical Report	Sample: Monthly	Agency, code AIR-XXX
Sample: Conference minutes	Sample: draft 1 week after conclusion of meeting, final 1 week after govt approval	Agency, code AIR-XXX
Sample: Analytical Study	Sample: 100 days after task order award	Agency, code AIR-XXX

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A

SCOPE PROFILE:

Prepare either a Change or Revision for the F/A-18 technical manuals listed below using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD.

Publication No.	Manual Title
A1-211AC-420-000	Generator Converter Unit, P/Ns 293E775G40 and 971E325G1
A1-412AC-140-000	Hydraulic Fluid Flow Switching Valve
A1-412AC-140-040	Horizontal Stabilizer Hydraulic Servocylinder
A1-444AC-450-000	Self-Pressurized Hydraulic Reservoir Assy
A1-445AC-450-030	Hydraulic Unit Filter & Pressure Relief Valve
A1-449AC-450-000	Hydraulic Manifold
A1-478AC-460-000	Motive Flow Boost Pump
A1-700AC-510-000	Bleed Air Leak Detection Warning System Control Unit
A1-F18AC-460-310	Fuel System, Maintenance with IPB, Vol. II
A1-F18AC-460-320	Fuel System, Maintenance with IPB, Vol. III
A1-F18AC-580-300	Maintenance Status Display & Recording System, Maintenance with IPB
A1-F18AC-740-200	Weapon Control Systems, Testing & Troubleshooting, Vol. I
A1-F18AC-740-300	Weapon Control Systems, Maintenance with IPB
A1-F18AC-740-500	Weapon Control Systems, Schematics, Vol. I
A1-F18AC-760-100	Tactical Electronic Warfare System, Principles of Operation
A1-F18AC-760-500	Tactical Electronic Warfare System, Schematics
A1-F18AC-SRM-220	Structure Repair - Forward Fuselage, Vol. I
A1-F18AC-WRM-000	Wiring Repair with Parts Data - General Wiring Repair Procedures, Vol. I
A1-F18AC-WRM-001	Wiring Repair with Parts Data - General Wiring Repair Procedures, Vol. II
A1-F18AC-WRM-010	Wiring Repair with Parts Data - Cable Assemblies 74A750001 thru 75A750999
A1-F18AC-WRM-070	Wiring Repair with Parts Data - Cable Assemblies 74A770001 thru 74A779999....

Publication No.	Manual Title
AE-257BD-MDB-020	Multi Purpose Color Display, IP1535/A
AG-526AC-S35-000	VSCF Generator-Converter Unit Test Set
AN-310AC-670-000	Electronic Equipment Control C-110380/ASQ & C-11919/ASQ
AT-901AC-S56-000	Adapter Set Assy
AT-908GS-S92-000	OTPS Interconnecting Group, Type ON-254/USM
AT-908SG-S92-400	OTPS Interface Device Set, Type OTPH205-001
AW-386AC-750-000	Aircraft Fuselage Centerline Pylon SUU-62/A & SUU-62A/A
AW-386AC-MRC-200	Aircraft Centerline Pylon SUU-62/A

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW).</p>

	Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
	5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the

	contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Prepare either a Change or Revision for the F/A-18 technical manuals listed below using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and IPDF delivered on a CD. All illustrations shall be prepared as CGM and provided as a separate file. All illustrations shall be integrated with the final editable copy.

Publication No.	Task
A1-211AC-420-000	CHG 3
A1-412AC-140-000	CHG 1
A1-412AC-140-040	CHG 4
A1-444AC-450-000	CHG 1
A1-445AC-450-030	REV
A1-449AC-450-000	CHG 1
A1-478AC-460-000	CHG 2
A1-700AC-510-000	CHG 2
A1-F18AC-460-310	CHG 3
A1-F18AC-460-320	CHG 3
A1-F18AC-580-300	CHG 1
A1-F18AC-740-200	CHG 3
A1-F18AC-740-300	CHG 4
A1-F18AC-740-500	CHG 3
A1-F18AC-760-100	REV
A1-F18AC-760-500	REV
A1-F18AC-SRM-220	CHG 4
A1-F18AC-WRM-000	CHG 7
A1-F18AC-WRM-001	CHG 4
A1-F18AC-WRM-010	REV
A1-F18AC-WRM-070	CHG 3
AE-257BD-MDB-020	CHG 1
AG-526AC-S35-000	CHG 1
AN-310AC-670-000	CHG 1
AT-901AC-S56-000	CHG 2
AT-908GS-S92-000	CHG 1
AT-908SG-S92-400	CHG 1
AW-386AC-750-000	CHG 1
AW-386AC-MRC-200	REV

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) of IPDF for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format and shall also be delivered in Indexed Portable Document Format (IPDF) IAW NATEC Technical Manual Conversion Guidelines.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island, Code 3.1.8.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 3.1.8 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with

	the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
--	--

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 3.1.8. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island, Code 3.1.8 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island. The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn: Code 3.1.8/Sharon Wicke, Bldg. 334-1
 P. O. Box 357058
 SAN DIEGO, CA 92135-7058

A1	210 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 3.1.8

Completion Date of all items: 270 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA**A. GENERAL:**

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:**SECTION H – SPECIAL CONTRACT REQUIREMENTS****GOVERNMENT FURNISHED SOURCE DATA:**

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source data
A1-211AC-420-000	Revision - 01 Feb 01	Change 2 - 01 Jul 04	IRAC, MCR, TPDR
A1-412AC-140-000	Revision - 01 Dec 03		MCR, TPDR
A1-412AC-140-040	Revision - 01 Feb 02	Change 3 - 15 May 05	TPDR
A1-444AC-450-000	Revision - 01 Aug 02		TPDR
A1-445AC-450-030	Revision - 01 Apr 99		MCR, TPDR
A1-449AC-450-000	Revision - 15 May 01		TPDR
A1-478AC-460-000	Revision - 01 Dec 03	Change 1 - 01 Sep 04	MCR
A1-700AC-510-000	Revision - 01 Aug 02	Change 1 - 01 Dec 03	MCR
A1-F18AC-460-310	Revision - 01 Jul 00	Change 2 - 01 Nov 04	MCR
A1-F18AC-460-320	Revision - 01 Sep 99	Change 2 - 15 May 03	MCR, TPDR
A1-F18AC-580-300	Revision - 01 Dec 03		MCR, TPDR
A1-F18AC-740-200	Revision - 01 Feb 01	Change 3 - 01 Jul 04	Markup for WP 001 00
A1-F18AC-740-300	Revision - 01 May 01	Change 3 - 01 Jul 04	MCR, TPDR
A1-F18AC-740-500	Revision - 01 Nov 01	Change 2 - 01 Jul 04	Markup for WP 001 00
A1-F18AC-760-100	Revision - 01 Sep 92	Change 3 - 01 Jun 04	MCR
A1-F18AC-760-500	Revision - 01 Sep 92	Change 4 - 01 Jun 04	MCR
A1-F18AC-SRM-220	Revision - 01 Aug 99	Change 3 - 01 Nov 04	MCR
A1-F18AC-WRM-000	Revision - 01 Oct 93	Change 6 - 01 Nov 04	MCR
A1-F18AC-WRM-001	Revision - 01 Oct 93	Change 3 - 01 Nov 04	MCR, TPDR
A1-F18AC-WRM-010	Revision - 01 Oct 93	Change 1 - 15 Nov 04	MCR
A1-F18AC-WRM-070	Revision - 15 Oct 93	Change 2 - 01 Jun 02	MCR
AE-257BD-MDB-020	Revision - 01 Dec 03		MCR, TPDR
AG-526AC-S35-000	Revision - 01 Nov 01		MCR, TPDR

Publication No.	Basic Issue	Latest Change	Source data
AN-310AC-670-000	Revision - 01 Nov 01		MCR, TPDR
AT-901AC-S56-000	Revision - 01 Aug 02	Change 1 - 01 Nov 04	MCR, TPDR
AT-908GS-S92-000	Revision - 01 Jul 02		MCR, TPDR
AT-908SG-S92-400	Revision - 01 Jul 02		MCR, TPDR
AW-386AC-750-000	Revision - 01 Nov 01		IRAC, MCR, TPDR
AW-386AC-MRC-200	Revision - 01 Aug 02		MCR, TPDR

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751506 Y5C8 252 00019 0 050119 2D 000000
COST CODE: PMA265AA16A1
AMOUNT: \$103,000.00
CIN 001014361700001: \$103,000.00

AB: 97X4930 NH2C 252 77777 0 054219 2F 000000
COST CODE: 16000011K140
AMOUNT: \$344.50
CIN 001014930300001: \$344.50

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0081		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Sep 30		4. REQ./ PURCH. REQUEST NO. 0010152152		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-4603 EMAIL: sharon.schumann@navy.mil BY: SHARON SCHUMANN				 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$162,995.45		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0081 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$144,938.05
				BASE FEE	\$4,642.87
				SUBTOTAL MAX COST + BASE	<u>\$149,580.92</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$149,580.92

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N001905WX04006 PURCHASE REQUEST NUMBER: 0010152152	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001015215200003				\$140,055.61

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$10,834.85
TOTAL MAX COST + FEE	\$10,834.85

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N001905WX04006 PURCHASE REQUEST NUMBER: 0010152152	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$10,144.88
CIN: 001015215200003

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$2,579.68

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N001905WX04006 PURCHASE REQUEST NUMBER: 0010152152	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001015215200003				\$2,415.41

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0081 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	4426	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$144,938.05 \$4,642.87 \$149,580.92
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$10,834.85
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$2,579.68
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$162,995.45

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$152,615.90**. The allotted funding will cover approximately **94%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 4,426 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr Program/Project Control Spec	b(4)
Technical Publication Writer/Editor	
Technical Publication Writer/Editor SOW & IPR	
Technical Illustrator (J)	
Editorial Assistant	
Editorial Clerk	
Data Entry Clerk	
Admin. Assistant	
Total	4,426

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 October 2005 to 30 September 2007.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Nidal Deeb
NAVAIR Aircraft Division
Code 330000B596-2
Highway 547
Lakehurst, NJ 08733-5108
Phone (732) 323-4570
E-mail: nidal.deeb@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2A 252 77777 0 054219 2F 000000 011374210160

Amount: \$152,615.90

PID/PR: 0010152152

CSS-IWP#: 104282005045856

FED: 09/30/07

Funding is allocated as follows:

Estimated Cost:	\$135,708.39
Estimated Base Fee:	\$4,347.22
Estimated Cost+Base Fee:	\$140,055.61
Estimated Award Fee:	\$10,144.88
Estimated Travel:	\$2,415.41
Estimated Materials:	\$0.00
Estimated Total:	\$152,615.90

X. This order is non-severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Hagerstown, MD	Lakehurst, NJ	1	2	2
Hagerstown, MD	Lakehurst, NJ	1	1	4
Hagerstown, MD	PAX River, MD	1	1	4

Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

Task Order 0081
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	H-60 PSE Technical Manuals
Initial Period of Performance:	Start of Work is 1 week after TO award
Place(s) of Performance other than travel locations.	Contractor's Site
Will contractor need assigned government spaces?	No
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Nidal Deeb Code 330000B Phone 732-323-4570
TOCOR Mailing address:	Naval Air Warfare Center Aircraft Division, Code 330000B596-2, Highway 547, Lakehurst, NJ 08733-5108
TOCOR Email:	Nidal.Deeb@navy.mil
TOCOR Fax:	732-323-7402
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	2.115 Work Years (1 WY=2080 hours)
List all Funding Appn/Yrs to be used:	FY05 APN
Recommended RFP Response time:	14 days
Prior Support provided by:	Harry Kahn Associates, Inc., Contract # N68936-04-D-0008 Task Order 0005
Prior support expiration date	03/05

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- <u>please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C)</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
--	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Post Award	Lakehurst, NJ
IPRs/Tech Reviews	Lakehurst, NJ

Final Review/Verification	Patuxent River, MD

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

N/A.

SCOPE PROFILE:

The technical manuals (Operation & Maintenance TMs, Periodic MRCs and Pre-Ops) shall be prepared in accordance with the latest date of the applicable specifications in effect at the time of initial preparation of the manuals. The manuals will be formatted to the NATEC QA Work Package Spec and include tagging and linking. Final manuals will be provided in editable Microsoft Word and pdf format.

Technical manual source data will be furnished to the contractor by the Cognizant Field Activity (CFA) (NAWCAD Lakehurst) for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis for the technical manual. Source data may be a commercial contractor technical manual, engineering drawings, etc.

Further details of the task are as follows:

- For ROM purposes, use an average estimated page count of 50 pages (includes 0 foldout pages and 12 illustration pages) for a new work package manual, 10 new 3x5 Pre-Op pages for a new Pre-Op card, and 13 change cards and 10 new cards for the existing MRC deck (AG-500QA-MRC-000).
- Estimate one (1) two-day trip (Post Award Review) and one (1) four-day trip (IPR/Tech Review) to Lakehurst, NJ, and one (1) four-day trip to Patuxent River, MD (Final Review/Verification). At the IPR/Tech Reviews, contractor will provide 3 hard copies of technical manual and computer support to capture the changes and will, if appropriate, incorporate the changes as the discussion proceeds. At the final review/verification, contractor will provide 6 hard copies of technical manual and computer support to capture any changes.
- Upon receipt of client “blessing” of each manual, contractor will prepare each for final delivery, which will be a PDF file, appropriate for uploading to the NATEC website and capable of POD. (Contractor will specify any POD issues relative to foldouts and may need some technical feedback from NATEC on how to proceed, based on NATEC’s current technical manual conversion guideline).
- Direct-image copy will not be required.

- Contractor will provide one (1) CD with PDF of manual and one (1) CD of Microsoft Word version along with 2 hard copies of each manual (hard-copies to be prepared as two-sided, “finished” books with foldouts incorporated).
- Period of performance for entire project is 12 months from contract start, with the caveat that the contractor will have all required materials at project start-up. Delays in acquiring data/materials and required changes for manual will delay production of manual, accordingly.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p style="text-align: center;"><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.</p>
X	<p>1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the</p>

	<p>cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing</p>

	the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.

X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	1. <u> 3 </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u> 2 </u> CD ROM (ISO 9660) and two (2) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u> </u> copy(s) of the Validation Certificate.
X	4. Original and <u> </u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u> </u> copy(s) of DD Form 250.
X	6. Original and <u> </u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for: NAWCADLKE 3.3; TPOC Nidal Deeb
X	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Naval Air Technical Data and Engineering Service Command, NAS North Island, Building 90, P.O. Box 357031, San Diego, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SEE SCOPE PROFILE.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: SEE SCOPE PROFILE.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: NAWCADLKE Code 3.3, Nidal Deeb.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations SEE SCOPE PROFILE.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NAWCADLKE Code 3.3, Nidal Deeb for resolution.
	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practices

Marking:

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by NAWCADLKE Code 3.3. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAWCADLKE Code 3.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAWCADLKE Code 3.3. The proper Mailing Address is:

Commanding Officer
Naval Air Warfare Center Aircraft Division
Attn: Code 330000B596-2/Nidal Deeb
Highway 547
Lakehurst, NJ 08733-5108

A1	Initial review of all manuals to be 180 days after date of order. Three (3) proof copies of each manual will be delivered. Thirty (30) days after receipt, one (1) proof copy with pertinent comments/corrections noted, will be returned to the contractor.
A2	365 days after date of order two (2) CD ROMs to be delivered, one (1) CD set for Microsoft Word and one (1) CD set for PDF plus two (2) hardcopies per task description.
A3 through A6	Thirty (30) days after receipt of approved copy of Item A2, these items shall be forwarded to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.3.
A7	Concurrent with completion of Contractor Assistance. Original to Naval Air Warfare Center Aircraft Division, Lakehurst, NJ, Code 3.3

Completion Date of all items: 730 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAWCADLKE Code 3.3, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A.

Subcontractor Exceptions:

None.

Subcontractor Assumptions:

In RFP Section F – Deliveries or Performance the Government states: “Completion Date of all items: 365 days after date of order.”

Contractor assumes this should have read: “Completion Date of all items: 730 days after date of order.”

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2A 252 77777 0 054219 2F 000000

COST CODE: 011374210160

AMOUNT: \$152,615.90

CIN 001015215200003: \$152,615.90

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0083		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Oct 06		4. REQ./ PURCH. REQUEST NO. 0010154012		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				<i>H.Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$531,583.38		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0083 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$457,122.95
				BASE FEE	\$21,789.83
				SUBTOTAL MAX COST + BASE	\$478,912.78
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$478,912.78

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010154012	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001015401200001				\$478,912.78

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

	MAX COST	\$0.00
	BASE FEE	\$0.00
	<hr/> SUBTOTAL MAX COST + BASE	\$0.00
	MAX AWARD FEE	\$50,849.86
	TOTAL MAX COST + FEE	\$50,849.86

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010154012	UNDEFINED	Lot	UNDEFINED	UNDEFINED

	MAX COST	UNDEFINED
	BASE FEE	UNDEFINED
	<hr/> SUBTOTAL MAX COST + BASE	UNDEFINED
	MAX AWARD FEE	UNDEFINED
	TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$50,849.86
CIN: 001015401200001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$1,820.74

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010154012	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001015401200001			MAX COST	UNDEFINED \$1,820.74

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0083 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	20772	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$457,122.95 \$21,789.83 \$478,912.78
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$50,849.86
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$1,820.74
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$531,583.38

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$531,583.38**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 20,772 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Library Tech	b(4)
Editorial Clerk	
Administrative Assitant	
Sr. Program/Project Control Specialist	
Total	20,772

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 11 October 2005 to 30 September 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
Phone: (301) 757-1046
E-mail: susan.mccollum@navy.mil

The Task Order COR is:

Patricia Waggy
Naval Aviation Depot
6206 Aviation Avenue
Cecil Commerce Center
Jacksonville, FL 32221
Phone: (904) 317-1563
E-mail: patricia.waggy@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2E 252 77777 0 065886 2F 8E0038 00006WX6A009
Amount: \$531,583.38
PID/PR: 0010154012
CSS-IWP#: 974628717645391
FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 457,122.95
CLIN 0009-- Base Fee	\$ 21,789.83
CLIN 0009 -- Est Cost plus Base Fee	\$ 478,912.78
CLIN 0010 --Award Fee	\$ 50,849.86
CLIN 0011 --Travel	\$ 1,820.74
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 531,583.38

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

From	To	People	Days	Trips
NAS Jacksonville, FL	Cecil Field	1	1	30
NAS Jacksonville, FL	Mayport	1	1	25

Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

FY-06 CSS IWP REF #240
3.0 TEAM Logistics Task Order (TO) #0083
Statement of Work (SOW)

SOW PROFILE:

Platform/Project:	Technical Data Library
Initial Period of Performance:	10/11/2005 – 09/30/06
Place(s) of Performance other than travel locations.	NADEP JAX & Norfolk/Oceana VA
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR) Note: personnel MUST be COR certified. A signed and approved TOCOR nomination letter MUST be provided to the CSS Action Team at FAX 301-342-4720, to maintain on file if requested.	Patricia Waggy, Code (3.3) 6.8.5.1, (904) 317-1563
TOCOR Mailing address:	Naval Aviation Depot 6206 Aviation Ave. Cecil Commerce Center Jacksonville, FL 32221
TOCOR Email:	Patricia.Waggy@navy.mil
TOCOR Fax:	(904) 317-1652
Task Order Effort Security Classification:	Unclassified
General Level of Effort Expected	Work Years 11.05 (1 WY=1920 hours)
List all Funding Appn/Yrs to be used:	FY 06 PRL, (O&M,N)
Recommended RFP Response time:	14 days
Prior Support provided by:	Alutiiq, Contract #N68936-04-0008 T.O. 0061
Prior support expiration date	10 October 2005

HARDCOPY MATERIAL FOR REVIEW:

Do you have hardcopy material that needs to be provided to the contractor for bidding purposes? If the answer is yes- please send to the following address, after obtaining a PRB Tracking # from NAVAIR AIR-3.0C) Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008 FAX:	No
---	----

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
Local Travel to incorporate changes	Cecil Field, Mayport, Norfolk/Oceana
Use of (POV) and Inter-facility (GFE-light Industrial Electric Vehicle)	Jacksonville, FL Naval Air Depot aboard NAS JAX

CDRL PROFILE: KNOWN DELIVERABLES*

Note: the Monthly Progress Report is already part of the basic contract, and as such will automatically be delivered with each task order.

Do you need additional CDRLs? Check one

<input type="checkbox"/>	Yes	Profile is detailed in table below.
<input type="checkbox"/>	Yes	I have attached my own CDRLs that I want incorporated into the final task order
<input type="checkbox"/>	No	I expect that the final SOW will provide adequate detail to address the deliverables I have outlined below.
<input checked="" type="checkbox"/>	No	I do not require any additional CDRLs.

Deliverable	Frequency:	Distribution
N/A		

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

None

SCOPE PROFILE:

The contractor shall operate eleven (11) Satellite Technical Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our one (1) off-site Norfolk/Oceana locations. The work involves receiving technical publications/manuals and associated update/changes and revisions thereto, including Manual Change Releases (MCR's) formal Changes and Revision, Rapid Action Changes, and physically incorporating same into technical publications.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

The Contractor is responsible for incorporating changes into the manuals within the guideline of the Standard Operating Procedures. The Contractor is responsible for disposal of discarded publications/material in accordance with established procedures. Specific requirements are indicated by "X" in the left column of the standardized task descriptions of this Statement of Work. However, the contractor shall not be required to handle in any way secret or classified data.

C.1 STATEMENT OF WORK

The Contractor shall operate eleven (11) Satellite Technical Data Libraries located throughout the Naval Air Depot, Jacksonville Florida industrial facility as well as our off-site Norfolk/Oceana location. The work

involves receiving technical publication/manuals and associated updates/changes and revisions thereto, including Manual Change Releases (MCR's), formal Changes and Revisions, Rapid Action Minor engineering Changes (RAMECS), and Interim Rapid Action Changes, and physically incorporating same into technical publications. The Contractor is responsible for managing the effectiveness of this work and completing a quarterly audit of all publications in accordance with the NAVAIR 00-25-100. These audits will be conducted using Government -provided database report. The Contractor shall provide results of said audits to the Government Program Manager. The Contractor is responsible for complying with and correcting all ISO 9000 Standard Operating Procedures (SOP's), and for correcting all discrepancies reported by Aviation Maintenance Management Audits within satellite library locations. The Contractor is responsible for daily pick up of technical publication/manual change material from Government's Central Technical Publication Library, using a Government Furnished electric-powered light industrial vehicle, the Contractor is responsible for delivery of that material to the dispersed satellite libraries located throughout the NADEPJAX industrial facility.

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.</p>
	<p>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</p>
X	<p>2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.</p>
X	<p>4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to</p>

	the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
	B. Data/Media Control.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies identify any update requirements and schedules for updating of data/media items when applicable.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
	E. Data Reproduction.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	F. Data Acquisition and retrieval support.
X	(1) The Contractor shall ensure that all projects related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	G. Management of Master Data Packages or Master Files.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change,

	modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
	K. Data Dissemination
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
X	(2) The Contractor may not provide data management services outside the normal working hours without prior written or verbal approval of the PCO.
X	(3) The Contractor shall prepare and submit a Request for Overtime Form for approval/disapproval by government. The Request for Overtime Form shall contain, at a minimum, the name of requester, task order number, employee name, labor category, and justification as to the need for additional hours, date(s) when the work is to be performed, and approving agents signature. The Contractor shall be responsible for ensuring that the Task Order Manager/COR has written or verbal approval from the PCO prior to the Contractor working outside the normal working hours.
	N. Travel/mileage.
X	(2) Local mileage is authorized in the coordination of shipping and receiving of data/media.
	O. Supplies, material, equipment, and facilities
X	(3) The Contractor is responsible for the control and maintenance of all designated Government Furnished Property (GFP) and Equipment. The Contractor shall ensure that all equipment within the library is maintained in good working condition. It is the Contractor's responsibility to notify the Task Order Manager of maintenance requirements for GFP. All GFP and all property acquired by the Contractor in support of this contract shall be returned to the Government upon completion of the contract.
	P. Contractor furnished equipment.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, and other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
	S. Distribution statements.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of

	confidential material.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	2.The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code)_(3.3) 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot Jacksonville, code 3.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable. ISO 9000 Standard Operating Procedures (SOP's) and applicable NAVAIR instructions, as specified in C1 Statement of Work must be reviewed in the event that the contractor cannot meet the performance criteria or schedules.

Destination of all deliverables is Naval Aviation Depot. The proper Mailing Address is:

(Example)
 Commanding Officer
 Naval Aviation Depot
 Cecil Commerce Center
 6206 Aviation Ave.
 Jacksonville, FL 32221
 Attn: Patricia Waggy, Code (3.3) 6.8.5.1

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot, Jacksonville, Florida, is the requiring Activity under this effort. Engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NA2E 252 77777 0 065886 2F 8E0038

COST CODE: 00006WX6A009

AMOUNT: \$531,583.38

CIN 001015401200001: \$531,583.38

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0084		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Nov 01		4. REQ./ PURCH. REQUEST NO. 0010157491		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				<i>H G Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$331,735.70		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0084 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination PURCHASE REQUEST NUMBER: 0010157491	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$291,869.90
				BASE FEE	\$11,958.60
				SUBTOTAL MAX COST + BASE	\$303,828.50
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$303,828.50
	ACRN AA CIN: 001015749100001				\$303,828.50

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination PURCHASE REQUEST NUMBER: 0010157491	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$27,907.20
				TOTAL MAX COST + FEE	\$27,907.20
	ACRN AA CIN: 001015749100001				\$27,907.20

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0084 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	11,400	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$291,869.90 \$11,958.60 \$303,828.50
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$27,907.20
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$331,735.70

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$331,735.70**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 11,400 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	(b)(4)
Configuration Management Specialist	
Library Technician	
Total	11,400

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 November 2005 to 30 September 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Merry Marthlamb
Naval Air Depot North Island
Code 6.8.5.3, Bldg. 90-1
P.O. Box 357058
San Diego, CA 92135-7058
Phone: (619) 545-3897
E-mail: merry.marthlamb@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0022 613ECKR33000
Amount: \$331,735.70
PID/PR: 0010157491
CSS-IWP#: 241791176504544
FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 291,869.90
CLIN 0009-- Base Fee	\$ 11,958.60
CLIN 0009 -- Est Cost plus Base Fee	\$ 303,828.50
CLIN 0010 --Award Fee	\$ 27,907.20
CLIN 0011 --Travel	\$ -
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 331,735.70

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

TO 0084 CSS REF 487 3.0 TEAM Logistics Task Order (TO) Statement of Work (SOW)

SCOPE PROFILE:

1. The Contractor shall provide Customer Service, Technical Data Distribution and Technical Data Support for the Technical Data Libraries of NADEP North Island in accordance with the following Task Profile. All services are to be performed in NADEP North Island facilities on NAS North Island, MCAS Miramar, or Camp Pendleton. The contractor shall not require access to classified technical data. Hours of operation are 0600 – 1500.

2. The Contractor shall use government furnished databases and software applications.

3. The Contractor shall participate in continuance of the ISO9000 Quality Management System to which the NADEPNI Technical Data Libraries is registered. The following time frames for product and service delivery have been established to measure and monitor the quality of customer products and services. The contractor shall be responsible for meeting the following minimum turn-around times.

- Distribution and Update of Technical Publications – 2 workdays for IRACs and ICs; 5 workdays for Revisions, Updates, Notices, Changes, RACS.
- Distribution of Directives – 1 workday for Immediate and Urgent Bulletins, 2 workdays for Routine Bulletins, 2 workdays to send Formal TDs to reviewing official, 5 workdays to process and distribute approved TDs and LEDs
- Fulfillment of Customer Service Request for Printed Engineering Drawings: 1 workday for every 200 sheets/frames regardless of size (numbers of sheets/frames per drawing is variable)
- Dispersed Librarian Activities: Number of overdue CECRs in 30 calendar days. Number of overdue CECRs in excess of 30 calendar days.
- Customer Satisfaction Reports – Feedback from customers is collected, and entered into the quality management system for all activities. Percentages tracked and reported to upper management at quality reviews.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>	
	<ul style="list-style-type: none"> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	A. Contractor shall use government furnished databases, emailed notifications and messages to determine requirements and provide distribution of technical data to user.
	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	A. Requests for data may include, but is not limited to, Technical Publications, Engineering Drawings, Directives, Specifications.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	A. Research is limited to technical data availability from the NADEPNI Technical Data Libraries normally accessed sources.
	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.

X	A. NADEPNI maintains 1 non-digital drawing and data package repository, 4 on-site technical data centers, 5 off-site dispersed libraries and 40 to 50 dispersed libraries in 15 on-site locations.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	A. Contractor shall not be required to access, view or otherwise manage classified technical data at NADEPNI.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
	A. The government provided inventory contains a listing of all technical data regardless of classification. Contractor shall not be required to handle, view or otherwise manage classified technical data for NADEPNI Technical Data Libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual,

	DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
X	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	A. Attachment C and NAVAIR 00-25-100 identify the NAVAIR requirements for Data/Media Control.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an

	individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNs signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
	(3) The Contractor shall maintain and update project support documentation including military specifications, standards, Data Item Descriptions (DID), and security instructions in hard copy or electronic media. The Contractor shall purchase or request, through government technical data distribution centers or vendor designated distributor, required support documentation. The Contractor shall maintain and update such documentation.
X	(4) The Contractor shall provide data conversion from electronic media to hardcopy or electronic distribution via a file server (government or contractor-provided as specified in Task Order) when required for data/media distribution/access.
X	(5) For automated library database information systems, the contractor shall perform periodic (e.g., daily) backups and polish to the Library database system to maintain database information integrity. The Contractor shall provide a periodic disaster backup file and store at a mutually agreed upon back-up site approved by the Government.
	(6) The Contractor shall be responsible for database system administration by providing software integrity validation management, implementing of software changes and modifications, software version updating, and ensuring multi-user interfaces.
X	(7) The Contractor is responsible for providing Performance and Cost Report with supporting information that will allow easy analysis of hours, labor and other costs that track the tasks progress.
	D. Inventory
X	(1) The Contractor shall perform a joint (Contractor/Government) random inventory of all active documents. A periodic database inventory report will be generated and inventory format shall be barcode driven. In addition, a

	self-sighting SECRET inventory report by users shall be sent to all local engineering community personnel as copies identify as "borrowed" active (on-loan). Database inventory reporting shall reflect the joint sighting and any discrepancies shall be reported in accordance with current security regulations and requirements.
	(2) The Contractor shall maintain a complete and up-to-date listing, SECRET Log (SECRET Baseline Document) of all SECRET data/items including all copies received and reproduced, every transaction that has occurred to each SECRET data item, check-in/out, destruction, archiving, etc.)
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction
	F. Data Acquisition and retrieval support.
	(1) The Contractor shall ensure that all project related data/media is requested through the Project Data Manager or designated Government representative using the appropriate Work Order Request Form.
	(2) The Contractor shall acquire, control, and manage a complete set of Data Item Description (DIDs) in support of government access to current contract preparation and contract technical reviewing requirements. The Contractor shall utilize the DOD on-line DODISS system for current DIDs and Specifications or other resource as identified in Task Order. The Contractor shall prepare the documentation to provide or purchase new, superseded or obsolete technical data/media needed at the site, i.e., Data Item Descriptions, Military Standards and Technical Manuals, operator manuals, and other instructions and technical data, both in hard copy and automated media such as microfilm/microfiche, CD-ROM, etc.
	(3) The Contractor shall periodically review acquired data/media to determine their current status, i.e., currency of DIDs, Standards, etc. Upon written approval by the Government, the Contractor shall order and update files or make distribution.
	G. Management of Master Data Packages or Master Files.
	The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc.

	Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
X	(1) Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	J. Relocation of data and satellite libraries.
X	(1) The Contractor may be required to move/relocate large volumes of data/media from one location to another location due to reorganization or change in Government requirements. The Contractor shall ensure that prior written approval is obtained from the COR/Task Order Manager and Ordering Officer prior to any relocation of data. The Contractor shall be responsible for the transfer of the data/media from one designated site to another in accordance with established security procedures. Any changes to the Contractor facility, i.e., address change, modification, relocation, etc. shall be reported in accordance with the DOD 5220.22-M.
X	(2) The Contractor shall notify the COR/Task order Manager when the site is inadequate in terms of insufficient storage space for the quantity of data to be stored. The Government shall identify and furnish additional space or facilities, if required, for the purpose of establishing a new satellite library. With prior written Government approval, the Contractor is authorized to lease temporary or permanent facilities for the purpose of establishing these new libraries.
	K. Data Dissemination
X	(5) The Contractor shall provide courier service on a pre-approved schedule, to assist in data dissemination between libraries, other support offices such as the Post Office, Mail Room, other government data centers, etc.
	L. Mail Operations .
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.
	M. Hours of operation.
X	(1) The Contractor shall ensure that the library operates, services and access controls are available during hours specified in Task Orders.
	Q. Government furnished facilities (GFF)/property (GFP).
X	The government shall provide equipment and property as specified in Task Orders. If not provided for, the contractor will provide necessary equipment and property to ensure requirements of Task Order are met.
X	A. The government shall furnish work space, one desk and one computer per contracted employee. The government shall furnish access to all necessary databases, websites or tools required to perform tasks.

	R. Automated systems
X	The Government shall provide to the Contractor, as appropriate, necessary hardware, software, and processes to ensure compliance with TEAM library operating requirements. Systems such as JEDMICS, JCALS, CMIS, other data tracking systems are examples. Task Orders will define requirements for use of these systems as required.
X	A. At minimum, contractor may require access to ELMS, CMPRO, ACATTS, JEDMICS, ASSIST, HAYSTACK, NLL, DAPS, local websites and email. Contractor shall submit background check and SAAR to NADEPNI security and IT security to effect access to required systems. Government shall provide necessary training in use of these systems.
	S. Distribution statements.
X	As appropriate, library data/media shall have distribution statements affixed to them.

SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by 6.8.5.3 (333). Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. The Contractor shall participate in continuance of the ISO9000 Quality Management System to which the NADEPNI Technical Data Libraries is registered. The following time frames for product and service delivery have been established to measure and monitor the quality of customer products and services. The contractor shall be responsible for meeting the following minimum turn-around times.

- Distribution and Update of Technical Publications – 2 workdays for IRACs and ICs; 5 workdays for Revisions, Updates, Notices, Changes, RACS.
- Distribution of Directives – 1 workday for Immediate and Urgent Bulletins, 2 workdays for Routine Bulletins, 2 workdays to send Formal TDs to reviewing official, 5 workdays to process and distribute approved TDs and LEDs
- Fulfillment of Customer Service Request for Printed Engineering Drawings: 1 workday for every 200 sheets/frames regardless of size (numbers of sheets/frames per drawing is variable)
- Dispersed Librarian Activities: Number of overdue CECRs in 30 calendar days. Number of overdue CECRs in excess of 30 calendar days.

Customer Satisfaction Reports – Feedback from customers is collected, and entered into the quality management system for all activities. Percentages tracked and reported to upper management at quality reviews.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Code 6.8.5.3 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Code 6.8.5.3. The proper Mailing Address is:

Commanding Officer
Naval Air Depot
Attn; Code 6.8.5.3 (3.3.3)/Merry Marthlamb, Bldg. 90-1
P. O. Box 357058
San Diego, CA 92135-7058

Completion Date of all items: 30 September 2006.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Code 6.8.5.3 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS: N/A

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NA2B 000 77777 0 065888 2F 8E0022

COST CODE: 613ECKR33000

AMOUNT: \$331,735.70

CIN 001015749100001: \$331,735.70

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0085	3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Dec 20	4. REQ./ PURCH. REQUEST NO. 0010161614	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
---	-------------	--	-------------	---

9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
--	------	--	-------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 TEL: (805) 989-1303 EMAIL: nathan.simpson@navy.mil BY: NATHAN J SIMPSON		25. TOTAL \$296,276.00
			26. DIFFERENCES

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 (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS	
		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY
		31. PAYMENT	33. AMOUNT VERIFIED CORRECT FOR
		<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
			35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
-----------------------	--

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	---------------------------------	----------------------	---------------------	---------------------

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0085 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010161614				
				MAX COST	\$234,297.00
				BASE FEE	\$5,237.00
				SUBTOTAL MAX COST + BASE	<u>\$239,534.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$239,534.00
	ACRN AA				\$239,534.00
	CIN: 001016161400001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	in support of CLIN 0009				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010161614				
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<u>\$0.00</u>
				MAX AWARD FEE	\$12,220.00
				TOTAL MAX COST + FEE	\$12,220.00
	ACRN AA				\$12,220.00
	CIN: 001016161400001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination PURCHASE REQUEST NUMBER: 0010161614	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$37,014.00
	ACRN AA CIN: 001016161400001				\$37,014.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials COST in support of CLIN 0009 FOB: Destination PURCHASE REQUEST NUMBER: 0010161614	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$7,508.00
	ACRN AA CIN: 001016161400001				\$7,508.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0085 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	4992	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$234,297.00 \$5,237.00 \$239,534.00
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$12,220.00
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$37,014.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$7,508.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$296,276.00

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$296,276.00**. The allotted funding will cover approximately **100%** of the total effort. The balance to fully the task order is **\$0.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 4,992 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Senior Analyst	b(4)
Logistics Manager	
Senior Prog/Proj Control Specialist	
Total	4,992

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Alberto Miranda
NATEC
P.O. Box 357031, Bldg. 90
NAS North Island
San Diego, CA 92135-7031
Phone: (619) 545-4683
E-mail: alberto.miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761506 U1CW 251 00019 0 050119 2D 000000 PMA275AC2510
Amount: \$296,276.00
PID/PR: 0010161614
CSS-IWP#: 714110196102032
FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 234,297.00
CLIN 0009-- Base Fee	\$ 5,237.00
CLIN 0009 -- Est Cost plus Base Fee	\$ 239,534.00
CLIN 0010 --Award Fee	\$ 12,220.00
CLIN 0011 --Travel	\$ 37,014.00
CLIN 0012 -- Materials/ODC's	\$ 7,508.00
TOTAL ORDER AMOUNT	\$ 296,276.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Days	Trips
San Diego, CA	Patuxent River, MD	1	5	1
Ft. Worth, TX	Patuxent River, MD	1	5	3
Fort Worth, TX	Amarillo, TX	1	5	3
San Diego, CA	Ft. Worth, TX	1	5	3
San Diego, CA	Philadelphia, PA	1	5	1
Ft. Worth, TX	Philadelphia, PA	1	5	3
San Diego, CA	Lakehurst, NJ	1	5	3
San Diego, CA	Edwards AFB, CA	1	5	3
Ft. Worth, TX	Edwards AFB, CA	1	5	3
Ft. Worth, TX	Kirtland AFB, NM	1	5	3
Ft. Worth, TX	Hurlburt AFB, FL	1	5	3
San Diego, CA	Hurlburt AFB, FL	1	5	1

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

TO 0085/CSS REF 0494
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous

	<p>tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews,

	validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and

	supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected. 2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system. <p>b. The contractor shall process all completed Technical Directives. This includes a multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.</p>
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of

	documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations.
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.

	<ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	1. Data Identification.
X	<p>As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.</p> <p>A. The Contractor shall acquire, control, and manage a complete set of Data Item Description (DIDs) in support of government access to current contract preparation and contract technical reviewing requirements.</p>
	2. Data Acquisition.
X	<p>A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.</p> <p>B. The Contractor shall maintain and update project support documentation including military specifications, standards, Data Item Descriptions (DID), and security instructions in hard copy or electronic media.</p>
X	<p>B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).</p>
X	<p>C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as follows, based on elements and principles expressed in EIA Standard 649:</p> <ul style="list-style-type: none"> • Document identification • Data status level management • Data and product configuration relationships

	<ul style="list-style-type: none"> • Data version control & management of review, comment, annotation, & disposition • Digital data transmittal • Data access control.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 U1CW 251 00019 0 050119 2D 000000

COST CODE: PMA275AC2510

AMOUNT: \$296,276.00

CIN 001016161400001: \$296,276.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0086		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Mar 09		4. REQ./ PURCH. REQUEST NO. 0010169947		5. PRIORITY		
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: T. BYRNES (805) 989-0959 575 "I", BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.							
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:							
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.										
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:										
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule										
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
	SEE SCHEDULE									
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL \$87,228.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED										
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER							35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		
								42. S/R VOUCHER NO.		

Section A - Solicitation/Contract Form

SCHEDULE

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0017	Services as specified in Task Order 0086 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1,186	HRS	Est Cost:	\$80,992.00
				Fixed Fee:	\$6,236.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
Total Cost Reimbursable					\$87,228.00

II. PAYMENT OF FEE

Modification 0011 of the Basic Contract has changed the Contract type from CPAF to CPFF with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$87,228.00**. The allotted funding will cover **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,186 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Logistics Manager	b(4)
Sr. Program/Project Control Specialist	
Total	1,186

V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046
E-mail: susan.mccollum@navy.mil

The Task Order COR is:

Alberto Miranda
NATEC
Box 357031 Bldg. 90
San Diego, CA 92135-7031
Phone: (619) 545-4683
E-mail: alberto.miranda@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2C 252 77777 0 054219 2F 000000 6002825BE160
Amount: \$87,228.00
PID/PR: 0010169947
CIN: 001016994700001
CSS-IWP#: 563424534074194
FED: 09/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost \$80,992.00
 CLIN 0017-- Fixed Fee \$6,236.00
TOTAL FUNDED AMOUNT \$87,228.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR.

Departure City	Destination	Number of People	Number of Trips	Duration (Days)
New River, NC	Patuxent River, MD	1	2	5
New River, NC	Amarillo, TX	1	2	5
New River, NC	Ft. Worth, TX	1	3	5
New River, NC	Philadelphia, PA	1	3	5
New River, NC	Lakehurst, NJ	1	2	5
New River, NC	Edwards AFB, CA	1	3	5
New River, NC	Kirtland AFB, NM	1	2	5
New River, NC	Hurlburt AFB, FL	1	1	5

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Option Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work- Attachment 1 (including travel, material and ODC's) FOB: Destination PURCHASE REQUEST NUMBER: 0010169947	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$80,992.00
				FIXED FEE	\$6,236.00
				TOTAL MAX COST + FEE	<u>\$87,228.00</u>
	ACRN AA CIN: 001016994700001				\$87,228.00

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

TO 0086/CSS REF 1845
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract. The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and</p>

	ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	<p>1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>a. The contractor shall conduct analysis and studies of V-22 maintenance and logistics support and make recommendations for changes, adjustments, and /or workarounds regarding logistics elements to ensure optimum use of all technical data, including US Air Force (USAF) and U.S. Marine Corps (USMC) data. The contractor shall monitor V-22 Quality Assurance (QA) programs and reports of all services to include Technical Directives (TDs), Technical Publication Deficiency Reports (TPDRs), Engineering Proposals (ECPs), Electronic Rapid Action Change (ERAC), Interim Rapid Action Change (IRAC) and other engineering technical data as required to maintain QA standards. The contractor also shall maintain and update appropriate files as required by the V-22 LEM</p>
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.

	3.1.2 General Task 3.3A-2 Requirements Analysis
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through

	all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>a. The contractor shall be thoroughly familiar with the NAVAIR Technical Directives System Management and Procedures Manual (NA 00-25-300). The contractor shall process all incoming Technical Directives (TD). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> 1. Enter incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered; Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Aircraft Application Code (AAC) and documentation affected. 2. Forward Installation Data Packages received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into Drawing Repository. The contractor shall maintain and update the IDP tracking system. <p>b. The contractor shall process all completed Technical Directives. This includes a</p>

	multiple of tasks, which may include: Updating the TMAPS data base with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance review; after QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and website posting.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	B. Data/Media Control.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
	L. Mail Operations.
X	(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.

X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts which require a "signature of receipt."
	3.6
	<p>General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.</p> <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	1. Data Identification.
X	As specified by task order, the Contractor shall conduct an analysis of contracts and SOWs to identify and document potential data requirements. The Contractor shall request data requirements from all program participants via data call, compile received data requirements, participate in data requirements reviews, and prepare final data requirements lists. The Contractor shall prepare draft technical data requirements (including CDRLs and DIDs), as specified in the task order.
	2. Data Acquisition.
X	A. As specified by task order, the Contractor shall review delivered data items for form, content, adherence to schedule, correct distribution, and compliance with the Contract Data Requirements Lists (CDRLs) and Data Item Descriptions (DIDs). The Contractor shall provide analyses and written recommendations, with supporting evidence for the recommendations, regarding Government acceptance of these deliverables, taking into consideration requirements provided as GFI. The Contractor may be required to accomplish this review and evaluation at the vendor's facility and prepare all documentation in accordance with specifications identified in the task order. The Contractor shall provide technical services necessary to transition master documentation from hardware contractors or other Government activities.
X	B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).
X	C. The contractor shall apply configuration management principles to ensure the integrity of digital representations of product information and other data and enhance good data management practice. The concepts are described, as

	<p>follows, based on elements and principles expressed in EIA Standard 649:</p> <ul style="list-style-type: none"> • Document identification • Data status level management • Data and product configuration relationships • Data version control & management of review, comment, annotation, & disposition • Digital data transmittal • Data access control.
X	5. The contractor shall provide support to ensure the Technical Data Competency's ability to provide timely access of accurate data for its customers. This support includes the evaluation and status of current technical data, and assistance in the identification, evaluation and purification of the "master" technical data.
	3.7 General Task 3.3G MISCELLANEOUS TECHNICAL DATA SYSTEMS SUPPORT.
X	The contractor may be required to provide professional and technical system support services in the form of but not limited to systems administration, system analyses, solution development and implementation, software and networking support to all equipment and technical data systems. This support will be provided 24 hours per day.
	3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other status with regard to services, tasks, and products being performed or developed in support of technical data requirements.
X	2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team.
X	5. Review existing systems and data architecture for potential integration of training material, logistics data, and technical information and make recommendations for future enhancements/development efforts. Examine systems currently used and determine the potential for integration/development of common databases and data elements (e.g., manuals and other training materials) and technical information (such as technical manuals, engineering drawings, etc.) Review planned and existing logistics systems to determine optimum interface requirements with technical information systems to ensure maximum benefit to the user.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0087		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Oct 28		4. REQ./ PURCH. REQUEST NO. 0010150451		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				<i>H.K. Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$873,173.97		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0087 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination PURCHASE REQUEST NUMBER: 0010150451	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$789,740.56
				BASE FEE	\$21,294.70
				SUBTOTAL MAX COST + BASE	\$811,035.26
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$811,035.26
	ACRN AA CIN: 001015045100001				\$811,035.26

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination PURCHASE REQUEST NUMBER: 0010150451	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$49,694.40
				TOTAL MAX COST + FEE	\$49,694.40
	ACRN AA CIN: 001015045100001				\$49,694.40

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination PURCHASE REQUEST NUMBER: 0010150451	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$12,444.31
	ACRN AA CIN: 001015045100001				\$12,444.31

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0087 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	20300	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$789,740.56 \$21,294.70 \$811,035.26
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$49,694.40
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$12,444.31
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$873,173.97

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$873,173.97**. The allotted funding will cover approximately **100%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 20,300 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Tech Pub Writer/Editor	[b(4)]
Technical Writer	
Sr. Draftsman	
Computer Operator (Journeyman)	
Configuration Mgmt Specialist	
Data Technician	
Sr. Program/Project Control Specialist	
Total	20,300

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 31 October 2005 to 30 September 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Gene Pappé
NAWCWD
Code 685100D
1900 N. Knox Road, Stop 6202
China Lake, CA 93555-6106
Phone: (760) 939-1464
E-mail: gene.pappe@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NH2C 252 77777 0 054219 2F 000000 000005020200

Amount: \$873,173.97

PID/PR: 0010150451

CSS-IWP#: 512191869564676

FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 789,740.56
CLIN 0009-- Base Fee	\$ 21,294.70
CLIN 0009 -- Est Cost plus Base Fee	\$ 811,035.26
CLIN 0010 --Award Fee	\$ 49,694.40
CLIN 0011 --Travel	\$ 12,444.31
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 873,173.97

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
China Lake, CA	Point Mugu, CA	1	3	5
Point Mugu, CA	China Lake, CA	1	2	5
China Lake, CA	San Diego, CA	1	2	5
Point Mugu, CA	San Diego, CA	1	2	5

Section C - Descriptions and Specifications

SOW

6.8 Technical/Management Logistics Support Services

N68936-04-D-0008 Task Order 0087
6.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SCOPE PROFILE:

The Technical Data Direct Product Account provides the full spectrum of Technical Data services. The contractor shall provide Technical Data services including data tracking, configuration/data management, and archive/on-line viewing library management, with data storage, data retrieval, and publishing functions. The DPA provides the Library of Electronic Data System (LEDS). This system provides to our weapons programs a wide variety of distribution and archive capabilities for Technical Data, servicing users nation-wide. Various data management databases are Configuration and Data Management Support System (CADMSS) and Product Center. The archive/on-line viewing library contains the full spectrum of technical data for a large number of weapons programs and associated systems, including engineering drawings and associated lists, specifications, ECPs, NORs, SCNs, Deviations, Waivers and associated documentation, ranging from Technical/Training manuals to plans/schedules, many of which are CDRL submittals from various contractors. Provide documentation support related to CDRL Submittal Staging, Engineering Drawings, Specifications and Technical Manual services. Incorporate Government approved and authorized changes/additions to the archive/on-line-viewing library on the Code 333000D server. Create and revise Engineering drawings, Specifications and Technical manuals, electronically documenting and incorporating authorized changes to these documents. Verify electronic data entered by performing quality check/review of documents in process. Have a working understanding of electronic specifications and technical manuals desk procedures. The ability to electronically document and manipulate software files, supporting the data exchange using JCALS Standards. Must be able to perform the required documentation support functions using the following software applications: required CAD and electronic publishing/word processing software (Interleaf V, Quark X-Press, Ventura Publisher, Microsoft Word, WordPerfect, MacDraw Pro, AppleScan, OmniPage, Arbortext, IslandDraw, IslandPaint, World View, MacFlow, Ashlar Vellum, LD Scan 4000, Cannon File 250, CFView, AutoCAD, AutoCAD Overlay, Intergraph Veri-Best PCB, a number of file conversion filters, and corresponding support software packages) running on PC/Sun platforms.

Contractor will interface with NATEC, and various commands to accomplish the required tasks. This may include but are not limited to coordinate data calls, label requests, TPDR resolution, and library/documentation tasks. Current Technical Manual generation procedures, and interface issues to allow the smooth data transfer between various commands, and customers as required. Documentation of files as required to meet various data calls, including file size, software utilized and level of changes made to various publications. Naval Message traffic, including generation and tracking will be required as they pertain to CFA publications, which are generated in the Technical Data Direct Product Account.

Contractor may provide on-site functional leads required for this task order. One lead will be designated for the task order. Others will be designated for specific functional areas. In addition to supervisory duties, the on-site leads shall perform as a working member of Technical Data Support Division's Computer Aided engineering team and must possess the necessary skills to function as a working member of the group and not solely in a supervisory mode. A 24-hour shift may be required for this task order. The work schedule will be 8 hour days, five days a week, with no "Flex" Friday schedule. The first shift will be 0700 to 1600 (one hour lunch break), second shift will be 1530 to 0030 (one hour lunch break) and the third shift will be 2330 to 0800 (one half hour lunch break).

The contractor shall be able to support 24-hour turnaround requirements for Priority 1 digital Contract Data Requirements List (CDRL) submittal staging tasks and the associated CADMSS and Product Center data entry for these Technical Data deliverables. This requires close functional coordination and demands absolute minimum process times from everyone. There is almost no contingency allowance in the schedule for these Priority 1 deliverables. A 24-hour shift may be required for this task order to fully utilize the equipment and personnel and meet the 24-hour turnaround requirements. The Government will provide a two week notification to the Contractor prior to start of the 24 hour shift.

Contractor daily tasking will be delineated via internal job-tracking procedures. Current procedures will be maintained. Cover Sheets for each job will outline expected results. The Contractor shall provide a Log-In Desk, and shall track the status of every Cover Sheet task from task initiation to task completion and closeout, IAW the Operations Manual/Desk Procedures. The Contractor shall, within one hour of task submittal, verify and enter tracking information into a tracking database supplied by the Government. The Contractor shall update status information within one hour of any event that affects the status of tasks in progress. The Contractor shall verify that all Cover Sheet requirements have been satisfied and all deliverables have been prepared IAW the Operations Manual/Desk Procedures, and shall notify the Requester on the Cover Sheet by electronic mail or telephone within one hour of task completion. After the Requester has signed the transmittal(s) for all deliverables, the Contractor shall close the task in the tracking database. The Contractor shall, upon request by the TA, print out a status report of the Cover Sheets and attend a Status Meeting, these meetings may be weekly.

The Contractor shall, when specified by the Cover Sheet, IAW the Operations Manual/Desk Procedures, provide configuration/data management services, to generate, update, and verify information through data entry, data extraction, and database analysis IAW requirements on the Cover Sheet. The databases include CADMSS, Product Center, and other program-specific and task-specific databases. The Contractor shall provide personnel knowledgeable and experienced in the application of configuration and data management concepts, terminology, and practices, and certified in the CADMSS and Product Center systems. Certification at 95% is desired immediately.

The Contractor shall provide certification training for all personnel performing CADMSS/Product Center configuration/data management tasks under this task order. Contractor CADMSS/ Product Center certification candidates shall score a minimum of 85% on the respective Certification Test in 15 calendar days or less, and shall be fully certified at a minimum of 95% within 90 calendar days of being assigned to this Task Order. A Contractor, fully certified at 95% in CADMSS/Product Center, shall conduct training, testing, and scoring, using the applicable Training Plan and Certification Test supplied by the Government (2.2, a. through d.), with Government acceptance of results. Individual Contractor certification and CADMSS or Product Center passwords may be revoked if performance (calculated using the same weight factors applied to the test scores) drops and is documented below the achieved certification level for a period of one week.

The CADMSS and Product Center Certification Tests encompass necessary elements of basic configuration/data management concepts, terminology, and practices, as well as the operating functions within CADMSS or Product Center. The tests are standardized for objective scoring. Test scores are calculated, applying weight factors that reflect the relative importance of each CADMSS or Product Center data element type.

Accuracy and throughput are both highlighted as critical performance factors on this task. Extracted reports have little value if database accuracy falls below 95%, and the contractually driven 24-hour turnaround requirements for Priority 1 CADMSS/Product Center data entry must be met. Service rates are set assuming 95% certification-level accuracy and throughput proficiency.

The Contractor shall, when specified by the Cover Sheet, perform CADMSS/Product Center or other database data entry from Government furnished documentation, including Engineering Drawings, Specifications, Engineering Change Proposals (ECPs), Request for Deviations (RFDs), Request for Waivers (RFWs), Contractor In-house Change Paper, contracts, and contract data. Data entry shall be completed within 24 hours of receipt of a Cover Sheet/GFI, and shall be performed IAW the CADMSS/Product Center or other user manuals, modified by any program-specific tailoring documented in the Operations Manual/Desk Procedures (2.1, e.). The Contractor shall perform a quality check of data entry against input to ensure database accuracy equals/exceeds the minimum requirement for that program. Data entry errors shall be corrected within one hour of discovery

The contractor shall provide help desk support to our LEDS customers as follows:

- Set up/maintain/delete user accounts.
- Handle Trouble calls dealing with user/data access issues in LEDs/ProductCenter.
- Administer user/server access controls through Netscape Administrative Console.
- Resolve/determine appropriate course of action for customer issues/concerns.
- Act as a point of contact involving system/network problems.
- Compose/distribute user notification memos regarding LEDs/ProductCenter.
- Develop/maintain procedural documentation for help desk operations.
- The contractor shall provide data entry in support of the LEDS/Product Center library system
- Data entry for technical drawings, specifications, engineering change papers (ECN, ECP, NOR, RDW, etc...), and contract data for multiple weapons programs.
- Develop/maintain procedural documentation for ProductCenter Data Entry operations.
- Add new classes to ProductCenter Class structure as needed.
- Move/delete erroneously entered data. (ProductCenter Administrative duties).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page 2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>
	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command’s designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the</p>

	<p>manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>5. Efforts involving classified material shall be performed in accordance with DOD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information. All classified documents will be page and paragraph marked as required by DOD 5220.22-M, as modified by OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.</p>

X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.

X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Level 8, CAD to CAD conversion: The conversion of one CAD application file to another application file. An example would be to convert a CADKEY file to AutoCAD.
X	Level 9, 2 Dimensional (2D) CAD Perfect Level 7 application file, to 3 Dimension (3D) Definition Model. Configuration geometry shall be modeled as full-scale (1:1) solid, surfacing or 3D wireframe techniques. The 3D definition techniques shall vary according to the type of part/assembly being presented for conversion.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.
X	1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
X	1. In accordance with requirements set forth in task orders, the contractor may be required to support, operate, maintain, store, and manage the Navy's digital and non-digital drawing files, technical manual libraries, technical manual data package repository, configuration management and other programmatic data files and databases. These efforts may be required at either Navy facilities, other DOD facilities, or at DOD contractor facilities, as specified in individual Task Orders. The term library(ies) shall be used to mean library, repository, or DCC. This effort is in direct support of Naval Aviation Systems TEAM mission areas, including aircraft, weapons, and target systems/subsystems and related items.
X	2. Libraries support the administrative and general technical data requirements directly applicable to the day-to-day operations of TEAM sites. Libraries operate as independent functional entities. A library is a location where data/media are maintained for storage, retrieval, replication, distribution, and archiving. The library/repository/DCC maintains data/media by providing data management functions and by providing accountability of data/media to support requirements for such data. The contractor shall operate libraries and provide to the Government data/media

	management, confidential, unclassified, and sensitive administrative project support as required by Task Orders. When Secret/ Classified data/medium is maintained, libraries shall establish a Secret/Classified Document Control process to provide accountability of data/media and to perform data management functions necessary to support the various libraries.
X	3. The Contractor shall operate and maintain an inventory of technical data/media (SECRET in accordance with OPNAVINST 5510.1H and the NAWC-WPNS Note 5511, and confidential and unclassified in accordance with the OPNAVINST 5510.1H). The contractor shall maintain an accurate inventory using an automated database tracking system. The tracking system shall be capable of providing Reports necessary to ensure full and accurate accountability of SECRET data/medium, i.e., Secret Log, Destruction Log, Archival Log, Permanent Retention Log. Software changes to or configuration management of the database may be required to be performed by the Contractor on a system compatible with systems and networks used by the Government's technical area that is supported by the libraries including technical area network and local area networks. The Contractor shall provide Data Control and Data Management familiarization, training and quality control to the Government/Contractor during the transfer/transition of data/medium inventories NLT 10 days before end of the contract period of performance. The contractor shall assume responsibility for all related tasks, including mail operations related to libraries.
X	4. The Government will provide copies of instructions, procedures, and regulations required for the management of the libraries. It is the Contractor's responsibility to maintain the most current issue or changes, to ensure that the Contractor's employees have a thorough working knowledge of these instructions and procedures and that they are kept abreast of any changes that apply to the technical tasks defined in this SOW. Such documentation shall include, but not be limited to, those listed in Attachment C.
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(1) The Contractor shall receive all data/media for the library, log, control and identify the data/media (Classified, Unclassified or Confidential) for applicable storage location. Review for security classification, appropriate page markings, distribution and destruction statements, and downgrade information. Quantity of data/media received will be estimated for each task order. The Contractor shall follow security procedures in accordance with Industrial Security Manual, DOD 5220.22-M, OPNAVINST 5510.1H and other Security guides and instructions such as appropriate guidelines, and comply with DD-254.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
X	(3) The Contractor shall log incoming data/media, complete document subject line, date, originator, date received, classification, disposition; shall assign control number and process for card identification, bar-code (as appropriate); and shall file in appropriate location to maintain an accurate, secure, and easily retrievable data/medium inventory. The Contractor shall enter data/media elements (e.g., date received, accession control number, issue date, master or copy, number of copies, security classification, NAWCWPNS CDC number, etc.) into the designated automated (bar-coded) library database to provide automated traceability and retrieval using bar coding (as appropriate). The Government will provide the Contractor a list of data managers and Government representatives who shall be notified either by written or oral notification, within a specified time of receipt of data/media (as specified in Task Order) The Contractor shall notify the appropriate individual of any discrepancies noted in the data/medium review.
	B. Data/Media Control.
XX	(1) The Contractor shall maintain data/media in the identified library in a space provided by the Government or at the contractor facility, as specified in the Task Order, that allows easy retrieval of the data/media and complies with all applicable security procedures and regulations. The Contractor shall ensure a secure environment of all controlled and uncontrolled data/media up to and including SECRET and SECRET NO CONTRACTOR (See DD254). With approval of and briefing from the controlling agency, the contractor may be authorized to control Limited Distribution (LIMDIS) & NATO information. The current level of data/media inventory for each library shall be specified in the Task Order. However, new data/medium received and old or duplicate data/medium destroyed on a continuous basis may increase or decrease the total inventory.
X	(2) The Contractor shall be responsible for the control of data/media access, data/media removal (transmitted, on-site storage, archived or destruction), data/media update, i.e., incorporation of change pages, data reproduction and

	data/media destruction for all library inventories. Each transaction of a SECRET item shall be annotated as required by local command for incorporation into the SECRET log to ensure a complete audit trail is available for every master and copy of every SECRET data item.
X	(3) The Contractor shall maintain a walk-up service counter area for data/medium check-in and check-out. Responsibilities shall include: (1) control and access, (2) control of removal, (3) control of changes, and (4) control of destruction of all data/medium. In addition, the SDCC/DCC personnel shall accept and serialize all Department CLASSIFIED, properly marked "Burn" pick-up. Counter services are required on a continuous basis throughout the normal hours of operation of the site (as defined in Task Order).
X	(4) The Contractor shall maintain a current "Need-to-Know (NTK) List provided by the Government. The NTK list shall identify, at a minimum, system project authorization, an individual, code, telephone number, address, and level of access. If other than DOD personnel require access to the project data/media, additional information is required and shall include: contract number/task order number and expiration date of required access. The Contractor shall ensure that ONLY AUTHORIZED PERSONNEL are allowed to view or check-out data/media controlled by the library
X	(5) The Contractor shall verify that a requester has the appropriate NTK and security clearance prior to releasing classified or sensitive data/media. If a courier is utilized, either government or contractor support, the Contractor shall verify the courier has current identification to transport classified data/medium (i.e. NAWCWPNS signed/approved courier papers). The Government furnished Security Access List will cite the clearance level for all Government and Government Contractor personnel.
X	(6) The Contractor shall also perform data entry to update and maintain data base tracking (e.g., bar coding) systems or other automated systems as appropriate.
	C. Data/Media Management.
X	(1) The Contractor shall perform record-keeping for data/media identification, location, access history and change history to include configuration status accounting of project/administrative data/media. The Contractor shall provide to the appropriate Government official and the Contracting Officer's Representative (COR)/Task Order Manager periodic status reports for management and contractual accountability purposes. The Contractor shall also report to the appropriate Government official, all data/media discrepancies, identify any update requirements and schedules for updating of data/media items when applicable.
X	(2) The Contractor shall enter data/media elements (i.e. data received, accession control number, issue data, master or copy, number of copies, security classification, Classified Document Control number, etc.) into the designated library database to provide automated tracability and customer researchable characteristics for access and retrievability.
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures • Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval • Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	4. Technical Data Maintenance.
X	As specified by task order, the Contractor shall maintain data status changes in configuration and data management systems such as, but not limited to, Configuration and Data Management Support System (CADMSS),

	Configuration and Data Satellite (CADSAT), AUTOSERD, or SERMIS. The Contractor shall receive, record, and input Government Furnished Information (GFI) documents, verify the data inputs, and return the documents for Government disposition. For existing systems, written operating instructions or desk book procedures may be provided with the task order. The Contractor shall attend working sessions to resolve problems in the areas of maintenance and operation of data management systems.
	3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:
X	2. As specified by task order, the Contractor shall review TDPs (furnished as GFI) for technical accuracy, prepare subsequent changes for inclusion to the data package, make recommendations for changes with supporting rationale, and upon approval by the Government, incorporate the changes in the technical data package. The Contractor shall evaluate the changes for their immediate or potential impact upon the data package. Delivered data packages shall comply with the requirements specified by the task order. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats: Standard Generalized Mark-up Language (SGML), Initial Graphics Exchange Specification (IGES), Computer Graphics Metafile (CGM), or International Consultative Committee on Telegraphy and Telephony (CCITT-4) and it may require the data to be delivered on tape or CD-ROM medium. The contractor shall also be able to scan existing manually prepared drawings and specification and perform change maintenance utilizing computer aided drafting software. The contractor shall have the capability to deliver the data files as intelligent databases and/or viewing files as specified in the delivery order.
X	3. As specified by task order, the Contractor shall utilize GFI to prepare various types of technical documentation to support systems and programs. This documentation shall include, but will not be limited to weapon systems user guides, application notes, installation drawings and checkout procedures, technical directives, and technical bulletins. The Contractor shall ensure that the resulting documentation is accurate and complies with the technical source information. The original source data may not be in the format required for the final product specified by the task order.
X	4. As specified by task order, the Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices as specified by task order.
X	5. As specified by task order, the Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor, as specified by the task order, shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above or as otherwise listed by the task order.
X	6. As specified by task order, the Contractor shall prepare and deliver a plan with inspection procedures and acceptance criteria for technical data package inspections to meet the applicable provisions of the task order and provide supporting rationale for each inspection and acceptance element.
X	7. Engineering Drawings and Associated Lists. As specified by task order, the Contractor shall prepare or modify engineering drawings and associated lists to meet the requirements of the task order. The Government will provide, as GFI, change descriptions, drawing originals, models, or rough-draft sketches. Task orders will specify the required format of the drawings. Prior to delivering completed drawing packages, the Contractor shall inspect each new or modified drawing to ensure compliance with task order.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930 NH2C 252 77777 0 054219 2F 000000

COST CODE: 000005020200

AMOUNT: \$873,173.97

CIN 001015045100001: \$873,173.97

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0088		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Dec 12		4. REQ./ PURCH. REQUEST NO. 0010159471		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE N68936		7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				CODE S5111A			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
16. TYPE OF ORDER		DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
		PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:									
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:													
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule													
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT		
SEE SCHEDULE													
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL \$1,884,978.00		26. DIFFERENCES	
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED													
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS			
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.			
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.			

Section B - Supplies or Services and Prices

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0009	Services as Specified in Task Order 0088 Statement of Work, Section C and with The Basic Contract Statement of Work.	54,520	HRS	Est Cost: Base Fee: Est Cost Plus Fee:	\$1,691,384 <u>\$ 57,192</u> \$1,748,576
	PR: 0010159471 ACRN AA: \$278,691.18 CIN: 001015947100001				
0010	Award Fee in Support of CLIN 0009.	1	LOT	NTE	\$ 133,465
	PR: 0010159471 ACRN AA: \$20,857.80 CIN: 001015947100001				
0011	Travel in Support of CLIN 0009.	1	LOT	NTE	\$ 2,937
	PR: 0010159471 ACRN AA: \$451.02 CIN: 001015947100001				
0012	Materials in Support of CLIN 0009.	1	LOT	NTE	\$ 0
0013	Data in Accordance with DD Form 1423, Exhibit A (CDRL) of the Basic Contract.	1	LOT	NSP	NSP
	Total CPAF				\$1,884,978

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$300,000.00**. The allotted funding will cover approximately **15%** of the total effort. The balance to fully fund the task order is **\$1,584,978**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 54,520 direct labor hours. The estimated composition of hours is as follows:

CATEGORY	HOURS
Sr. Program/Project Control Specialist	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> b(4) </div>
Configuration Management Specialist	
Data Technician	
Functional Systems Analyst	
Total	54,520

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 12 December 2005 to 30 November 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C

NAWCAD

22477 Peary Road, Bldg. 516

Patuxent River, MD 20670

(301) 757-1046

The Task Order COR is:

Erin Yakes
 NATEC
 P.O. Box 357031, Bldg. 90
 NAS North Island
 San Diego, CA 92135-7031
 Phone: (619) 545-3646
 E-mail: erin.yakes@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4A 252 00019 0 050119 2D 000000 000001604000

Amount: \$300,000.00

PID/PR: 0010159471

CSS-IWP#: 328125665364701

FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 269,753.34
CLIN 0009-- Base Fee	\$ 8,937.84
CLIN 0009 -- Est Cost plus Base Fee	\$ 278,691.18
CLIN 0010 --Award Fee	\$ 20,857.80
CLIN 0011 --Travel	\$ 451.02
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 300,000.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	Philadelphia, PA	2	1	5

Section C - Descriptions and Specifications

3.3 Technical/Management Logistics Support Services

N68936-04-D-0008 Alutiiq

TO 0088/CSS REF 0862

3.0 TEAM Logistics Task Order (TO)

Statement of Work (SOW)

SCOPE PROFILE:

1. The Contractor shall provide readily available and well-documented interface with internal and external customers and administrative and other business related duties for NATEC. The contractor shall work Monday through Friday, eight hours per day, exclusive of the lunch period. The contractor shall begin work between 6:00am and 7:00am and end work between 2:30pm and 3:30pm. The mailroom hours are indicated below.

2. Contractor duties shall include but not be limited to conversion of paper and digital product data to digital format in accordance with the current NATEC conversion guidelines, applicable NATEC Standard Operating Procedures (SOPs), this SOW and applicable Government instructions and post to NATEC Web site; conversion of engineering drawings and associated documents to a digital format in accordance with NATEC SOPs and applicable specifications and post to the NATEC Joint Engineering Data Management Information System (JEDMICS) Magnetic Disk Server (MDS); research of publications identified as out-of-stock. Research will determine publication currency/obsolescence and priority for scanning/reprinting. Contractor shall load this information into the Technical Manual Application System (TMAPS) Database; and staging of publications for scanning/reprinting and perform scanning on an emergency basis.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
	E. Portable Document Format (PDF)
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion. (A) Publication Digitization Effort – Contractor shall convert paper manuals into a digital format, make PDF manuals compatible with the NATEC Conversion Guideline and Current Allowable and Non-allowable Formats for Print On Demand (POD) POD G and POD D (each available on the NATEC Web Site) as required and post to the NATEC Web site. Publications in paper shall be converted to digital format in accordance with Editing and Conversion Team Standard Operating Procedures and Checklist, attachments (1) and (2) and as described below: (i) Scan all technical manuals, technical directives, Interim Rapid Action Changes (IRAC’s), Naval Air Standard Operating Procedures Standardization (NATOPS) IC’s, publication changes and any other publications that NATEC needs in order to perform its mission. (ii) Clean all TIFF images of all technical manuals, technical directives, IRAC’s, NATOPS IC’s, publication changes and any other publications that NATEC needs in order to perform its mission. (iii) Produce PDF files of all technical manuals, technical directives, IRAC’s, NATOPS IC’s, publication changes and any other publications that NATEC needs in order to perform its mission in accordance with the NATEC

	<p>Conversion Guidelines.</p> <p>(iv) Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G (attached)</p> <p>(v) Post to the NATEC web site technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes, Installation Drawing Packages (IDPs), Multimedia Job Performance Aids (MJPA's) and any other publication in an approved NAVAIR 6.8.5 electronic format.</p> <p>(vi) Archive all technical data that are posted to the NATEC web site.</p> <p>(vii) Technical manuals, technical directives, IRAC's, NATOPS IC's, publication changes and any other publications provided in PDF shall be converted to the NATEC Conversion Guidelines. Create POD G files for all PDF files that are in a current allowable POD G format defined in NATEC Current Allowable and Non-allowable Formats for POD G. Contractor shall post the PDF files to the NATEC web site and shall archive all technical manuals that are posted.</p> <p>(viii) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).</p> <p>(B) Technical Directive (TDs) Digitization Effort – Contractor shall convert TDs into a PDF format and make PDF TDs compatible with the NATEC Conversion Guideline.</p> <p>(i) Scan all TDs that NATEC needs in order to perform its mission.</p> <p>(ii) Clean all TIFF images of all TDs that NATEC needs in order to perform its mission.</p> <p>(iii) Produce PDF files of all TDs that NATEC needs in order to perform its mission in accordance with the NATEC Conversion Guidelines.</p> <p>(iv) Post the TDs to the NATEC web site.</p> <p>(v) Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).</p> <p>(vi) Provide monthly status reports to the NATEC Web Project Lead of all data compilation completed by the web project team in accordance with the template provided in Attachment (3).</p>
X	<p>5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.</p> <p>(A). Perform Quality Assurance (QA) procedures on all engineering drawings and associated documents in accordance with NATEC JEDMICS Quality Assurance SOP, attachment (4), JEDMICS PC Users Guide, attachment (5), WebJEDMICS User's Guide, attachment (6) latest revisions. Incorrect work will be returned for rework.</p>
X	<p>6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to Level 2 through Level 9.</p> <p>(A) Scan engineering drawings and associated documents from aperture card and hard copy into JEDMICS in accordance with NATEC JEDMICS Standard Operating Procedures for Scanners, attachment (7), The JEDMICS Input (SCAN) Subsystem User's Guide, attachment (8) and Output User Guide, attachment (9) latest revisions. Incorrect work will be returned for rework.</p> <p>(B) Provide data analysis upon request in accordance with SOPs, attachment (10).</p> <p>(C) Provide status reports to the NATEC JEDMICS Supervisor, code 6.8.5.3, of all data production completed by each technician by data type in accordance with SOPs. Attachment (11) is provided as a sample.</p>
	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>
X	<p>1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.</p> <p>(a) The contractor shall be thoroughly familiar with the 00-25-100 Naval Air Systems Command Technical Manual Program Manual. The contractor shall process customer requests, including Automatic Distribution Requirements Listings (ADRL), Initial Outfitting Lists (IOL), electronic Publication Order Sheets (ePOS), Number Assignments, Manual Cancellations, ADRL Account Cancellations, Military Standard Requisition and Issue Procedures (MILSTRIP) requisitions, and orders for Print On Demand</p>

	<p>(POD) manuals, and Reprints of manuals to replenish shelf stock.</p> <p>(b) The contractor shall update and retrieve information from customer database and use customer database to generate mailing labels and shipping documentation for distribution of technical manuals. Contractor shall update and retrieve information from technical manual database, library and archive databases.</p> <p>(c) The contractor shall convert manuals to Print On Demand Status, maintain continuous exchange of information with customers, and follow through on customer requests via telephone, email, mail and fax, fulfill customer technical manual requirements for deploying fleet activities, using internal NATEC processes in the Technical Manuals Distribution Desktop Procedures, provided either in a loose-leaf binder at each contractor's desk or on the NATEC web site as well as standard military supply processes set forth in NAVSUP P485 Volume 3 and DOD 4000.25.-1-M.</p> <p>(d) The contractor shall record all telephone calls, official correspondence, email and other internal and external customer contact in accordance with distribution division procedures.</p> <p>(e) The contractor shall assist in maintaining Technical Publications Library and Archives, update shelf copies of manuals as required, assist customers in locating technical data as needed, perform inventory of library and archives, prepare manuals for scanning.</p> <p>(f) The contractor shall interface with Document Automation and Production Service (DAPS) personnel, order copies of manuals for urgent customer requirements and for fulfillment of standard supply system requisitions, maintain and update databases containing information about technical manuals.</p> <p>(g) The contractor shall research information, such as outstanding Interim Rapid Action Changes, publication history, distribution requirements, aircraft applicability, part numbers, Navy stock numbers and cross-service publication numbers, in regard to technical manuals, using multiple databases and points of contact.</p> <p>(h) The contractor shall perform data entry of work unit code and maintenance plan information into multiple databases, based on information and guidance provided by Department Manager or Branch Supervisor, or Branch Team Lead. The contractor shall assist in generating work unit code manuals from said databases and prepare work unit code manuals to be posted to the NATEC web site, for automatic distribution and for requisition via the Print On Demand system. The contractor shall be proficient in PDF editing, MS Word, Access, Excel, and Power Point. The contractor shall prepare maintenance plans for archiving.</p> <p>(i) The Contractor shall be thoroughly familiar with the 00-25-300, the NAVAIR Technical Directives System Management and Procedures Manual. The contractor shall process all incoming Technical Directives (TDs). This includes a multitude of tasks, which may include:</p> <ol style="list-style-type: none"> (1) Performing data entry tasks to log all incoming work (number assignments, Change or Bulletin TDs, message/letter/paper formats) into the Technical Manual Application System (TMAPS) database ensuring the following information is entered. Such data will include, but is not necessarily limited to, TD Technician's name, TD Subject, Priority Category, Maintenance Level, TD Preparer Point of Contact (POC) information, Technical Publication Discrepancy Report Disposition Authority (TDA), PMA, TD Issue Date, Target Completion Date, Engineering Change Proposal (ECP) number, Configuration Control Board (CCB) number and date, Document Control Number, Type Model Series (TMS) and Type Equipment (TEC) applications, Page Count, Distribution Code, NSN, Work Unit Code (WUC), distribution date, and P&D costs.. (2) Forward formal Installation Data Packages (IDP) and/or Multimedia Job Performance Aid (MJPA) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for processing and input into the Drawing Repository. Post informal-IDPs that are not formal drawings behind TDs on the web site if not proprietary, otherwise sensitive or too large to view in this format. Any informal IDPs that are not posted must be archived. (3) Using NLL, assign a NSN to any Change TD not already having a NSN. Create/update the applicable NLL metadata records. (4) Make all Change TDs Print-On-Demandable (PODable). Update NLL and TMAPS accordingly. (5) Process TDs, that are to be printed, for DAPS, including creating special DAPS file, determining/providing DAPS funding data and mailing labels. (6) Route work to designated technicians, as directed, for QA. Provide QA, as directed, on other technicians' work. (7) Provide one hard copy for preparation of the TD weekly summary. Prepare TD Weekly Summary, and see that it is sent out as a naval message. Post copy, and enter DTG, of message in TMAPS. (8) The Contractor shall provide customer interface and support services that may include: Respond to all customer TD inquiries received via centralized electronic mailbox, personal/forwarded e-mails or
--	--

	<p>the phone. Research, analyze and resolve issues. Use TMAPS, other databases and master logbook files to locate pertinent data; Ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(9) Identify legacy TDs that are missing from web. Determine priorities, locate copies, and digitize/cleanup/format as necessary to post TDs to web. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP), or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p> <p>(10) Inventory, organize and maintain paper archives of TDs and related data. Maintain electronic inventory of this data.</p> <p>(11) The Contractor shall provide general clerical duties in support of the TD Branch operations. These duties may include, but are not limited to, maintaining the master TD repository; Scanning TDs in accordance with paragraph 3.3 above; research and analysis; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD processing status; Attend TD team meetings; and Provide assistance in the development of new processes and procedures. Compile, using all available data, Weekly, Monthly, Yearly and cumulative to-date production data for TD Weekly Metrics Reports (See Attachment 12) and/or data required for the inevitable, unexpected data calls.</p> <p>(i) The Contractor shall process all issued Technical Directives. This includes a multitude of tasks, which may include: updating the TMAPS database with distribution date and printing cost; initiate an ePOS if necessary: route completed TDs to respective technician for Quality Assurance (QA) review; and provide one hard copy for preparation of the TD weekly summary.</p> <p>(j) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; and ensure new record entries are made into TMAPS for TDs disseminated via message or letter.</p> <p>(k) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Ensure digital availability of TDs on the NATEC Web Site to satisfy fleet and other customer requests. Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(l) The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Scanning TDs in accordance with paragraph 3.3 above, research and distribution status; clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.
X	<p>6. The contractor shall provide research and support in the management of data requested under the Government and Cash Sales programs.</p> <p>A. The contractor shall provided research and support in the management of data requested under the Government, Fleet, and U. S. Qualified Contractor Program for Private Industry Cash Sales engineering drawing and NAVAIR publication programs.</p> <p>B. The contractor shall perform administrative and other business related duties as well as those described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC</p>

	<p>instructions, directives and policies.</p> <p>C. The contractor shall perform duties to include: scanning, keypunch, computer equipment and databases as required to complete assigned tasks. Draft letters from boiler plate for communications with and billing of customers to include formal correspondence for technical data review. Tickler tracker file shall be maintained to track task assignment of progress of request(s) and billing of customer. Perform data and database entry and data management.</p> <p>D. The contractor shall perform paper, film and electronic filing of records, correspondence and other data as required.</p> <p>E. The contractor shall answer, initiate and log phone calls and correspondence to and from internal and external customers. Provide email and other documentation as required.</p> <p>F. The contractor shall research and build data tool sets for technical data packages to include engineering drawings and technical publications provided in CD, engineering drawing electronic NATEC database, paper and aperture card format, in order to complete customer technical data requests.</p> <p>G. The contractor shall research technical publications and engineering drawings via NATEC database and customer database. Pull engineering drawings in film format. Return of film format engineering drawing to files, and other filing tasks as applicable in support of NATEC Distribution and Repository functions.</p> <p>H. The contractor shall review technical data (engineering drawings and NAVAIR publications) for distribution release per applicable regulations as provided to the contractor by Department Manager, Branch Supervisor or Team Leads and described in the standard operating procedures, desktop procedures, OPNAV, SECNAV, DOD, DODD, NAVAIR, NATEC instructions, directives and policies.</p> <p>I. The contractor shall keep detailed records of work accomplished, including all telephone calls, facsimiles, email contacts and database request tracking system with internal and external customers, attachments (13 and 14). Provide reports to Department Manager, Branch Supervisor or Team Leads regarding production work task assignment status, customer contact, and official correspondence, attachments (13 and 14).</p> <p>J. Update and maintain configuration control of all databases including TMAPS, the Naval Logistics Library (NLL), and the Document Automation and Production Service (DAPS).</p>
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
	A. Data/Media receipt, review and entry.
X	(2) The contractor shall review data/media received for completeness, condition and accuracy (i.e. classification markings, source identification, revision level, number of copies, sequential page count, and issue date) as per the attached transmitting paperwork and Standard Operating Procedure (SOP) requirements. If appropriate, the cognizant Data Manager shall be notified upon receipt of data and shall be advised of any discrepancies immediately.
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(3) The Contractor shall provide duplication of data/media for in-house data/media reproduction.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	(2) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required. (a) Respond to routine inquiries from customers.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications,

cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.

(A) In support of the NATEC Distribution Branch, the contractor will research all publications that are identified as “Out-Of-Stock (OOS),” and provide Out-of-Stock Report, Attachment (15), to Distribution Supervisor. Through this research, the contractor will determine the currency/obsolescence of the publications and the priority for scanning/reprinting. The contractor will load this information into the Technical Manual Application System Database. The contractor will also stage the publications for scanning/reprinting, and perform scanning on an emergency basis.

1. The contractor will perform the following steps in performing this effort in support of the NATEC Distribution Branch:

Step (1): Identify the source (s) that will be used to research publications and identify those publications that are out of stock.

The contractor will support the NATEC Distribution Branch in its management and control of the “out of stock” process and Reprint Log. The contractor will assist the NATEC Distribution Division in researching the NLL and NAVICP to identify pubs that are out of stock.

Step (2): Identify how the obsolescence/currency of the publications will be identified.

The contractor will support the NATEC Distribution Branch throughout the “Out-Of-Stock (OOS)” process, as required, including the identification of the obsolescence/currency of the pubs.

Step (3): Provide recommendations regarding the priority of the pubs for scanning/reprinting.

The contractor in conjunction with the NATEC Distribution Branch will review demand data and recommend priorities based on either demand data (NLL, NAVICP, Defense Automated Addressing System (DAAS)), or special circumstances (availability [maintenance] impact to Fleet aircraft, “paying” customers, including Foreign Military Sales (FMS), and special interest programs).

When database access is authorized, the contractor will load all information researched into the Technical Manual Application System (TMAPS) Database on a regular basis as specified by the NATEC Distribution Branch.

Step (4): Stage the publications for scanning/reprinting.

Since the scanning and reprinting functions are dependent upon the media in which the publications are received, the contractor will stage scanned pubs for scanning as they are received based on the priority of the platform as assigned by NATEC; reprinting is a function of demand and such items as NATOPS and colored print pubs will be staged for reprinting on demand and distribution.

Actual publications or Master Data Packages (MDPs) on-site at NATEC will remain in their existing repository location until the day scheduled for the scanning operation. Following scanning and Quality Assurance (QA) of the scanned material, all materials will be returned to their repository location. If the publications or MDPs are not at NATEC, the contractor will contact the Technical Update Authority (TUA) for a complete copy. This copy will be held at scanning until the scanning and QA are complete at which time the contractor will deliver the copy for archiving at NATEC.

The contractor will propose an electronic scanning workload management system that could be used to monitor changes in priorities. This type of system could be implemented with a simple work list, using EXCEL.

	<p>Step (5): Perform the scanning function (on an emergency basis).</p> <p>As required and if building access is authorized by NATEC, the contractor will coordinate with NATEC and DAPS and prioritize scanning efforts to meet "emergency" requirements and to perform the scanning function. As required for exceptionally high priority scanning requirements, the contractor will recommend contingency scanning arrangements to the NATEC Distribution Branch.</p>
	K. Data Dissemination.
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	L. Mail Operations.
X	<p>(1) The Contractor shall on a periodic (e.g., daily) basis receive, sort, and process data received via guard mail, postal delivery and Message Dissemination System.</p> <ol style="list-style-type: none"> The Contractor shall receive, sort, process and deliver mail, guard mail and freight in accordance with OPNAVINST 5112.5A and DOD Postal Instruction 4525-6-M. Track and maintain cost accounting for Express Mail accounts and delivery receipts. Upon notification of equipment malfunctions the Contractor will provide minor maintenance to office equipment such as: copiers, fax machines, paper shredders and printers. If office equipment needs further maintenance, authorization to call outside sources shall be coordinated through NATEC Facilities Rep. Contractor will coordinate with the appropriate NATEC government representative to order office supplies such as: copier paper, computer printer ribbons/cartridges, and other general office supplies for support of local NATEC operations. Contractor must be able lift up to 50 pounds as required by the receipt and delivery of data, supplies, and freight of NATEC mailroom operations. Contractor will deliver copier paper in support of NATEC Building 2. Maintain and limit access to authorized personnel only in support of the NATEC Mailroom located in Building 90. Maintain the Mailroom in a neat, clean and orderly manner. Contractor shall return mail as required. Contractor shall man the mailroom Monday through Friday from 7:00am to 3:30pm, not to include a half hour lunch break from 11:30am to 12:00pm. Contractor shall complete attachments (16) and (17) and provide them to the NATEC COR by the 5th of each month.
X	(2) The Contractor shall receive and sign for packages of data as required. If appropriate, the cognizant Government personnel will be notified when packages have been received and are available for pickup. The Contractor shall retain a copy of all package receipts, which require a "signature of receipt."
X	(3) The Contractor shall control access to areas where mail, data, media, material and equipment are stored.

CONTRACT ADMINISTRATION DATA

A. GENERAL:

US Citizenship is required. Work performance requires SECRET clearance. Each employee and appropriate corporate officer shall sign the Conflict of Interest and Non-Disclosure Statement, attachment (18) and forward to the NATEC Security Officer.

The contractor shall include in the monthly report the metrics as shown in attachment (19) as a Microsoft Excel attachment.

ATTACHMENTS:

1. Editing and Conversion Team Standard Operating Procedures Dated 09-03-2002
2. Editing and Conversion Team Checklist Dated 04-08-2002
3. PDF Upload Rejection Report
4. NATEC Standard Operating Procedures for Quality Assurance of Engineering Drawings, Current Version
5. JEDMICS PC Application Users Guide, current release
6. Web JEDMICS User's Guide, current release
7. NATEC Standard Operating Procedures for Scanners, current version
8. JEDMICS Input (SCAN) Subsystems User's Guide, current release
9. JEDMICS Output User Guide, current release
10. JEDMICS Data Analysis Report
11. JEDMICS Weekly Summary Report
12. TD Metrics Report
13. JEDMICS Tracking Report
14. FGIS Weekly Fiscal Year Status
15. Out-Of-Stock Report
16. Overnight Mail Log
17. Mailroom Assets List
18. Non-Disclosure Statement
19. Contractor's Progress-Status-Management Report

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0089	3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Jan 20	4. REQ./ PURCH. REQUEST NO. 0010163508	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
---	-------------	--	-------------	---

9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
--	------	--	-------------	--

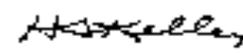
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY		25. TOTAL \$244,033.00
			26. DIFFERENCES

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 (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
--	--------------	--------------------	--------------

f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
---------------------	-------------------	--	-------------	---------------------------------

36. I certify this account is correct and proper for payment.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	---------------------------------	----------------------	---------------------	---------------------

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPAF as specified in Task Order 0089 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$211,731.00
				BASE FEE	\$6,697.00
				SUBTOTAL MAX COST + BASE	<u>\$218,428.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$218,428.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010163508	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001016350800001				\$18,515.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0018 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$15,625.00
TOTAL MAX COST + FEE	\$15,625.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001801 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010163508	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA \$1,324.00
CIN: 001016350800001

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0019 EXERCISED OPTION	Travel COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$9,980.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010163508	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001016350800001			MAX COST	UNDEFINED \$846.00

SCHEDULE INFO

I. SCHEDULE OF SUPPLIES/SERVICES					
<u>Item No.</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Amount</u>
0017	Services as specified in Task Order 0089 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	6265	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$211,731.00 \$6,697.00 \$218,428.00
0018	Award Fee in support of CLIN 0017	01	LOT	NTE	\$15,625.00
0019	Travel in support of CLIN 0017	01	LOT	NTE	\$9,980.00
0020	Materials/ODC's in support of CLIN 0017	01	LOT	NTE	\$0.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$244,033.00

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$20,685.00**. The allotted funding will cover approximately **8%** of the total effort. The balance to fully the task order is **\$223,348.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 6,265 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Senior Documentation Specialist	b(4)
Clerk/Admin Support	
Logistics Manager	
Computer Operator III	
General Clerk III	
Computer Sys Analyst	
Total	6,265

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 20 January 2006 to 19 January 2007.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Rocky R. Hessen
NAS North Island, Bldg. 90
San Diego, CA 92135-7031
Phone: (619) 545-4770
E-mail: rocky.hessen@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761506Y1CF 251 00019 0 050119 2D 000000 PMA265DA1122

Amount: \$20,685.00

PID/PR: 0010163508

CSS-IWP#: 517462186491529

FED: 11/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$ 17,947.00
CLIN 0017-- Base Fee	\$ 568.00
CLIN 0017 -- Est Cost plus Base Fee	\$ 18,515.00
CLIN 0018 --Award Fee	\$ 1,324.00
CLIN 0019 --Travel	\$ 846.00
CLIN 0020 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 20,685.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Company	Departure City	Destination City	Number of Persons	Trips	Days/Trip
Alutiiq	San Diego, CA	PAX River, MD	1	2	5
Alutiiq	San Diego, CA	St. Louis, MO	1	2	5
Anteon	San Diego, CA	PAX River, MD	1	2	4
Anteon	San Diego, CA	St. Louis, MO	1	2	4

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

TO 0089/CSS REF 2039
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and

	<p>integration of multi-format technical data as one of the elements of Integrated Logistics Support.</p> <p>2. (a) Provide technical support in the review of the Original Equipment Manufactures (OEM) contractual documents (e.g., Statements of Work, CDRLs, Delivery Schedules, etc.) for inclusion and compliance with USN requirements and conformance to governing program standards. Provide independent recommendations for required actions to conform to USN requirements.</p>
X	<p>2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.</p>
	<p>3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.</p>
X	<p>3. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.</p> <p>4. (a) The Contractor shall attend logistics management reviews, meetings, conferences, briefings and other significant support activities and events as required to perform analysis in support of the USN. The Contractor shall identify and analyze the issues discussed, record action items assigned, recommend preferred courses of action to resolve action items and prepare draft minutes of the meeting.</p>
X	<p>5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.</p>
X	<p>6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.</p>
	<p>7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.</p>
X	<p>8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.</p>
X	<p>9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.</p>
	<p>3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.</p>

X

1. Contractor shall support the distribution, initial outfitting, and supply of technical data (including technical directives). Through maintenance of user profiles and organizational account data, the contractor shall determine access and distribution requirements (including correct format, media and quantity) for all technical data products in accordance with distribution statements. Contractor shall maintain history, status, and meta-data applicable to technical data. The data shall be administered and capabilities provided for ad hoc reporting, queries, sorts, etc.
 - (a) The Contractor shall be thoroughly familiar with the NA 00-25-300 and the NA 00-25-100 NAVAIR Technical Directives and Technical Publication System Management and Procedures Manuals. The contractor shall process all *incoming* Technical Directives (TD). This includes a multitude of tasks, which may include:
 - (1) Performing data entry tasks to log all incoming work into the Technical Manual Application System (TMAPS) database ensuring the following information is entered: Engineering Change Proposal (ECP), Configuration Control Board (CCB), Work Unit Code (WUC), Page Count, Application (aircraft affectivity) and documentation affected.
 - (2) Prepare TD folders/ labels. Update master logbook file and file new record into incoming work cabinet. Prepare folders for digital TDs received. Print one hard copy for review/working file. Notify Branch government personnel via e-mail of receipt.
 - (3) Forward Installation Data Packages (IDP) received with TD to Joint Engineering Data Management Information and Control System (JEDMICS) for scanning and input into the Drawing Repository. The Contractor shall maintain and update the IDP tracking system.
 - (4) Prepare TDs requiring NAVAIR approval for shipment.
 - (b) The Contractor shall process all *completed* Technical Directives. This includes a multitude of tasks, which may include: Updating the TMAPS database with distribution date and printing cost; routing completed TDs to respective technician for Quality Assurance (QA) review; After QA review post Defense Automated Printing Service (DAPS) reproduction request form from pending to completed; Update the master logbook to reflect distribution date; Provide one hard copy for preparation of the TD weekly summary; Provide a copy for scanning and web site posting; File remaining document into the TD master repository.
 - (c) The Contractor shall support the tasks following the preparation and transmission of the weekly TD summary by providing message Date Time Group (DTG) entries into TMAPS database for each respective TD; Update the master logbooks with the DTG of all TDs generated by message; Update the master logbooks with the serialized letter information for TDs distributed via mail; Ensure new record entries are made into TMAPS for TDs disseminated via message or letter; Ensure TDs generated via naval message or mail have folders, labels and are filed into the master TD repository.
 - (d) The Contractor shall provide customer interface and support services which may include: Analyze and respond to customer inquiries received via centralized electronic mailbox requiring TD research; Utilize database and master logbook files to locate pertinent data (aircraft, technical directive number, and stock number) and track distribution history of TD; Provide copies of TDs to DOD activities other requests shall be directed to the appropriate branch within the Naval Air Technical Data and Engineering Service

	<p>Command (NATEC). Requests for information outside the normal scope of support shall be directed to a TD branch government official.</p> <p>(e) The Contractor shall provide general clerical duties in maintaining the master TD repository, which may include: Maintenance and upkeep of the master TD logbooks; Scanning preparation, research and distribution status; filing of all completed TDs and other clerical duties in support of TD branch operations; Maintain databases used to provide and maintain monthly production reports; Prepare formal correspondence; Maintain and order office supplies when needed; Track and maintain TD scanning status; Attend TD team meetings and provide assistance in the development of new processes and procedures. The Contractor may request assistance from the cognizant Program Office, Naval Aviation Depot (NADEP) or respective Type Commander (TYCOM) to obtain copies of TD not available in the master repository.</p>
X	2. Based on user functional requirements the contractor shall recommend the most effective delivery method for the technical data and appropriate media.
X	3. Contractor shall maintain an accurate and up to date file of activity's requirements for automatic distribution and order/requisition documents for DOD and commercial sources.
X	4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.
X	<p>5. Contractor shall provide both research and support in the management and maintenance of documentation databases and the processing of initial outfitting and requisition processing. Review specified records to determine irregularities and take appropriate corrective actions accordingly.</p> <p>(a). Technical Support to include data entry, security updates, and configuration management of the F/A-18 Production Line Transition (PLT) website is required.</p>
X	6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.
	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).
	E. Data Reproduction.
X	(1) The Contractor shall process data/media for reproduction based upon user/customer request. The Contractor shall prepare the appropriate reproduction request forms and forward complete package in accordance with local SOP and OPNAVINST 5510.1H, as appropriate.
X	(2) The Contractor shall track each request to ensure the timeliness and quality of the product. The Contractor shall notify the Data/Task Order Manager of the date each product will be completed or if such request will not meet the scheduled requirements as provided on the Work Order Request.
	H. Management of Technical Publication Deficiency Reports (TPDRs) and Interim Rapid Action Changes.
X	(1) As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.

	(2) The functionality within the NATEC website will be utilized to accomplish this requirement. Additionally, an inspection of the technical data deliverable will be used to validate incorporation.
X	(3) As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required. (4) The functionality within the NATEC website will be utilized to accomplish this requirement. Additionally, an inspection of the technical data deliverable will be used to validate incorporation.
	I. Technical Documentation Research.
X	The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	K. Data Dissemination
X	(1) The Contractor shall furnish project related data/media to other Government and Government/Contractor facilities or agencies upon approval by the appropriate designated Government representative.
X	(2) The Contractor shall prepare Material Transmittals to officially forward all required data/media in accordance with the Navy Correspondence Manual procedures (SECNAVINST 5216.5C and COMPMTCINST 5216.3) and local SOP.
X	(3) The Contractor shall distribute the approved transmittals using the U.S. Federal Postal services of FIRST CLASS, CERTIFIED, REGISTERED, EXPRESS MAIL or other express carriers approved by the government. Express mail transmittals shall be approved by designated government authority prior to distribution.
	4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.
X	1. Contractor's personnel shall hold a CONFIDENTIAL level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.IH, and all other specific security classification guidelines.
X	2. The Contractor is subject to periodic security inspections to verify compliance with OPNAVINST 5510.IH and other security regulations. This inspection is under the cognizance of the Defense Security Service (DSS). DSS will provide the government with a written assessment of the Contractor employees' knowledge and implementation of all applicable security regulations and guidelines in compliance with the most current issues.
X	5. The contractor is required to provide Operation Security (OPSEC) protection for all classified information (as defined in FAR 4.401) and sensitive information (as defined by Section 3(d)(4), Public Law 100-235 (101 STAT 1727)). Security policy, procedures, and requirements for classified information are provided in DOD Manual 5220.22-M, (National Industrial Security

Program Operating Manual). Use OPNAVINST 3432.1 and National Security Decision Directive (NSDD) 298 for the concept of Operations Security, and apply the framework for telecommunications security in DFARS clause 252.239-7016. In order to meet this requirement, the Contractor shall develop, implement, and maintain a facility level OPSEC program to protect classified and sensitive information to be held, provided, used, handled, discussed, stored, transmitted, or delivered at a contractor's or subcontractor's facilities during performance of this contract. The Contractor's OPSEC program is to be described in a facility level OPSEC planning document. The Contractor will submit the document to the Government for approval. The Contractor is responsible for subcontractor implementation of OPSEC requirements for this contract.

SCHEDULE

Completion Date of all items: ___365___ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0090		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Mar 28		4. REQ./ PURCH. REQUEST NO. 0010165689		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049				CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651				8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039				CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
								12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15	
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT
SEE SCHEDULE											
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL		\$50,217.10	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. DO VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I certify this account is correct and proper for payment.						31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER	
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER								35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.	

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	50	Pages	\$48.16	\$2,408.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	910	Pages	\$48.16	\$43,825.60
0022AC	New Pages in existing Technical Manuals -- Digital Format	50	Pages	\$79.67	\$3,983.50
TOTAL					\$50,217.10

II. SCOPE

Prepare either a Change or Revision for the CASS technical manuals listed below using Interleaf software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

Publication No.	Manual Title
16-35OP188-1	Operation and Maintenance with Illustrated Parts Breakdown for High Power Device Test Subsystem OP188/USM-636(V).

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 29 March 2006 to 28 February 2007.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C
 NAWCAD
 22477 Peary Road, Bldg. 516
 Patuxent River, MD 20670
 (301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Dean Nelson
 Code 6.8.5.1
 P.O. Box 357058
 San Diego, CA 92135
 (619) 545-4851

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA: 1761506 47C2 252 00019 0 050119 2D 000000
 COST CODE: PMA260ABAB5C
 AMOUNT: \$50,217.10
 CIN 001016568900001: \$50,217.10

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$2,408.00
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$43,825.60
0022AC	New Pages in existing Technical Manuals -- Digital Format	\$3,983.50
TOTAL		\$50,217.10

This task order is 100% fully funded.

Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008**

Task Order 0090

NORIS-05-004

3.0 TEAM Logistics Task Order (TO)**Statement of Work (SOW)****SCOPE PROFILE:**

Prepare either a Change or Revision for the CASS technical manuals listed below using Interleaf software and CASS Work Package IDU files. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. Sanitize, update, and revise Interleaf Publisher Files for FMS Requirements as directed by the FST.

Publication No.	Manual Title
16-35OP188-1	Operation and Maintenance with Illustrated Parts Breakdown for High Power Device Test Subsystem OP188/USM-636 (V).

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK**

	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and

	support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CAL S) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

1. Format gapl pages to reflect Figure Sheet 1 of X then the figures gapl.

2. Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change Top level Reference Designators to Courier font and all other text in Illustrations to Helvetica.
3. Merge the 16-35OP188-1 MANUAL into the CASS Station manuals to be specified and provided at the start of this task. Digital delivery of each manual shall be prepared in Interleaf IDU format and delivered on a CD. All illustrations shall be integrated with the test of the final editable copy.

Publication No.	Task	Estimated Pages
16-35OP188-1		1010 PAGES

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and one (1) copy of the Validation Certificate.
	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____copy(s) of Technical Assistance Activity Reports (TAARS).
	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90, Distribution, San Diego, CA 92135-7031. . DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS)
X	5. Proof copies shall be prepared in accordance with best commercial practices.

X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU Format.
	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island Code 3.3.5/6.8.5
	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island Code 3.3.5/6.8.5 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island Code 3.3.5/6.8.5. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, Naval Air Depot North Island Code 3.3.5/6.8.5 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is Naval Air Depot North Island Code 3.3.5/6.8.5. The proper Mailing Address is:

Commanding Officer
Naval Aviation Depot
Attn; Code 6.8.5.1/Dean Nelson, Bldg. 334-1
P. O. Box 357058
San Diego, CA 92135-7058

Task 1	Format gapl pages to reflect Figure Sheet 1 of X then the figures gapl.
Task-2	Replace Bitmap graphics imbedded in Interleaf Publisher files with Vector graphics files provided by government Fleet Support Team (FST) for CASS System technical manual listed below. Incorporate source data as listed in Section H. Change Top level Reference Designators to Courier font and all other text in Illustrations to Helvetica.
Task-3	Merge the 16-35OP188-1 MANUAL into the CASS Station manuals to be specified and provided at the start of this task

Completion Date of all items: 180 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

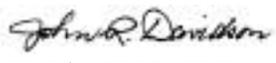
SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

The following source data will be furnished to the contractor. Contractor shall return all source data packages and other data/media that were provided and/or generated for the changed manuals

Publication No.	Basic Issue	Latest Change	Source Data
16-35OP188-1	Revision - 02 Jan 05		Interleaf Publisher file in IDU format.(.IDU)
16-35OP188-1	Revision – 02 Jan 05		Computer Meta Graphics Files (CGM)
CASS Station manuals for task 3	Will be latest revision at start of task.		Interleaf Publisher file in IDU format.(.IDU)

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0092		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Dec 22		4. REQ./ PURCH. REQUEST NO. 0010157165		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936		7. ADMINISTERED BY (if other than 6) CODE S5111A DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY CODE HQ0338 DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	SEE SCHEDULE								
* 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 TEL: (805) 989-8541 EMAIL: john.r.davidson@navy.mil BY: John R Davidson			 CONTRACTING / ORDERING OFFICER		25. TOTAL	\$34,806.00	
							26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED									
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.		
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0092 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$26,222.00
				BASE FEE	\$1,007.00
				SUBTOTAL MAX COST + BASE	<hr/> \$27,229.00
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$27,229.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010157165				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$26,210.94
	CIN: 001015716500001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<hr/> \$0.00
				MAX AWARD FEE	\$2,350.00
				TOTAL MAX COST + FEE	\$2,350.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010157165	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001015716500001				\$2,262.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$5,227.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010157165	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	ACRN AA CIN: 001015716500001			MAX COST	UNDEFINED \$5,032.00

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0092 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	960	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$26,222.00 \$1,007.00 \$27,229.00
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$2,350.00
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$5,227.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$34,806.00

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$33,504.94**. The allotted funding will cover approximately **96%** of the total effort.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 960 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Jr. Draftsman	
Total	960

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 22 December 2005 to 21 December 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

John Withington
NADEP
PSC Box 8021
Cherry Point, NC 28533
Phone: (252) 464-5053
E-mail: john.withington@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1751506 U1CW 251 00019 0 050119 2D 000000 PMA275AC2510
Amount: \$33,504.94
PID/PR: 0010157165
CSS-IWP#: 286952926648613
FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 25,242.51
CLIN 0009-- Base Fee	\$ 968.43
CLIN 0009 -- Est Cost plus Base Fee	\$ 26,210.94
CLIN 0010 --Award Fee	\$ 2,262.00
CLIN 0011 --Travel	\$ 5,032.00
CLIN 0012 -- Materials/ODC's	\$ -
TOTAL ORDER AMOUNT	\$ 33,504.94

X. This order is severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
Havelock, NC	Philadelphia, PA	1	2	5
Havelock, NC	St. Louis, MO	1	1	5
Havelock, NC	Ft. Worth, TX	1	1	5

Section C - Descriptions and Specifications

SOW**SCOPE PROFILE:**

The V-22 Fleet Support Team is tasked with providing support for government acquisition and in-service support of Operational Test Program Sets (OTPS) for avionics equipment. These OTPS have associated technical manuals with Illustrated Parts Breakdown for maintenance support. The OTPS also have associated Technical Data Packages (TDP) that must be reviewed for technical accuracy and completeness.

This delivery order shall provide support for the acquisition and maintenance of the V-22 OTPS technical manuals and technical data packages. Expertise of Mil-Std-3001 and Arbortext publishing software will be required for portions of this effort.

The contractor shall provide the necessary support to allow the V-22 FST to support existing and planned efforts. The contractor shall provide facilities for assigned personnel. Travel will be required to attend In-Process Reviews (IPR) and Integrated Product Team (IPT) meetings. Travel is authorized to Philadelphia PA, St Louis MO and Ft Worth TX.

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

*STATEMENT OF WORK
TABLE OF CONTENTS:*

- *Technical Manual Program Support (Par 3.3A, Page)*
- *Technical Manual Preparation and Publishing (Par 3.3B, Page)*
- *Technical Data Conversion (Par 3.3C, Page)*
- *Technical Data Distribution (Par 3.3D, Page)*
- *Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)*
- *Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)*
- *Miscellaneous Technical Data Systems Support (Par 3.3G, Page)*
- *Standardization, Policy And Procedures Support (Par 3.3H, Page)*
- *JEDMICS Site Management Operations (Par 3.0JA, Page)*
- *CMIS Site Management and Operations (Par 3.0JB, Page)*
- *Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)*
- *Security Requirements (Par 3.3/3.0JD, Page)*
- *Other Requirements (Par 3.3/3.0JE, Pag2)*

	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	1. The contractor shall analyze functional, user and system requirements and prepare appropriate

	documents to describe technical manual requirements and their development.
X	2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
	3.6
	General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files. <ul style="list-style-type: none"> • Working data, where the data is under the originator's (prime weapon systems contractor) control only • Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval

	<p>process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures</p> <ul style="list-style-type: none"> Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government
	3.6.2 General Task 3.3F-2 Technical Data Package And Other Data Support. The following tasks may be required in accordance with individual task orders:
X	4. The Contractor shall review and provide comments on technical data packages for associated product reproducibility in accordance with task order. The Contractor shall examine the data packages for compliance with part specifications, dimensioning and tolerancing, manufacturing processes, quality assurance procedures (including tests and inspections), proprietary parts or processes, and drawing practices.
X	5. The Contractor shall review engineering data packages describing configuration items acquired by the Government. The Contractor shall provide the requisite engineering expertise to review these data packages to determine their acceptability to the Government. This determination of acceptability by the Contractor shall assess the accuracy and adequacy of the data package, its compliance with specified requirements, its suitability for the purpose of the classification specified by the Government, and that it meets the requirements of the specified classification of the task order. The Contractor shall take into consideration the equipment life-cycle cost, mission, contract requirements, and other data provided as GFI in conducting the review. The Contractor shall identify and document any aspects of the data package not meeting Government requirements and shall document the rationale for all determinations made on the issues listed above.
X	12. Review and evaluate change proposals for impact to drawing packages, specifications, associated technical documentation, product data management information and related program concerns.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format.

SECTION D - PACKAGING AND MARKING

Packaging: N/A

Marking: N/A

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) n/a. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA n/a) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA n/a). The proper Mailing Address is:

Completion Date of all items: 365 days after date of order.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1751506 U1CW 251 00019 0 050119 2D 000000

COST CODE: PMA275AC2510

AMOUNT: \$33,504.94

CIN 001015716500001: \$33,504.94

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0093		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Feb 28		4. REQ./ PURCH. REQUEST NO. 0010161467-0001		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.		
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				<i>H G Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$1,902,150.00		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

CLIN	DESCRIPTION	QTY	UNIT	PRICE	AMOUNT
0017	Services as specified in Task Order 0093 Statement of Work -- Section C, and in accordance with the basic contract Statement of Work	[b(4)]	HRS	Est Cost:	\$56,304.00
001701	For Accounting Purposes Only ACRN AA, CIN 001016146700001, \$28,977			Fixed Fee:	\$4,336.00
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract (not separately priced)	01	LOT	NSP	NSP
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	11,000	Pages	\$48.16	\$529,760.00
002201	For Accounting Purposes Only ACRN AA, CIN 001016146700001, \$283,181				
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	18,000	Pages	\$48.16	\$866,880.00
002202	For Accounting Purposes Only ACRN AA, CIN 001016146700001, \$187,842				
002203	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$232,007				
0022AC	New Pages in existing Technical Manuals -- Digital Format	1,100	Pages	\$79.67	\$87,637.00
002204	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$57,862				
0022AD	Output of Portable Document Format (PDF) Files	31,500	Pages	\$7.27	\$229,005.00
002205	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$110,953				
0023AA	Conv of HC to master rev text in MS Word	4,000	Pages	\$15.87	\$63,480.00
002301	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$30,756				
0023AD	Conv of HC to PDF	2,550	Pages	\$5.02	\$12,801.00
002302	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$6,202				
0024AA	HC drawing to digital/CALS C4	2,050	Images	\$12.67	\$25,973.50
002401	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$12,584				
0024AB	HC drawing to digital/PDF	2,050	Images	\$12.67	\$25,973.50
002402	For Accounting Purposes Only ACRN AA, CIN 001016146700002, \$12,584				
TOTAL FFP					\$1,841,510.00
TOTAL CPFF + FFP					\$1,902,150.00

II. PAYMENT OF FEE

Modification P00011 of the Basic Contract has changed the contract type from CPAF to CFFP with a Fixed Fee of 7.70% on all Labor and ODCs.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$962,948.00**. The allotted funding will cover approximately **51%** of the total effort. The balance to fully the task order is **\$939,202.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is [b(4)] direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	
Total	[b(4)]

V. SCOPE

The scope of this task order is contained in Section C - Statement of Work (SOW), as well as Section C - Statement of Work (SOW) of the Basic Contract.

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 27 February 2007.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will

take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Glen Garner
NAVAIR DEPOT
PSC Box 8021 Code 6.8.5.1 (3.3.1)
Cherry Point, NC 28533-0021
Phone: (252) 464-5574
E-mail: glenwood.garner@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1836

Amount: \$962,948.00

PID/PR: 0010161467

CIN: 001016146700001 \$500,000.00

CIN: 001016146700002 \$462,948.00

FED: 09/30/06

Funding is allocated as follows:

CLIN	001016146700001	001016146700002	TOTAL
0017-- Estimated Cost	\$28,501.00	\$0.00	\$28,501.00
0017-- Fixed Fee	\$2,195.00	\$0.00	\$2,195.00
0022AA	\$268,165.00	\$0.00	\$268,165.00
0022AB	\$201,139.00	\$237,754.00	\$438,893.00
0022AC	\$0.00	\$44,362.00	\$44,362.00
0022AD	\$0.00	\$115,922.00	\$115,922.00
0023AA	\$0.00	\$32,134.00	\$32,134.00
0023AD	\$0.00	\$6,480.00	\$6,480.00
0024AA	\$0.00	\$13,148.00	\$13,148.00
0024AB	\$0.00	\$13,148.00	\$13,148.00
TOTAL FUNDED AMOUNT	\$500,000.00	\$462,948.00	\$962,948.00

X. This order is non-severable, recurring and is non-A&AS.

XI. TRAVEL

There is no travel contemplated under this task order.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq – N68936-04-D-0008

TO 0093
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Page2)</i> • <i>TMCR, Page 13</i>
	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
	3.1.1 General Task 3.3A-1 Management Support.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity’s statement of work. Contractor will

	document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html . Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard

	<p>grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALs) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p>
X	<p>8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual</p>

	operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
	<p>A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to:</p> <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
	B. Initial Graphics Exchange Specification (IGES)
X	C. Computer Graphics Metafile (CGM)
X	D. CAL5 Type IV MIL-PRF-28002
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of

	data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	6. The contractor will provide Engineering Drawing conversion by converting drawings and associated documentation from existing hardcopy formats to more advanced electronic formats and levels such as; but not limited to the following:
X	Level 2, Raster Image plus Cleanup: Contains Level 1 output enhanced by cleanup and deskewing. Removal of unwanted entities from the original and squares the drawing.
X	Level 4, Automatic Vectorization: Converts the drawing to a vector representation of the raster scan, creating files that can be loaded into a CAD system for editing. Layers can be created.
X	Level 5, Text plus Auto Vectorization: Contains Level 4 output which is enhanced by ASCII text replacing the automatically vectorized text. Text and dimensions are now recognized as text rather than vector data and can be edited. The legibility is significantly improved.
X	Level 6, Enhanced Vectorization: Level 6 adds intelligence to the drawing by cleaning up the vector quality. Circles, arcs, and other geometry are true and precise geometrics. Lines are continuous and layered. Objects are clear and orthogonally correct.
X	Level 7, CAD Perfect: Level 7 results in a specified CAD perfect file. Video tracing or direct CAD redraw are two processes that produce this level of conversion. All entries are dimensionally and orthogonally correct with fully editable vectors and text. Layers, blocks, symbols, line types and current ANSI standards are incorporated.
X	Data delivered to the Government will be indexed in accordance with the Engineering Drawing Conversion specification contained in Attachment B-1 of the Statement of Work
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.
	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompts access to data when called for by the government.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

X	1. <u> 1 </u> set(s) of proof copies of manual change pages for review.
---	---

	NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u> 2 </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u> 1 </u> copy(s) of the Validation Certificate.
X	4. Original and <u> 1 </u> copy(s) of Record of Source Data Incorporation.
	5. Original and <u> 1 </u> copy(s) of DD Form 250.
	6. Original and <u> 1 </u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
	8. Other:

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for COMMANDING OFFICER, NAVAIR DEPOT, PSC BOX 8021, CODE 3.3.1, CHERRY POINT N.C. 28533-0021
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT "C". Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: COMMANDING OFFICER, NAVAL AIR TECHNICAL DATA AND ENGINEERING SERVICES COMMAND, NAVAL AIR STATION NORTH ISLAND, P.O. BOX 357031, BLDG 90 DISTRIBUTION, SAN DIEGO, CA 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: In MS Word format with CD labeled with manual number and date.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Commanding Officer, Navair Depot, PSC Box 8021 Code 3.3.1 Attn: Glen Garner
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations .
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to NATEC Via Cherry Point Code 3.3.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the

	contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.
--	---

SECTION D - PACKAGING AND MARKING

Packaging: Best Commercial Practice

Marking: Best Commercial Practice

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by CFA Code 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection.

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, CFA Code 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR DEPOT Cherry Point. The proper Mailing Address is:

Commanding Officer
 NAVAIR Depot
 Attn: Code 6.8.5.1 (3.3.1)/Glen Garner
 PSC Box 8021
 CHERRY POINT N.C. 28533-0021

A1	Incrementally, beginning 60 days after task order award.
A2	Incrementally, beginning 90 days after task order award
A3	Draft, 1 week after initial meeting, Final 1 week after Gov't approval.

Completion Date of all items: 505 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAIR DEPOT CHERRY POINT, Code 3.3.1 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Incremental final deliveries may be accepted by the government with appropriate DD-250 documentation.

AH-1W MANUALS

1. **NA01-H1AAC-2-1**
 TITLE **GENERAL INFORMATION**
 PAGE COUNT= 164

2. **NA01-H1AAC-2-2**
 TITLE **AIRFRAME AND LANDING GEAR**
 PAGE COUNT= 552

3. **NA01-H1AAC-2-3.1**
 TITLE **PRINCIPLE OF OPERATIONS**
 POWER PLANT AND RELATED SYSTEMS
 PAGE COUNT= 94

4. **NA01-H1AAC-2-3.2** **(11X17)**
 TITLE **TESTING AND TROUBLESHOOTING**
 POWER PLANT AND RELATED SYSTEMS
 PAGE COUNT= 138 **DOUBLE PAGES= 276**

5. **NA01-H1AAC-2-3.3**
 TITLE **POWER PLANT AND RELATED SYSTEMS**
 MAINTENANCE PROCEDURES
 PAGE COUNT= 782

6. NA01-H1AAC-2-4
TITLE DRIVE SYSTEMS
PAGE COUNT= 390
7. NA01-H1AAC-2-5
TITLE FLIGHT CONTROLS
PAGE COUNT= 494
8. NA01-H1AAC-2-6
TITLE MAIN ROTOR SYSTEM
PAGE COUNT= 196
9. NA01-H1AAC-2-7
TITLE TAIL ROTOR SYSTEM
PAGE COUNT= 100
10. NA01-H1AAC-2-8
TITLE HYDRAULIC SYSTEMS
PAGE COUNT= 536
11. NA01-H1AAC-2-9
TITLE UTILITY SYSTEMS
PAGE COUNT= 330
12. NA01-H1AAC-2-10.1
TITLE PRINCIPLES OF OPERATION
INSTRUMENT SYSTEMS
PAGE COUNT= 80
13. NA01-H1AAC-2-10.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
INSTRUMENT SYSTEMS
PAGE COUNT= 180 Double Pages= 360
14. NA01-H1AAC-2-10.3
TITLE INSTRUMENT SYSTEMS
PAGE COUNT= 120
15. NA01-H1AAC-2-11.1
TITLE PRINCIPLES OF OPERATION
ELECTRICAL SYSTEMS
PAGE COUNT= (REGULAR= 244, FOLDOUTS= 136) 380

16. NA01-H1AAC-2-11.2.1 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
PAGE COUNT= 266 DOUBLE PAGES= 532
17. NA01-H1AAC-2-11.2.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
TOTAL PAGES= 236 DOUBLE PAGES= 472
18. NA01-H1AAC-2-11.2.3 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ELECTRICAL SYSTEMS
TOTAL PAGES= 296 DOUBLE PAGES= 592
19. NA01-H1AAC-2-11.3
TITLE ELECTRICAL SYSTEMS MAINTENANCE PROCEDURES
TOTAL PAGES= 740
20. NA01-H1AAC-2-12.1
TITLE PRINCIPLES OF OPERATIONS
ARMAMENT SYSTEMS
TOTAL PAGES= (REGULAR=362, FOLDOUTS=22) 384
21. NA01-H1AAC-2-12.2.1
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 290
22. NA01-H1AAC-2-12.2.2
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= (REGULAR=370, FOLDOUTS=48) 418
23. NA01-H1AAC-2-12.2.3
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 340
24. NA01-H1AAC-2-12.2.4 (11X17)
TITLE TESTING AND TROUBLESHOOTING
ARMAMENT SYSTEMS
PAGE COUNT= 90 DOUBLE= 180
25. NA01-H1AAC-2-12.3
TITLE ARMAMENT SYSTEMS MAINTENANCE

- PAGE COUNT= 558**
26. NA01-H1AAC-2-12.4
TITLE ILLUSTRATED PARTS BREAKDOWN
ARMAMENT SYSTEMS
PAGE COUNT= 264
27. NA01-H1AAC-2-13 (11X17)
TITLE STABILITY AND CONTROL AUGMENTATION
SYSTEM (SCAS)
PAGE COUNT= 88 **DOUBLE= 176**
28. NA01-H1AAC-2-14.1
TITLE PRINCIPLES OF OPERATION
AVIONICS EQUIPMENT
PAGE COUNT= 298
29. NA01-H1AAC-2-14.2 (11X17)
TITLE TESTING AND TROUBLESHOOTING
AVIONICS EQUIPMENT
PAGE COUNT= 462 **DOUBLE= 924**
30. NA01-H1AAC-2-14.3
TITLE AVIONICS EQUIPMENT
PAGE COUNT= 584
31. NA01-H1AAC-2-15.1
TITLE WIRING LISTS
PAGE COUNT= 448
32. NA01-H1AAC-2-15.2
TITLE WIRING LISTS (ELECTRICAL SCHEMATICS)
PAGE COUNT=(REGULAR 10, FOLDOUTS=342) 352
33. NA01-H1AAC-2-15.3
TITLE WIRING LISTS (ELECTRICAL SCHEMATICS)
PAGE COUNT=(REGULAR 10, FOLDOUTS=496) 506
34. NA01-H1AAC-2-16
TITLE CONDITIONAL INSPECTION REQUIREMENTS
PAGE COUNT= 80
35. NA01-H1AAC-2-17
TITLE WIRING SYSTEMS REPAIR

- PAGE COUNT= 1486**
36. NA01-H1AAC-2-18
TITLE COMMUNICATIONS SECURITY SYSTEMS
CERTIFICATION PROCEDURES
PAGE COUNT= 108
37. NA01-H1AAC-2-19
TITLE T & T FIRE CNTRL SUBSYSTEM, HELO ARMAMENT
AN/AWS-1(V) 1 NIGHT TARGETING SYSTEM (NTS)
PAGE COUNT= 456
38. NA01-H1AAC-3.1
TITLE STRUCTURAL REPAIR
PAGE COUNT= 932
39. NA01-H1AAC-3.2
TITLE STRUCTURAL REPAIR
PAGE COUNT= 1266
40. NA01-H1AAC-3.3
TITLE STRUCTURAL REPAIR
PAGE COUNT= 1102
41. NA01-H1AAC-4
TITLE NUMERICAL INDEX / REFERENCE NUMBERS
PAGE COUNT= 210
42. NA01-H1AAA-9
TITLE AIR TRANSPORTABILITY (AH-1T / AH-1W)
PAGE COUNT= 140
43. NA01-H1AAC-6
TITLE PERIODIC MAINTENANCE INFORMATION CARDS
PAGE COUNT= 82
44. NA01-H1AAC-6-1
TITLE TURNAROUND CHECKLIST
PAGE COUNT= 10
45. NA01-H1AAC-6-2
TITLE DAILY MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 60

46. NA01-H1AAC-6-3
TITLE SPECIAL/CONDITIONAL/PRESERVATION/
ASPA MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 234
47. NA01-H1AAC-6-4
TITLE PHASED MAINTENANCE REQUIREMENTS CARDS
PAGE COUNT= 390
48. NA01-H1AAC-WUC-8
TITLE WORK UNIT CODE MANUAL
PAGE COUNT= 120 (NATEC HAS COG)
49. A1-T700A-IPB-400
TITLE TURBOSHAFT ENGINE IPB
PAGE COUNT= (UNKNOWN)
50. A1-T700A-MMI-200
TITLE TURBOSHAFT ENGINE INTERMEDIATE MAINT.
PAGE COUNT= (UNKNOWN)
51. A1-T700A-MRC-200
TITLE QUICK ENGINE CHANGE ASSEMBLY, MRC'S
PAGE COUNT= (UNKNOWN)

UH/HH-1N MANUALS

1. NA01-110HC-0
TITLE WEAPONS SYSTEM TECHNICAL
DOCUMENTATION LIST
PAGE COUNT= 150
2. NA01-110HCE-2-1
TITLE GENERAL INFORMATION AND CONDITIONAL
INSPECTIONS
PAGE COUNT= 260
3. NA01-110HCE-2-2
TITLE AIRFRAMES AND LANDING GEAR
PAGE COUNT= 140
4. NA01-110HCE-2-3
TITLE POWER PLANTS AND RELATED SYSTEMS
PAGE COUNT= 360

5. NA01-110HCE-2-3.1
TITLE POWER PLANT GROUND OPERATION AND
CONDITIONING MANUAL
PAGE COUNT= 216
6. NA01-110HCE-2-4
TITLE POWER TRAIN SYSTEM
PAGE COUNT= 180
7. NA01-110HCE-2-5
TITLE FLIGHT CONTROLS AND HYDRAULIC SYSTEMS
PAGE COUNT= 260
8. NA01-110HCE-2-6
TITLE MAIN AND TAIL ROTOR GROUPS
PAGE COUNT= 220
9. NA01-110HCE-2-7
TITLE UTILITY SYSTEMS
PAGE COUNT= 160
10. NA01-110HCE-2-8
TITLE ARMAMENT SYSTEMS
PAGE COUNT= 49
11. NA01-110HCE-2-9
TITLE ELECTRONIC COUNTERMEASURE SYSTEMS
PAGE COUNT= 170
12. NA01-110HCE-2-10
TITLE INSTRUMENTS
PAGE COUNT= 110
13. NA01-110HCE-2-11
TITLE ELECTRICAL SYSTEMS
PAGE COUNT= 310
14. NA01-110HCE-2-12
TITLE AVIONICS SYSTEMS
PAGE COUNT= (REGULAR=460, FOLDOUTS=40) 500
15. NA01-110HCE-2-12-1

- TITLE AVIONICS COMMUNICATIONS NAVIGATION UPGRADE**
PAGE COUNT= (REGULAR & FOLDOUTS) 900
16. NA01-110HCE-2-13
TITLE WIRING DIAGRAMS
PAGE COUNT= (REGULAR= 90 , FOLDOUTS= 916) 996
17. NA01-110HCE-2-14
TITLE AIRCRAFT BATTLE DAMAGE REPAIR
UH-1N / HH-1N HELICOPTERS
PAGE COUNT= 223
18. NA01-110HCE-2-15
TITLE INTERMEDIATE MAINTENANCE INSTRUCTIONS
PAGE COUNT= 680
19. NA01-110HCE-2-16
TITLE COMMUNICATIONS SECURITY SYSTEMS
CERTIFICATION PROCEDURE (ORG)
PAGE COUNT= 163
20. NA01-110HCE-3
TITLE STRUCTURAL REPAIR
PAGE COUNT= 630
21. NA01-110HCE-4-1
TITLE NUMERICAL INDEX AND REFERENCE
DESIGNATION INDEX
PAGE COUNT= 240
22. NA01-110HCE-4-2
TITLE AIRFRAME AND LANDING GEAR
PAGE COUNT= 264
23. NA01-110HCE-4-3
TITLE POWER PLANT AND RELATED SYSTEMS
PAGE COUNT= 196
24. NA01-110HCE-4-4
TITLE POWER TRAIN SYSTEM
PAGE COUNT= 100
25. NA01-110HCE-4-5
TITLE FLIGHT CONTROLS AND HYDRAULIC SYSTEMS
PAGE COUNT= 212

26. NA01-110HCE-4-6
TITLE MAIN AND TAIL ROTOR GROUPS
PAGE COUNT= 60
27. NA01-110HCE-4-7
TITLE UTILITY SYSTEMS
PAGE COUNT= 80
28. NA01-110HCE-4-8
TITLE ARMAMENT SYSTEMS
PAGE COUNT= 46
29. NA01-110HCE-4-9
TITLE ELECTRONIC COUNTERMEASURE SYSTEMS
PAGE COUNT= 210
30. NA01-110HCE-4-10
TITLE INSTRUMENTS
PAGE COUNT= 80
31. NA01-110HCE-4-11
TITLE ELECTRICAL SYSTEMS
PAGE COUNT= 280
32. NA01-110HCE-4-12
TITLE AVIONICS
PAGE COUNT= 274
33. NA01-110HCE-6
TITLE PERIODIC MAINTENANCE INFORMATION CARDS
PAGE COUNT= 64
34. NA01-110HCE-6-1
TITLE TURNAROUND CHECKLIST
PAGE COUNT= 12
35. NA01-110HCE-6-2
TITLEⁱ DAILY MAINTENANCE REQUIREMENT
CARDS
PAGE COUNT= 70
36. NA01-110HCE-6-3
TITLE DAILY / SERVICING / SPECIAL / CONDITIONAL /
PRESERVATION / ASPA / MAINTENANCE
REQUIREMENTS CARDS

- PAGE COUNT= 280**
37. NA01-110HCE-6-4
TITLE PHASED MAINTENANCE REQUIREMENT CARDS
PAGE COUNT= 340
38. NA02B-20AA-4
TITLE T-400 ENGINE TURBOSHAFT MANUALS
ILLUSTRATED PARTS BREAKDOWN
PAGE COUNT= 370
39. NA02B-20AA-6-1
TITLE T -400 TWIN POWER SECTION
INTEMEDATE MAINTENANCE
PAGE COUNT=300
40. NA02B-20AA-6-2
TITLE T-400 TWIN POWER SECTION
DEPOT MAINTENANCE
PAGE COUNT=660
41. NA02B-20AA-6-3
TITLE T-400 BASIC ENGINE MAINTENANCE REQUIREMENT
CARDS
PAGE COUNT=24
42. NA02A-20AA-6-4
TITLE T-400 COMPLETE ENGINE REPAIR REQUIREMENTS
PAGE COUNT=460
43. COMBINED "INTERMEDIATE" & "DEPOT" LEVEL PUBLICATIONS
TITLES"VARIOUS"
PAGE COUNT= (EST. 242 MANUALS @160 PAGES PER MANUAL)= 38,720
-

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0094		3. DATE OF ORDER/ CALL (YYYYMMDD) 2005 Dec 13		4. REQ./ PURCH. REQUEST NO. 0010159473		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
	SEE SCHEDULE										
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY					25. TOTAL	\$844,091.00		
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF as specified in Task Order 0094 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$770,434.00
				BASE FEE	\$18,337.00
				SUBTOTAL MAX COST + BASE	<u>\$788,771.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$788,771.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
000901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010159473	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001015947300001				\$140,169.30

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	\$0.00
BASE FEE	\$0.00
SUBTOTAL MAX COST + BASE	\$0.00
MAX AWARD FEE	\$42,791.00
TOTAL MAX COST + FEE	\$42,791.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination PURCHASE REQUEST NUMBER: 0010159473	UNDEFINED	Lot	UNDEFINED	UNDEFINED

MAX COST	UNDEFINED
BASE FEE	UNDEFINED
SUBTOTAL MAX COST + BASE	UNDEFINED
MAX AWARD FEE	UNDEFINED
TOTAL MAX COST + FEE	UNDEFINED

ACRN AA
CIN: 001015947300001

\$7,604.22

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011 EXERCISED OPTION	Travel COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$9,312.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001101 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination PURCHASE REQUEST NUMBER: 0010159473	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001015947300001				\$1,654.80

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012 EXERCISED OPTION	Materials/ODCs COST in support of CLIN 0009 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,217.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001201 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	COST				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010159473				
				MAX COST	UNDEFINED
	ACRN AA				
	CIN: 001015947300001				\$571.68

SCHEDULE INFO

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0094 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	17480	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$770,434.00 \$18,337.00 \$788,771.00
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$42,791.00
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$9,312.00
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$3,217.00
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$844,091.00

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$150,000.00**. The allotted funding will cover approximately **18%** of the total effort. The balance to fully fund this task order is **\$694,091.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 17,480 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Jr. Computer Systems Designer	b(4)
Systems Administrator	
Computer Programmer/Analyst	
Logistics Manager	
Technical Editor/Writer	
Computer Operator	
Senior Prog/Project Control Specialist	
Total	17,480

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 30 November 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Michael Nguyen
NATEC
P.O. Box 357031, Bldg. 90
NAS North Island
San Diego, CA 92135-7031
Phone: (619) 545-3879
E-mail: michael.nguyen@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4A 252 00019 0 050119 2D 000000 000001603700

Amount: \$150,000.00

PID/PR: 0010159473

CSS-IWP#: 622106873943869

FED: 09/30/06

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$ 136,910.71
CLIN 0009-- Base Fee	\$ 3,258.59
CLIN 0009 -- Est Cost plus Base Fee	\$ 140,169.30
CLIN 0010 --Award Fee	\$ 7,604.22
CLIN 0011 --Travel	\$ 1,654.80
CLIN 0012 -- Materials/ODC's	\$ 571.68
TOTAL ORDER AMOUNT	\$ 150,000.00

X. This order is severable, recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	China Lake, CA	1	1	2
San Diego, CA	Point Mugu, CA	1	1	2
San Diego, CA	Jacksonville, FL	1	1	4
San Diego, CA	Cherry Point, NC	1	1	4
San Diego, CA	Pax River, MD	1	1	3
San Diego, CA	Lakehurst, NJ	1	1	3
San Diego, CA	McLean, VA	1	1	3
San Diego, CA	Crane, IN	1	1	3
San Diego, CA	Lemoore, CA	1	1	2
San Diego, CA	Whidbey Island, WA	1	1	3

Section C - Descriptions and Specifications

SOW

TO 0094 CSS REF 1374
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

SCOPE PROFILE:

The contractor shall perform the following technical and business reengineering tasks in the training, support, programming and documentation of TMAPS Program and required sub-systems. The Business Reengineering Program tasking will be in coordination with NAVAIR 6.0 Competencies; PEOs, PMAs, FSTs, IPTs, LEMs, and other POCs as may be identified by the Navy. Assist the NATEC Network Administrator in all aspects of design and implementation in order to upgrade the existing NATEC network o the Windows 2003 environment. Update existing security, accreditation and system documentation as required meeting ongoing requirements.

ALL PERSONNEL WORKING ON THIS TASK ORDER MUST HAVE A SECRET CLEARANCE.

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	3. CODE 6.8 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical

	<p>manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:</p>
	3.1.2 General Task 3.3A-2 Requirements Analysis
X	<p>2. The contractor shall analyze the functional requirements for hardware and software for all technical manuals, along with the existing and future environment, to ensure that any other hardware/software deemed necessary to meet the functional requirements, are specified and formatted, correctly.</p> <p>A. The contractor shall perform the following technical and process reengineering tasks in the areas of training, programming and documentation of the TMAPS Program and related sub-systems.</p> <ol style="list-style-type: none"> 1) The contractor shall provide on-site training to FST/IPTs. Training shall include information on the Users' Guide, Source Data Module, Pub Plans, Enhanced Library Management System and other aspects of TMAPS. Training shall be tailored for Data Managers, Logistics Element Managers, and other designated personnel as so identified by the TPOC. 2) The contractor shall update and maintain the TMAPS Users Guide and Handbook to provide guidance to FST/IPTs, DMs, LEM's, and users. The task will include the modification/update of the Users Guide and Handbook to include development of new sub-applications in TMAPS and changes / enhancements of existing applications. 3) The contractor shall update syllabus and training aides to provide instruction on the usage of the TMAPS Users Guide, Handbook, Source Data Module, Pub Plans and ELMS. 4) The contractor shall instruct government and contract support personnel on populating the Source Data Module and Central Repositories with Meta-data updating the NATEC Web site using TMAPS. Instruction shall also be provided on data integrity for Pub Plans, ELMS and other TMAPS sub-modules as required. 5) The contractor shall travel to NAVAIR facilities and DoD Contract Support facilities in support of the above requirements. 6) The contractor will provide APML Training as requested by NAVAIR to meet the ongoing requirements for logistics management of publications and processes. 7) The contractor shall furnish a TMAPS monthly report detailing progress, accomplishments, barriers/challenges, future plans, and recommendations. 8) The contractor will develop documentation specific in nature to Software and Systems Applications for TMAPS configurations including ELMS and other TMAPS sub-modules as required. 9) The contractor shall support the NATEC technical data web site by continuing to develop system and application flow diagrams that depict database table relationships including indices, keys and the applications that access the tables, detailed functional program operation specifications. Above documentation shall be provided for TMAPS and various sub-modules including SDM, Pub Plans and ELMS.. 10) The contractor will provide website development for software applications enhancements such as HTML, SQL 7.0, ASP for NATEC Information Technology Programs. Contractor support will include analysis, design and web programming of assigned modules for TMAPS. The task will include modification of existing applications in TMAPS and/or development of new applications as required. 11) The contractor shall provide all aspects of systems administration including system reboot, trouble shooting system hardware, software and network problems, system / data backups and other support as required. The contractor shall be assigned as systems administrator for the JEDMICS system, the JCALS server array and the Content@ Content Management System. 12) The contractor shall participate directly in developing improved methods by assisting subject matter experts, programmers, systems analyst and system administrators in highly specialized and functional areas. 13) The contractor shall assist in permissions and role assignments for the CONTENT@ Content Management System, and the contractor access to the NATEC website.

B. Additional travel contemplated under this Task Order will be coordinated with the TPOC and Site Leads at each facility. The primary justification for travel is to provide updated training, resolve issues peculiar to a site/user, and improve the continuity of TMAPS/SDM. In addition, travel will be required for the implementation, rollout and training of ELMS.

C. NATEC 6.8 requires contractor support for updating the documentation of the NATEC technical data web site including system enhancements and new applications such as the Source Data Module and ELMS.

All written documentation shall be provided in Microsoft Word format. Flow charts shall be provided in VISIO format.

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 4A4A 252 00019 0 050119 2D 000000

COST CODE: 000001603700

AMOUNT: \$150,000.00

CIN 001015947300001: \$150,000.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0095		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Feb 01		4. REQ./ PURCH. REQUEST NO. 0010159838		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL \$680,770.00		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

I. SCHEDULE OF SUPPLIES/SERVICES

CLIN	DECSCRIPTION	QTY	UNIT	PRICE	AMOUNT
0017	Services as specified in Task Order 0095 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	20,044	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$608,280 \$21,427 \$629,707
001701	For Accounting Purposes Only ACRN AA \$88,258				
001702	For Accounting Purposes Only ACRN AB \$78,633				
001703	For Accounting Purposes Only ACRN AC \$38,647				
001704	For Accounting Purposes Only ACRN AD \$9,047				
0018	Award Fee in support of CLIN 0017	01	LOT	NTE	\$49,990
001801	For Accounting Purposes Only ACRN AA \$7,007				
001802	For Accounting Purposes Only ACRN AB \$6,242				
001803	For Accounting Purposes Only ACRN AC \$3,068				
001804	For Accounting Purposes Only ACRN AD \$718				
0020	Materials/ODC's in support of CLIN 0017	01	LOT	NTE	\$1,073
002001	For Accounting Purposes Only ACRN AA \$150				
002002	For Accounting Purposes Only ACRN AB \$134				
002003	For Accounting Purposes Only ACRN AC \$66				
002004	For Accounting Purposes Only ACRN AD \$15				
0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
				Total CPAF	\$680,770

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$231,985.00**. The allotted funding will cover approximately **34%** of the total effort. The balance to fully the task order is **\$448,785.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 20,044 direct labor hours. The estimated composition of hours is as follows:

ALUTIIQ	
CATEGORY	HOURS
Data Technician	b(4)
Sr. Program/Project Control Specialist	
Technical Publication Writer/Editor	
Jr. Draftsman	
Data Entry Clerk	
Total	20,044

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 1 February 2006 to 15 December 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the

Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Jim Isenock
Naval Air Depot
Attn: Code H46FST.7 PSC 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-5575
E-mail: james.isenock@navy.mil

The Alternate Task Order COR is:

Tim Cartwright
Naval Air Depot
Attn: Code H46FST.7 PSC 8021
Cherry Point, NC 28533-0021
Phone: (252) 464-5591
E-mail: timothy.cartwright@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA273
Amount: \$95,415.00
PID/PR: 0010159838
CIN: 001015983800100
CSS-IWP#: 748469732444291
FED: 09/30/06

AB 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA293
Amount: \$85,009.00
PID/PR: 0010159838
CIN: 001015983800200
CSS-IWP#: 748469732444291
FED: 09/30/06

AC 1741506 45BJ 252 00019 0 050119 2D 000000 PMA226515610
Amount: \$41,781.00
PID/PR: 0010159838
CIN: 001015983800300
CSS-IWP#: 748469732444291
FED: 09/30/06

AD 1761804 4A4N 252 00019 0 050119 2D 000000 AIR40PRE2011
Amount: \$9,780.00
PID/PR: 0010159838
CIN: 001015983800400
CSS-IWP#: 748469732444291

FED: 09/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$ 207,284.00
CLIN 0017-- Base Fee	\$ 7,302.00
CLIN 0017 -- Est Cost plus Base Fee	\$ 214,586.00
CLIN 0018 --Award Fee	\$ 17,034.00
CLIN 0019 --Travel	\$ -
CLIN 0020 -- Materials/ODC's	\$ 365.00
TOTAL FUNDED AMOUNT	\$ 231,985.00

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiq – N68936-04-D-0008

**TO 0095/CSSREF 1249
3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

SOW 1 - Technical Manuals, Conversion, and TMCR

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<i>STATEMENT OR WORK TABLE OF CONTENTS:</i>
	<ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B)</i> • <i>Technical Data Conversion (Par 3.3C)</i> • <i>Security Requirements (Par 3.3/3.0JE)</i> • <i>Other Requirements (Par 3.3/3.0JF)</i> • <i>TMCR, Page 13</i>
X	3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.
X	3.1 General Task 3.3A TECHNICAL MANUAL PROGRAM SUPPORT. The contractor shall provide technical manual management, technical and analytical support for Naval Aviation Systems TEAM technical manual (TMs) program. The catalog of Naval Aviation TMs includes both traditional paper publications and emerging levels of electronic TMs. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required support and products. The following tasks may be required as defined in individual task orders:
X	3.1.1 General Task 3.3A-1 Management Support.
X	1. The contractor shall analyze new and existing program requirements and engineering changes; estimate support requirements, coordinate, integrate, and implement numerous tasks related to the acquisition, quality assurance, distribution, change control, and integration of multi-format

	technical data as one of the elements of Integrated Logistics Support.
X	2. The contractor shall analyze new and existing program requirements for their impact to existing technical data. Review shall include, but not be limited to, research of Technical Publication Deficiency Reports, Manual Change Requests, Engineering Investigation Requests, Quality Deficiency Reports, maintenance plans, military handbooks, technical manuals, weapon system publications, equipment specifications, operational descriptions, computer documentation, and other outstanding data to identify areas of inaccuracy, lack of coverage, or obsolescence. If there is valid impact, the contractor shall create an update requirement and maintain the analyzed data product in the current outstanding source data files. The contractor shall maintain an automated database for tracking all source data documentation.
X	3. The contractor shall prepare TM Concepts of Operation (CONOPS), from government provided source information, which shall provide an overall scope of the TM effort for a given program.
X	4. The contractor shall review and develop technical manual support plans and program data requirements for assigned tasks/programs. The contractor shall support implementation of those plans and requirements.
X	5. The contractor shall formulate information and prepare complex correspondence, reports, memorandum, letters, messages, reports, and customer responses etc., relating to assign technical manual matters. Any correspondence shall be expressed in a clear and concise manner.
X	6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.
X	7. The contractor shall provide inputs and updates to logistics documents, such as Integrated Logistics Support Plans (ILSPs) in the area of technical data, program milestones, and schedules.
X	8. The contractor shall monitor, create, or review TM master schedules, to ensure quality and timeliness of products is achieved.
X	9. The contractor shall conduct engineering analyses and studies of NAVAIR manual/publication disciplines. Recommend Integrated Logistics Support planning alternatives and courses of action to meet fleet readiness requirements in response to Technical Publication Deficiency Reports.
X	10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.
X	11. The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.
X	12. As defined by task order, the contractor shall manage the generation, identification, transmittal, receipt, tracking, monitoring, disposition and incorporation of TPDRs.
X	13. As defined by task order, the contractor shall manage processing and tracking of Interim Rapid Action Changes. Reports shall be developed as required.
X	14. The contractor shall perform customer research services as required by task order. The contractor shall perform research and verification tasks related to technical documentation. Research may include, but not be limited to, determination of data availability, location, format, media, verification of publication numbers, national stock numbers, Interim Rapid Action Changes, and Manual Change Requests, etc. TPDRs may be researched for appropriate cognizant field activity, validity of technical publication number, work package, paragraph, etc. Publications, drawings, and other data may be researched for aircraft applications, joint service

	applications, cancellation, archiving, reconciliation between hardcopy/aperture cards and digital images, resolution of drawings not on file, and other purposes.
	3.1.3 General Task 3.3A-3 Technical Manual (TM) Analysis, Reviews, Studies, and Reports. The contractor shall participate in start of work meetings, technical reviews, validations, and/or verifications to ensure proper content, format and technical accuracy as specified in any prime contractor or other preparing activity's statement of work. Contractor will document discrepancies discovered during any type of technical review for TM update. Contractor shall host reviews or support reviews at other designated government or contractor plants as required.
X	1. Technical Manual Reviews. The Contractor shall review Government Furnished/Contractor Developed Technical Manuals in draft or final form for form and content. Review of COTS TMs shall include a determination of the requirement for additional supporting documentation and recommendation for the Government to accept or reject the document. The contractor shall attend and provide technical expertise and recommendations at Technical Manual In-Process-Reviews (IPRs), validation and verifications and submit a technical report.
X	2. Analysis of Technical Manual Processes and Procedures. The contractor shall plan and conduct analysis of specified Technical Manual development and other support processes and procedures. The contractor shall collect necessary data from identified sources, perform quantitative analysis of data and submit the results of this analysis. Briefing materials may be required to accompany these reports.
X	3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.
X	3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.
X	1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic

	technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual

	Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
	18. The following DEFINITIONS and PROCESSES apply to the extent defined in individual TMCRs/Task Orders:
X	MANUAL OUTLINE. Technical manual changes will not require outlines. If a revision to a manual is ordered, an outline shall be prepared unless specifically deleted as a requirement by the order. An outline is required and will be specified as a deliverable item in the TMCR Work Statement/Order for all new documentation or existing documentation that is to be reformatted to a new specification. The outline must be approved, in writing, by the ordering officer prior to commencement of work on the manual. If response is not received within forty-five (45) days, the contractor will advise the addressee. The outline shall be specific enough to indicate all major and subordinate divisions of the manual or document for work package manuals by work package and sub-work package titles and for non-work package manuals by chapter and paragraph titles and shall be prepared in accordance with specifications cited in the TMCR Work Statement/Order.
X	PROOF COPIES. When specified in the TMCR Work Statement/ Order, proof copies shall be furnished for technical manual updates or new manuals being prepared. The proof copies shall be reproduced copies of the master reproducible copy, suitable for review of the completed work by the CFA. The government will review the proof copies and advise the contractor by return of marked-up proof copies (within the calendar days specified in the TMCR Work Statement/Order) if any changes are required prior to preparation of deliverable media; or if no changes are required, contractor will be directed to proceed with preparation of the deliverable media.
X	MASTER REVISABLE FILES. The master revisable files are the digital authoring source files; both Text and Illustrations, and companion style sheets, templates, and other scripts. All master revisable files for new manuals, changes and revisions shall be the property of the government

	and shall be delivered to the government. In order to accomplish work, master revisable files will be either forwarded to the contractor or access to these files will be made available to the contractor by the government.
X	REPRODUCIBLE COPY. Guide for producing reproducible copy shall be as defined in specifications, with applicable amendments and deviations, as specified in the TMCR Work Statement/Order. When required, artwork (illustrations), either provided by the government as source data or prepared by the contractor, shall be placed on the reproducible page. Reproducible copy for title pages of manuals shall be furnished for review if specified in the TMCR Work Statement/Order.
X	DIRECT IMAGE COPY. Direct image copy shall be prepared in accordance with Specification MIL-P-38790A and deviation(s) cited in TMCR Work Statement/Order. All direct image copy pages furnished shall be high contrast positives, clear, and legible with sharp clear lines in both text and illustrations. Text pages shall be on 8-1/2" x 11" sheets with an image area of 7" x 10" including marginal copy. Foldout illustrations shall not exceed 11" x 45" in page size and shall have a maximum image area of 10 1/4" x 36". All foldout pages shall be prepared as right hand pages to be printed on one side only. The deliverable product shall be suitable for use by the government in any direct image printing or reproduction process selected.
X	FACSIMILE/REPRODUCED COPIES. Clean, legible, black and white copies of manuscript or other material, reproduced in accordance with best commercial practice, to be utilized as interim copies prior to the completion of the technical manual being printed or other uses as warranted by task requirements such as in-process reviews (IPRs).
X	CD ROM. Digital files shall be delivered on DOS compatible media as identified in the TMCR Work Statement/Order. CD ROM shall be ISO 9660 compliant with extensions or other standards as defined in the TMCR Work Statement/Order.
X	PORTABLE DOCUMENT FORMAT (PDF). When specified in the TMCR Work Statement/Order, Portable Document Format (PDF) files shall be furnished.
X	ASSEMBLY AND PRINTING INSTRUCTIONS. When required by the TMCR Work Statement/Delivery Order, these detailed instructions shall be furnished by the contractor with the TM deliverables to provide detailed instructions to the printer to assure that pages and illustrations of the manuals will be assembled in proper sequence and that pages are folded as required (i.e., foldouts). These instructions shall be furnished on Printing Sequence and Collation Record, or local Defense Automated Printing Service Detachment Office (DAPSDO) equivalent. These forms are required for both hardcopy and digital deliveries and are available from the cognizant local DAPSDO.
X	RECORD OF SOURCE DATA INCORPORATION. For aeronautical technical manual changes/revisions/pick-up revisions, a record of the source data which has been incorporated in the manual(s), and its location in the text/figures/tables, will be required. The record of source data incorporation shall reflect the type of data included in the technical manuals, such as, but not limited to, Technical Directives (TD), Engineering Change Proposals (ECP), Manual Change Requests (MCR), Technical Publications Deficiency Reports (TPDR), Interim Rapid Action Changes (IRAC), and Design Change Notices (DCN). If no identifiable records are incorporated, a record of source data incorporation shall not be required. The source data incorporation record shall be prepared and delivered digitally, in a format and media mutually acceptable to the contractor and the government.

X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action may involve the addition, deletion, or modification of information of an existing page. Changed/revised pages shall include new pages generated by the "rollover" of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS. Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art, which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high-density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals, which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring

	issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
X	NEW MANUALS. A new (basic) manual is the initial issue of a manual covering any type of aeronautical weapon system or equipment, which is not presently in the NAVAIR system. New (basic) manual(s) will usually require preparation of manual outline(s) and manuscript (draft) copies. The manuals shall be prepared in accordance with the style, format and technical content specifications cited in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADD5 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CAL5) initiative, with the data to be delivered in one or more of the following formats:
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.
X	7. Document and Image Processing. As specified by task order, the Contractor shall microfilm or otherwise scan into databases (digital, CD-ROM, etc.) management and engineering documents furnished by the Government. If a government furnished system is not available, the Contractor shall provide a data retrieval system to locate and reproduce the original documents. Written operating instructions or desk book procedures may be provided with the task order.

	4. CODE 3.0J OPERATIONAL, MANAGERIAL, ANALYSIS, & TECHNICAL SUPPORT REQUIREMENTS.
	4.6 General Task 3.3/3.0JF OTHER REQUIREMENTS.
X	1. When a contractor furnished facility is used, the contractor shall provide the government prompt access to data when called for by the government.
X	2. The contractor shall ensure disposal of hazardous materials used in the accomplishment of the above tasks and follow command policies regarding recycling of specific items.
X	3. The contractor shall furnish progress reports and statistical data in mutually agreeable format as required by task orders.

SCHEDULE

Technical Manual Contract Requirement Work Statement

****NOTE:** Please ensure correct SOW paragraphs are ordered concurrently. Example: If 3.2 General Tasks, Section 3.3B(7) applies, please ensure the block is checked on the SOW.**

Task Description: To perform revision/pick-up revision on the H-46/T58 NAVAIR TECHNICAL MANUALS with IRAC/TPDR backlogs for FY-06 (27 Total). Incremental delivery of prepubs is IAW the COGNIZANT LEM/Data Managers' schedule.

H-46

A1-H46AE-450-000	NA 03-95A-42	NA 05-45BV-1
A1-H46AE-570-000	NA 03-95A-43	NA 17-600-117-6-1
A1-H46AE-MRC-350	NA 03-95A-44	NA 17-600-117-6-2
NA 03-25EG-1	NA 03-95A-46	NA 19-105B-21
NA 03-95A-39	NA 03-95B-135	NA 19-105B-22

T58

NA 02B-105AHC-6-1
 NA 02B-105AHC-6-1.1
 NA 02B-105AHC-6-2
 NA 02B-105AHC-6-2.1
 NA 02B-105AHC-4
 NA 02B-105AHE-6-1
 NA 02B-105AHE-6-1.1
 NA 02B-105AHE-6-2
 NA 03-110AD-21
 NA 03-110AD-22
 NA 03-110AD-34
 NA 03-110FE-5

Task Description: Contractor shall provide 2 personnel (1920 hrs each) for technical manual management support for the H-46 helicopter, T-58 engine, and other related component programs. The inventory of technical manuals used to support these programs includes both traditional paper publications and emerging levels of electronic technical manuals. To accomplish the scope of work, required to adequately support these programs, the contractor must have the expertise and capability to use a personal computer workstation to review technical data deliverables in a digital media. In addition, the contractor must provide support in the development, review, and verification of source data packages from engineering data. Prepare draft manuscripts from engineering source data and existing technical manuals. Provide support to the Logistics Element Manager (LEM) and program data managers in the update and maintenance of Master Data Packages (digital and paper) and all support databases. Tasks shall consist of, but is not limited to, small updates and/or efforts requiring fast turn around time, such as Interim Rapid Action Changes, Type B Interim Rapid Action Changes, Manual Change Releases and Technical Manual Changes and Revisions. Review new and existing program requirements for their impact to existing technical data. Review shall include, but is not limited to the following: Research, process documentation for engineering validation and answer CAT 1 and 2 type Technical Publication Deficiency Reports; review, edit and issue Manual Change Releases; research Engineering Investigations and Quality Deficiency Reports.

(A) To be Furnished:

X	1. One set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. 2 CD ROM (ISO 9660) (1 Master w/word, embedded editable graphics & PDF and 1 w/Historical Data w/hyperlinks) and one (1) Direct Image Copy of the completed manuals listed under Task Description.
X	3. Original Validation Certificate.
X	4. Original Record of Source Data Incorporation.
	5. Original and _____ copy(s) of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Upon request additional proof copies may be required to support multiple, concurrent proof reviews, IPR's, etc.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for NAVAIRDEPOT CODE H46FST.7 Cherry Point, NC

X	<p>3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: Commanding Officer, Attn: Distribution Bldg 90, Naval Air Technical Data and Engineering Service Command, Naval Air Station North Island, PO Box 357031, San Diego, Ca 92135-7031. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.</p>
X	<p>4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: SPECIFICATIONS PROVIDED BY THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>5. Proof copies shall be prepared in accordance with best commercial practices.</p>
X	<p>6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: REQUIRED BY THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>7. All new illustrations will be in the form of line drawings.</p>
X	<p>8. Questions which arise in relation to technical manual content shall be presented to: THE COGNIZANT LEM/DATA MANAGER.</p>
X	<p>9. Direct Image copy shall be prepared in accordance with THE COGNIZANT LEM/DATA MANAGER/Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.</p>
X	<p>10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to THE COGNIZANT LEM/DATA MANAGER for resolution.</p>
X	<p>11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.</p>

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, Historical, CD. CD cases marked IAW sample provided by the COGNIZANT LEM/PROGRAM DATA MANAGER during start of work meeting.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by COGNIZANT LEM/DATA MANAGER H46FST.7. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days for PUBS after receipt of delivered items. If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within fifteen (15) calendar days from the date of rejection for PUBS. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

4. Source Data delivered during pub updates that shall affect safety of flight will be given to the contractor to be incorporated in the update as long as it is before the delivery of the proof copy back to the contractor.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA NAVAIR DEPOT CP H46FST.7) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA NAVAIR DEPOT CP H46FST.7). The proper Mailing Address is:

COMMANDING OFFICER
NAVAL AIR DEPOT

ATTN; CODE H46FST.7
PSC 8021
CHERRY POINT NC 28533-0021

Completion Date of all items: 15 December 2006.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Program engineering support has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Contractor shall provide one fully qualified person to work at the government location, full time, for the entire period of performance. Contractor person will be provided work via the H-46 Program Data Management Team. Contractor person core hours shall be aligned to provide maximum support during the normal workday for government employees and dress requirements will match those required for government employees in an office environment. Breaks and lunch hours will be scheduled to align with government requirements.

The government hereby agrees to make available on a rent-free, non-interference basis space, at the H-46 government location, for two contractor people, with a desk, chair, telephone, computer and Internet access. The government also agrees to provide contractor person access to the use of other government equipment and software required for performing this task.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)	FORM APPROVED OMB No. 0704-0188
--	--

Pubic reporting burden for this collection of information is estimated to average 110 hours per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA. 22202-4302 and to the office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, D.C. 20503. Please do not return your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0001	B. EXHIBIT A	C. CATEGORY TDP ___ TM <u>X</u> OTHER ___
--	------------------------	---

D. SYSTEM / ITEM Technical Data, Repositories and DCCs	E. CONTRACT / REF. NO N68936-04-D-0008 / 01249	F. CONTRACTOR ALUTHQ
--	--	--------------------------------

1. DATA ITEM NO. A006	2. TITLE OF DATA ITEM Technical Manuals	3. SUBTITLE
---------------------------------	---	--------------------

4. AUTHORITY (Data Acquisition Dcmt No.) TMCR - (See Block 5)	5. CONTRACT REFERENCE SOW Section - SCHEDULE	6. REQUIRING OFFICE TPOC: NAVAIR DEPOT CP H46FST.7
---	--	--

7. DD-250 REQ. LT	9. DIST STATEMENT REQUIRED C	0. FREQUENCY N/A	2. DATE OF FIRST SUBMISSION SEE BLK 16	14. DISTRIBUTION TPOC: NAVAIR DEPOT CP H46FST.7
-----------------------------	--	----------------------------	--	---

8. APP CODE N/A	1. AS OF DATE N/A	3. DATE OF SUBSEQUENT SUBMISSION SEE BLK 16	a. ADDRESSEE	b. COPIES	
				Draft	Final
				Reg	Repro

6. REMARKS Blocks 12 and 13: Deliver H-46 and T58 O/I/D manual updates, in accordance with the following schedule: (a). Proof copy: Deliver one hardcopy set of each technical manual listed in the SOW, using best commercial practices, in accordance with the delivery schedule approved by the TPOC. (b). Record of Source Data Incorporation Form: Cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation. Deliver concurrent with (a). (c). Electronic Publication Order Sheet: Deliver concurrent with (a). (d). Final Copies of Technical Manual: Deliver the following items, for each technical manual listed in the SOW, 15 calendar days after completion of Government Review: (1). One Direct Image Copy (DIC) of technical manual per MIL-P-38790A. (2). One CD-ROM Master with Editable Files and embedded graphics in Microsoft Word and PDF/POD Files. (3). One CD-ROM with Historical Data in PDF format and hyperlinks TOC. (e). Printing Sequence and Collation Record: Deliver one concurrent with (d).(1). (f). Signed copy of Validation Certificate: Deliver one concurrent with (d).(1). Government will have 30 calendar days to review submission of items (a) - (c) above in accordance with the delivery schedule approved by the TPOC and return to the contractor for incorporation of defects. The contractor will have 15 calendar days to submit items (d).(1), (e), and (f). The contractor will deliver item (d).(2) and (d).(3). 7 calendar days after delivery of item (d).(1).	TPOC	1		1
15. TOTAL		1	0	1

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0096		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Feb 22		4. REQ./ PURCH. REQUEST NO. 0010159752-0001		5. PRIORITY	
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15		
14. SHIP TO SEE SCHEDULE			CODE		15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264		CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.						
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:						
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:									
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule									
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT	
	SEE SCHEDULE								
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY			<i>H G Kelley</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$86,076.20
27a. QUANTITY IN COLUMN 20 HAS BEEN			26. DIFFERENCES						
<input type="checkbox"/> INSPECTED			<input type="checkbox"/> RECEIVED			<input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED			
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS		
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.		
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.	

Section B - Supplies or Services and Prices

I. SCHEDULE OF SUPPLIES/SERVICES

CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	1402	Pages	\$48.16	\$67,520.32
0022AC	New Pages in existing Technical Manuals -- Digital Format	136	Pages	\$79.67	\$10,835.12
0023AD	Conv of HC to PDF	1538	Pages	\$5.02	\$7,720.76
002301	For Accounting Purposes Only ACRN AA, CIN 001015975200001, \$5,838.42				
002302	For Accounting Purposes Only ACRN AA, CIN 001015975200002, \$1,882.34				
TOTAL					\$86,076.20

II. SCOPE

Incorporate source data and update H-53 technical manuals to produce changes and revisions as applicable.

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from task order award to 23 September 2006.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

Karyl L. Oglesby
Code 6.8.5.1
PSC Box 8021
Cherry Point, NC 28533-0021
(252) 464-5561

VI. This order is non-severable and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30PR1239 \$86,076.20
PID/PR:0010159752
CIN 001015975200001: \$84,193.86
CIN 001015975200002: \$1,882.34
FED: 9/30/06

Money will be applied as follows:

CLIN	DESCRIPTION	001015975200001	001015975200002	TOTAL
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$67,520.32		\$67,520.32
0022AC	New Pages in existing Technical Manuals -- Digital Format	\$10,835.12		\$10,835.12
0023AD	Conv of HC to PDF	\$5,838.42	\$1,882.34	\$7,720.76
TOTAL		\$84,193.86	\$1,882.34	\$86,076.20

This task order is 100% fully funded.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services
Alutiiq – N68936-04-D-0008

TO 0096

3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

Please place an “X” in unshaded boxes in the left column, next to the tasks you want to outsource. **Do NOT change any contractual wording.** . **If you feel you need to add detail for your specific program, indicate by adding an alpha paragraph(s) in the same cell underneath the existing contractual text. This will ensure that we maintain the WBS of the original contract.** The contractor’s proposal will provide detailed tasking, based on information you’ve provided above.

	<p><i>STATEMENT OR WORK</i> <i>TABLE OF CONTENTS:</i></p> <ul style="list-style-type: none"> • <i>Technical Manual Program Support (Par 3.3A, Page)</i> • <i>Technical Manual Preparation and Publishing (Par 3.3B, Page)</i> • <i>Technical Data Conversion (Par 3.3C, Page)</i> • <i>Technical Data Distribution (Par 3.3D, Page)</i> • <i>Technical Libraries, Repositories, And Data Control Centers (DCC) (Par 3.3E, Page)</i> • <i>Technical Data Management And Technical Data Packages (Par 3.3F, Page 19)</i> • <i>Miscellaneous Technical Data Systems Support (Par 3.3G, Page)</i> • <i>Standardization, Policy And Procedures Support (Par 3.3H, Page)</i> • <i>JEDMICS Site Management Operations (Par 3.0JA, Page)</i> • <i>CMIS Site Management and Operations (Par 3.0JB, Page)</i> • <i>Joint Logistics Products & Processes – General Support (Par 3.0JC, Pag)</i> • <i>Security Requirements (Par 3.3/3.0JD, Page)</i> • <i>Other Requirements (Par 3.3/3.0JE, Pag2)</i>
	<p>3. CODE 3.3 OPERATIONAL, MANAGERIAL, ANALYSES, & TECHNICAL SUPPORT REQUIREMENTS.</p>

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.</p>
X	<p>3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.</p>
X	<p>4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW). Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required</p>

	<p>source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.</p> <p>a. Attachment B-2 does not adequately address card decks. All PDF conversion of card decks IAW MIL-DTL-23618 will be 5"x8".</p>
X	<p>6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.</p> <p>a. The page categories are as follows:</p> <p>0014AB – page changes to existing Technical Manuals – Digital to Digital Format 0014AC – new pages in existing Technical Manuals – Digital Format 0015AD – conversion of Hardcopy to Portable Document Format (PDF)</p>
X	<p>7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.</p> <p>a. Text to be delivered in MSWord.</p>
X	<p>9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.</p>
X	<p>10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.</p>
X	<p>12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.</p>
X	<p>14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.</p>
X	<p>16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work</p>

	Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	E. Portable Document Format (PDF)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion. a. Text to be delivered in MSWord, graphics to be delivered in bitmap.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description: Incorporate source data and update H-53 technical manuals to produce changes and revisions as applicable.

Manual

A1-H53CE-AML-000
A1-H53CE-IPB-450
A1-H53CE-110-000
A1-H53CE-110-100
A1-H53CE-110-400
A1-H53CE-130-000
A1-H53CE-130-200
A1-H53CE-130-400
A1-H53CE-140-000
A1-H53CE-140-400
A1-H53CE-150-000
A1-H53CE-150-200
A1-H53CE-150-400
A1-H53CE-220-000
A1-H53CE-220-100
A1-H53CE-220-200
A1-H53CE-220-400
A1-H53CE-260-000
A1-H53CE-260-100

Manual

A1-H53CE-260-200
A1-H53CE-260-400
A1-H53CE-400-000
A1-H53CE-400-400
A1-H53CE-420-000
A1-H53CE-420-200
A1-H53CE-460-000
A1-H53CE-460-400
A1-H53CE-500-000
A1-H53CE-500-400
A1-H53CE-570-000
A1-H53CE-570-200
A1-H53CE-570-400
A1-H53CE-600-000
A1-H53CE-600-400
A1-H53CE-700-400
A1-H53CE-760-400
A1-H53ME-WDM-000
A1-216PA-120-100

Manual

A1-216PA-420-200
AN-130PB-560-200
AN-330PA-570-100
AN-620PB-560-000
NA 01-230HM-8
NA 03-95-2
NA 19-1-554
NA 19-105B-42
A1-220PA-140-350
A1-220PA-140-550
A1-471PA-460-000
A1-866PA-260-100
A1-866PA-260-950
A1-H53BE-MIB-000
A1-H53CE-SRM-010
A1-H53ME-CLG-500

(A) To be Furnished:

X	1. <u>Two</u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u>(1)</u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u>One</u> copy(s) of the Validation Certificate.
X	4. Original and <u>One</u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u>One</u> copy(s) of DD Form 250.
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : NAVAIRDEPOT, CODE H53ISST.11, PSC BOX 8021, CHERRY POINT, NC 28533-0021
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT <C>. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to: < Commanding Officer, NAVAIRDEPOT Code H-53ISST (PMA- 261), PSC Box 8021, Cherry Point NC 28533-0021. >. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-PRF-38807.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: 8.5 x 11, 11 x 14, 11 x 17 and 11 x 26 as indicated in task order in MSWord with embedded graphics in Bitmap format..
X	7. All new illustrations will be in the form of line drawings. Smaller than 11 x 17 in Bitmap format, larger than 11 x 17 will be converted to 11 x 17 in Bitmap format.
X	8. Questions which arise in relation to technical manual content shall be presented to: H-53 ISST.11 / CODE 6.8.5.1
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A

	with Amendment 1 of 20 Aug 1988.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to H-53 ISST.11 / CODE 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: CD's delivered in marked cases and paper delivered in marked packages.

Marking: TM number and date, Proof, DIC, CD. CD cases marked IAW sample provided by H-53ISST.11/Code 6.8.5.1 during start of work meeting.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) H-53 ISST.11/Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, (CFA code H-53ISST.11, Code 6.8.5.1) shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is (CFA H-53ISST.11, Code 6.8.5.1). The proper Mailing Address is:

Commanding Officer
 Naval Aviation Depot
 Attn: H-53 ISST.11/Code 6.8.5.1
 PSC Box 8021
 CHERRY POINT, NC 28533-0021

A1	Incremental deliveries commencing 60 days after date of order. If at time of review of A1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
A2, A3, A4, A5, and A7	Incremental deliveries commencing 30 days after return of corrections in A1 deliverable One (1) DIC of each manual, One (1) CD ROM containing MSWord, PDF, and Bitmaps will be delivered.

Completion Date of all items: 210 days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

(CFA H-53ISST.11/Code 6.8.5.1), has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0097		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Jan 11		4. REQ./ PURCH. REQUEST NO. 0010163091		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTIQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY						25. TOTAL	\$18,030.00	
							26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0097 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010163091				
				MAX COST	\$16,446.00
				BASE FEE	\$475.00
				SUBTOTAL MAX COST + BASE	\$16,921.00
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$16,921.00
	ACRN AA				\$16,921.00
	CIN: 001016309100001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010 EXERCISED OPTION	Award Fee CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	in support of CLIN 0009				
	FOB: Destination				
	PURCHASE REQUEST NUMBER: 0010163091				
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	\$0.00
				MAX AWARD FEE	\$1,109.00
				TOTAL MAX COST + FEE	\$1,109.00
	ACRN AA				\$1,109.00
	CIN: 001016309100001				

SCHEDULE INFO

I. SCHEDULE OF SUPPLIES/SERVICES					
Item No.	Description	Qty	Unit	Unit Price	Amount
0009	Services as specified in Task Order 0097 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	453	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$16,446 \$475 \$16,921
0010	Award Fee in support of CLIN 0009	01	LOT	NTE	\$1,109
0011	Travel in support of CLIN 0009	01	LOT	NTE	\$0
0012	Materials/ODC's in support of CLIN 0009	01	LOT	NTE	\$0
0013	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
Total Cost Reimbursable					\$18,030

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$18,030.00**. The allotted funding will cover approximately **100%** of the total effort. The balance to fully the task order is **\$0.00**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 453 direct labor hours. The estimated composition of hours is as follows:

HKA	
CATEGORY	HOURS
Sr. Program/Project Control Specialist	b(4)
Technical Publication Writer/Editor	
Editorial Assistant	
Editorial Clerk	
Data Entry Clerk	
Admin Assistant	
Total	453

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 11 January 2006 to 11 June 2006.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Sharon Wicke
P.O. Box 357058,
San Diego, CA 92135-7058
Phone: (619) 545-3909
E-mail: sharon.wicke@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 97X4930 NA2B 000 77777 0 065888 2F 8E0022 1L653F333000

Amount: \$18,030.00

PID/PR: 0010163091

FED: 09/30/08

Funding is allocated as follows:

CLIN 0009-- Estimated Cost	\$16,446
CLIN 0009-- Base Fee	\$475
CLIN 0009 -- Est Cost plus Base Fee	\$16,921
CLIN 0010 --Award Fee	\$1,109
CLIN 0011 --Travel	\$0
CLIN 0012 -- Materials/ODC's	\$0
TOTAL ORDER AMOUNT	\$18,030

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008****Task Order 0097****NADEP NORIS-05-006****3.0 TEAM Logistics Task Order (TO)****Statement of Work (SOW)****TASK PROFILE:****SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT****C.1 STATEMENT OF WORK****Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT**

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING.</p> <p>The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
X	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and art work, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.</p>
X	<p>2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/ietm.html. Due</p>

	to volatile nature of internet domains, "broken" Uniform Resource Locators (URLs) may occur. If so, successor URL should be obtained by using an Internet search engine to try to find the updated URL. That failing, normal contract lines of communication for requesting correction and support should be used.
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government furnished templates, style sheets, and scripts in the development or update of documentation.

X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, and ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

Prepare Change to the F/A-18 External Fuel Tank technical manual, A1-471AC-460-030, using Interleaf software and F/A-18 Work Package Template. Incorporate source data as listed in Section H. Digital delivery of each manual shall be prepared in Interleaf IDU format and PDF delivered on a CD. All illustrations shall be integrated with the final editable copy.

(A) To be Furnished:

X	1. Two (2) set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. One (1) CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.

X	3. Original and one (1) copy of the Validation Certificate.
X	4. Original and one (1) copy of Record of Source Data Incorporation.
X	5. Original and one (1) copy of DD Form 250.
	6. Original and _____ copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. One (1) CD-ROM (ISO 9660) of IPDF for each manual

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot, North Island
	2. Contractor Assistance days will be utilized to research source data provided the contractor for this work statement. These research hours will include revalidation of source data questioned when contractor personnel are incorporating changes requested in this work effort. Contractor Assistance days will be utilized as follows: Ten (10) days for research and development of source data.
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to Commander, Naval Air Systems Command (PMA-265), 47123 Buse Rd., Building 2272, Patuxent River, MD 20670-1547. DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: MIL-DTL-81927C (AS).
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Each manual shall be prepared in Interleaf IDU format and shall also be delivered in Indexed Portable Document Format (IPDF) IAW NATEC Technical Manual Conversion Guidelines.
X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to: Naval Air Depot North Island, Code 6.8.5.1.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.

X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Naval Air Depot North Island, Code 6.8.5.1 for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number/Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by Naval Air Depot North Island, Code 6.8.5.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, **Naval Air Depot North Island, Code 6.8.5.1** shall be notified

immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is **Naval Air Depot North Island**. The proper Mailing Address is:

**Commanding Officer
Naval Air Depot North Island
Attn: Code 6.8.5.1/Sharon Wicke, Bldg. 334-1
P. O. Box 357058
SAN DIEGO, CA 92135-7058**

A1	Initial review of manual to be 90 days after date of order
A2 through A5 and A7	Thirty (30) days after receipt of approved copy of Item A1, these items shall be forwarded to Naval Aviation Depot, North Island, Code 6.8.5.1

Completion Date of all items: **150** days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Depot North Island, has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

GOVERNMENT FURNISHED SOURCE DATA:

**LES NI F18-0004-05
Interleaf IDU on CD of A1-471AC-460-030
CD with photographic illustrations in .jpg format**

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0098	3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Jan 26	4. REQ./ PURCH. REQUEST NO. 0010160403	5. PRIORITY
---	-------------------------------------	---	---	-------------

6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049	CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651	CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)
---	-------------	--	-------------	---

9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039	CODE 1Y0D7	FACILITY	10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED
			12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15

14. SHIP TO SEE SCHEDULE	CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264	CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.
--	------	--	-------------	--

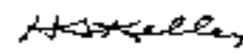
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE		Reference your quote dated Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED (YYYYMMDD)
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE SCHEDULE					

* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY		25. TOTAL \$82,964.00
			26. DIFFERENCES

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 (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------------------	---

e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS
--	--------------	--------------------	--------------

f. TELEPHONE NUMBER	g. E-MAIL ADDRESS	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
---------------------	-------------------	--	-------------	---------------------------------

36. I certify this account is correct and proper for payment.

a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. CHECK NUMBER
			35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.
-----------------	-----------------	---------------------------------	----------------------	---------------------	---------------------

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017 EXERCISED OPTION	Services CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	as specified in Task Order 0098 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work				
	FOB: Destination				
				MAX COST	\$71,432.00
				BASE FEE	\$1,155.00
				SUBTOTAL MAX COST + BASE	<u>\$72,587.00</u>
				MAX AWARD FEE	\$0.00
				TOTAL MAX COST + FEE	\$72,587.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001701 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF	UNDEFINED	Lot	UNDEFINED	UNDEFINED
	FOB: Destination				
	MILSTRIP: N0001906P2PF034				
	PURCHASE REQUEST NUMBER: 0010160403				
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<u>UNDEFINED</u>
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA				\$67,588.05
	CIN: 001016040300001				

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0018 EXERCISED OPTION	Award Fee CPAF in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$0.00
				BASE FEE	\$0.00
				SUBTOTAL MAX COST + BASE	<hr/> \$0.00
				MAX AWARD FEE	\$2,694.00
				TOTAL MAX COST + FEE	\$2,694.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001801 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY CPAF FOB: Destination MILSTRIP: N0001906P2PF034 PURCHASE REQUEST NUMBER: 0010160403	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
				BASE FEE	UNDEFINED
				SUBTOTAL MAX COST + BASE	<hr/> UNDEFINED
				MAX AWARD FEE	UNDEFINED
				TOTAL MAX COST + FEE	UNDEFINED
	ACRN AA CIN: 001016040300001				\$2,508.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0019 EXERCISED OPTION	Travel COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,715.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
001901 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N0001906P2PF034 PURCHASE REQUEST NUMBER: 0010160403	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001016040300001				\$3,459.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0020 EXERCISED OPTION	Materials/ODCs COST in support of CLIN 0017 FOB: Destination	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	\$3,968.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
002001 EXERCISED OPTION	FOR ACCOUNTING PURPOSES ONLY COST FOB: Destination MILSTRIP: N0001906P2PF034 PURCHASE REQUEST NUMBER: 0010160403	UNDEFINED	Lot	UNDEFINED	UNDEFINED
				MAX COST	UNDEFINED
	ACRN AA CIN: 001016040300001				\$3,695.00

SCHEDULE INFO

SCHEDULE OF SUPPLIES/SERVICES						
I.	Item No.	Description	Qty	Unit	Unit Price	Amount
	0017	Services as specified in Task Order 0098 Statement of Work -- Attachment (1), and in accordance with basic contract Statement of Work	1080	HRS	Est Cost: Base Fee: Est Cost plus Base Fee:	\$71,432.00 \$1,155.00 \$72,587.00
	0018	Award Fee in support of CLIN 0017	01	LOT	NTE	\$2,694.00
	0019	Travel in support of CLIN 0017	01	LOT	NTE	\$3,715.00
	0020	Materials/ODC's in support of CLIN 0017	01	LOT	NTE	\$3,968.00
	0021	Data in accordance with DD Form 1423, Exhibit "A" (CDRL) of the basic contract	01	LOT	NSP	NSP
	Total Cost Reimbursable					\$82,964.00

II. PAYMENT OF FEE

Payment of fee under this contract will be determined in accordance with Section B of the basic contract. The maximum award fee specified above shall be held in reserve pending modification of the order to reflect the actual fee earned for the applicable evaluation period.

III. INCREMENTAL FUNDING:

Reimbursement of allowable cost shall not exceed the aggregate amount indicated below and the Government for allowable costs incurred hereunder in excess of such amount will not reimburse the Contractor. As of the date of the execution of this contract, there has been allotted the sum of **\$77,250.05**. The allotted funding will cover approximately **93%** of the total effort. The balance to fully the task order is **\$5,713.95**.

Notwithstanding the foregoing limitation, the amount or amounts allotted hereto and obligated herein may be increased from time to time by modification to this task order. The Contractor shall notify the Contracting Officer in writing, at least thirty (30) days prior to the time the funds hereunder are fully expended, that additional funds will be required if performance is to continue under the task order. In the event that additional funds are not made available and allotted to this delivery order by the Government, and the Contractor has given timely notice as provided herein, the Contractor shall be entitled to "Termination" and a settlement in accordance with the provisions of said clause; provided, that in no event shall the total of all payments to the Contractor under this task order, except for settlement expenses described in said "Termination" clause, exceed the total of all amounts hereto.

IV. LEVEL OF EFFORT

The level of effort for this task order is 1,080 direct labor hours. The estimated composition of hours is as follows:

ANTEON	
CATEGORY	HOURS
Operation Logistics Manager	b(4)
Jr. Computer Systems Analyst	
Clerk/Admin Support	
Total	1,080

V. SCOPE

The scope of this task order is contained in Attachment (1) - Statement of Work (SOW)

VI. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

VII. PERIOD OF PERFORMANCE

The period of performance for this task order is from 26 January 2006 to 21 January 2007.

VIII. TASK ORDER CONTRACTING OFFICER'S REPRESENTATIVE (TOCOR)

The TOCOR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the TOCOR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. The Contractor under such technical instruction will take no action unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The Contract COR is:

Susan McCollum, Code 3.0C
NAWCAD
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

The Task Order COR is:

Francis Willis
NAS North Island, Bldg. 90
San Diego, CA 92135-7031
Phone: (619) 545-5760
E-mail: francis.willis@navy.mil

IX. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4N 251 00019 0 050119 2D 000000 AIR30PRL1118

Amount: \$77,250.05

PID/PR: 0010160403

CIN: 001016040300001

CSS-IWP#: 200511210003084

FED: 09/30/06

Funding is allocated as follows:

CLIN 0017-- Estimated Cost	\$ 66,513.05
CLIN 0017-- Base Fee	\$ 1,075.00
CLIN 0017 -- Est Cost plus Base Fee	\$ 67,588.05
CLIN 0018 --Award Fee	\$ 2,508.00
CLIN 0019 --Travel	\$ 3,459.00
CLIN 0020 -- Materials/ODC's	\$ 3,695.00
TOTAL ORDER AMOUNT	\$ 77,250.05

X. This order is non-severable, non-recurring and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

XI. TRAVEL

Travel contemplated under this task order is identified below. All travel must be approved in advance by the TOCOR or ATOCOR.

Departure City	Destination City	Number of Persons	Trips	Days
San Diego, CA	Patuxent River, MD	1	1	4
San Diego, CA	Cherry Point, NC	1	1	4
San Diego, CA	St. Louis, MO	1	1	4

Section C - Descriptions and Specifications

SOW**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008****CSS IWP REF # 3084/Task Order 0098****3.0 TEAM Logistics Task Order (TO)****Statement of Work (SOW)****AV-8B PLT-DATA ACCESS SYSTEM****SCOPE PROFILE:**

The contractor will provide the support services necessary for the continuation of the development, implementation, and maintenance of the AV-8B Production Line Transition (PLT) Manufacturing Data Retention and Access System via the previously established internet Web site named AVTIS. The Depot & Contractor will support users from contractors that need access using new or existing requirements that will be developed in the system. Contract name & number will be added to users' profiles that access the system. Subcontractors and users will need established contract numbers or purchase order numbers to gain access into the AVTIS SYSTEM. Access logs will track users that are working on a particular contract.

Administrative DD 245 form that is required by contractors to access the system without a .mil domain. Administrative users that access the AVTIS SYSTEM.

TASK PROFILE:

This Statement of Work outlines the support services necessary for the continuation of the development and/or implementation of AVTIS. The period of performance is 25 January 2006 through 30 November 2006.

Introduction

The AV-8B last production year was 2003, with aircraft delivery ending in September of 2004. A program requirement for the retention of the AV-8B manufacturing data was identified during the Production Line Transition (PLT) effort. The United States Navy (USN) and the Boeing Company have spent the past years identifying all of the manufacturing data required by the USN for future In Service Support (ISS) of the AV-8B platform. Several elements of manufacturing data have been identified and are currently being converted to electronic files. These files had been delivered incrementally starting in September 2003 and will continue until all identified AV-8B manufacturing data has been converted and delivered.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

3.1.1 General Task 3.3A-1 Management Support.

6. The contractor shall assess, develop, modify, and implement technical data operations, procedures and tools which support cost efficient military readiness, participating at contractor, Intra and Inter-Service or other business meetings (e.g., Industry Standardization Committees or Associations) as required.

a. The AV-8B PLT web site shall use the Electronics Tooling Information Management System (ETIMS) functionality for the PLT effort. This ETIMS functionality shall: include one way linkage; make tool drawings available into ETIMS ; match ETIMS records with AVTIS and search all available design drawings in the AVTIS web site

The contractor shall:

- Interface with the prime manufacturer's subcontractor on user-friendly help document on ETIMS.
- Continually review data generated by the ETIMS algorithm to ensure initial output from the system is reasonable and accurate. Assist in correcting data where necessary to ensure ETIMS integrity.
- On a regular basis, update and evaluate ETIMS functionality and/or linkage as necessary with prime manufacturer's subcontractor.

10. The contractor shall provide curriculum and training in the areas of technical data and related configuration management activities.

3.4 General Task 3.3D TECHNICAL DATA DISTRIBUTION. The following tasks may be required in support of technical data distribution as defined in individual task orders.

4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination. The contractor shall support the design & developed engineering cross-reference data with Boeing. This cross-reference will enable more detail search criteria for better search results. These efforts will be coordinated with Boeing to discuss cross reference data with the prime weapons contractor & affiliated subs. We will also explore other methods of search capabilities. The system will support tool ID, document numbers & ETIMS data searches.

3.6 General Task 3.3F TECHNICAL DATA MANAGEMENT AND TECHNICAL DATA PACKAGES . The Contractor may provide technical data management support in accordance with requirements set forth in task orders. These tasks encompass all aspects of the data management discipline. Contractor courier services shall be limited to local distribution of technical data only. The Contractor shall work within the processes established by the

Government and its Prime Weapon Systems contractor to manage the configuration of data. The workflow will encompass four progressive status categories of digital data files.

- Working data, where the data is under the originator's (prime weapon systems contractor) control only
- Released data, where the working data has been approved by the Government in accordance with the prime weapon system contractor's established approval process, has been released for its intended use, and is now subject to prime weapon system contractor configuration control procedures
- Submitted data, where prime weapon system contractor released data has been formally submitted to the Government for approval
- Approved data, where prime weapon system contractor submitted data has been approved for its intended use by the Government

2. Data Acquisition.

B. The contractor shall participate in actions required to define digital data for delivery to or access by the Government in general, and for configuration management data in particular. With interactive access, the emphasis is on Government access to contractor maintained databases. It is most important to precisely define the requirements for digital data in the Contract Data Requirements List (CDRL).

- Work with NAVAIR network support to backup and support the SQL environment. Develop new access forms to gain access to AVTIS. Backup and maintenance procedure will be needed to maintain AVTIS. Database will need to be monitored for user support and data integrity. Access logs will be available to program office for support and documentation.
- The contractor shall provide personal computers or workstations necessary for development at the contractor's expense less a Navy Marine Corps (NMCI) workstation which will be a cost to the government customer. Development work shall be accomplished on offsite facilities or on travel to the Program Office, Patuxent River Maryland, as required.

1) Contractor support shall include:

- Customer support as new user's access request processing and user account integrity
- Enhancements and bug fixes to applications
- Database integrity and backup
- Data recovery and all associated production requirements

2) The contractor shall review specific data and/or records to determine irregularities and take appropriate corrective actions.

3.8 General Task 3.3H STANDARDIZATION, POLICY AND PROCEDURES SUPPORT. Contractor may be required to prepare reports describing progress or other

status with regard to services, tasks, and products being performed or developed in support of technical data

2. Technical Information Storage, Retrieval, Conversion, and Integration - The contractor shall provide analyses and evaluations of the policy, processes, procedures, and tools used to manage, maintain, store, and retrieve technical information in support of weapon systems, airborne weapons, and support equipment for the Naval Air Systems Team. Depot & Contractor support for users from contractors that need access. Using new requirements that will be developed in the system. Contract name & number will be added to users that access the system. Subcontractors will need established contract number or purchase number to gain access into the AVTIS SYSTEM.

Users will need a contract number in order to access AVTIS SYSTEM. Access logs will track users that are working on a particular contract. Change form that requires contractor access without a .mil domain. Administrative users that access the AVTIS SYSTEM.

- Travel to ST Louis to discuss technical requirements necessary to implement cross-reference criteria.
- Train assigned contract personnel to administrate AVTIS during the conclusion of the follow on contract. Support existing users in the AVTIS SYSTEM.

- a. The monthly progress report (A002), part of the basic contract, shall include all technical and financial elements as required by the basic contract. The technical elements to be included (but not limited to):
 - 1) an in-depth plan for continuous design and implementation of AVTIS
 - 2) Update on status of all data elements received from the manufacturer/associated vendors and incorporated in the AVTIS.
 - 3) Providing access logs of system users.
 - 4) Status of continuing development of software code template, per government sample, which will become the sole property of the US government.
 - 5) Trip report summary(ies) for trips necessary for fulfillment of contract.
- b. The contractor shall train new users at Pax River, MD, NADEP Cherry Pt., NC, and/or other designated locations(s) on how to use the AVTIS site as well as the ETIMS linkage.

4.4. General Task 3.3/3.0JD SECURITY REQUIREMENTS. The contractor shall comply with security regulations and requirements for tasks requiring the handling, storage, development, update or conversion of confidential material.

1. Contractor's personnel shall hold a SECRET level security clearance in accordance with the NISPOM, DOD 5220.22-M. The Contractor shall perform in accordance with the Contract Security Classification Specification (DD-Form 254), OPNAVINST 5510.1H, and all other specific security classification guidelines.

SECTION F - DELIVERY OR PERFORMANCE

Completion Date of all items: ____360____ days after date of order.

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008		2. DELIVERY ORDER/ CALL NO. 0099		3. DATE OF ORDER/ CALL (YYYYMMDD) 2006 Feb 06		4. REQ./ PURCH. REQUEST NO. 0010162386		5. PRIORITY			
6. ISSUED BY CDR NAWCWD CODE 230000E ATTN: D. HAWTHORNE (805) 989-4091 575 "I" AVE SUITE 1, BLDG 65 POINT MUGU CA 93042-5049			CODE N68936	7. ADMINISTERED BY (if other than 6) DCMA SOUTHERN VIRGINIA 190 BERNARD ROAD BLDG 117 FORT MONROE VA 23651			CODE S5111A	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)			
9. CONTRACTOR ALUTHQ SECURITY & TECHNOLOGY, LLC NAME RON HANCOCK AND 737 VOLVO PARKWAY, SUITE 120 ADDRESS CHESAPEAKE VA 23320-4039			CODE 1Y0D7	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input checked="" type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
					12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15				
14. SHIP TO SEE SCHEDULE			CODE	15. PAYMENT WILL BE MADE BY DFAS - COLUMBUS CENTER SOUTH ENTITLEMENT OPERATIONS PO BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.								
	PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein. REF:								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES				20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT			
SEE SCHEDULE											
* 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 TEL: (805) 989-1943 EMAIL: henry.kelley@navy.mil BY: HENRY G KELLEY				25. TOTAL \$156,119.75		26. DIFFERENCES		
27a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP NO.	29. DO VOUCHER NO.	30. INITIALS				
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
36. I certify this account is correct and proper for payment.					31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER				
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER					35. BILL OF LADING NO.				
37. RECEIVED AT	38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

I. SCHEDULE OF SUPPLIES/SERVICES

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	33	Pages	\$48.16	\$1,589.28
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	26	Pages	\$48.16	\$1,252.16
0022AC	New Pages in existing Technical Manuals -- Digital Format		Pages	\$79.67	\$0.00
0022AD	Output of Portable Document Format (PDF) Files	4279	Pages	\$7.27	\$31,108.33
0023AA	Conv of HC to master rev text in MS Word		Pages	\$15.87	\$0.00
0023AB	Conv of HC to master rev text in Interleaf	7587	Pages	\$15.87	\$120,405.69
0023AC	Conv of HC/Digital text to tif files	373	Pages	\$4.73	\$1,764.29
0023AD	Conv of HC to PDF		Pages	\$5.02	\$0.00
0024AA	HC drawing to digital/CALS C4		Images	\$12.67	\$0.00
0024AB	HC drawing to digital/PDF		Images	\$12.67	\$0.00
TOTAL					\$156,119.75

II. SCOPE

Prepare revisions/changes or digitization for ACE Common Components technical manuals listed in task order Statement of Work using Interleaf and master digital files (when available). Incorporate source data as listed in task Order Statement of Work. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

III. INSPECTION AND ACCEPTANCE

Inspection and Acceptance will be performed at destination by the TOCOR.

IV. PERIOD OF PERFORMANCE

The period of performance for this task order is from 6 February 2006 to 6 August 2006.

V. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The COR is responsible for monitoring the performance and progress as well as overall technical management of this order and should be contacted regarding questions or problems of a technical nature. In no event, however, will any understanding or agreement, modification, change order, or other matter deviating from the terms of the order between the Contractor any person other than the Ordering Officer be effective or binding upon the Government, unless formalized by the proper contractual documents executed by the Ordering Officer prior to completion of this contract. When, in the opinion of the Contractor, the COR requests effort outside the scope of the order, the Contractor will promptly notify the Ordering Officer in writing. No action will be taken by the Contractor under such technical instruction unless the Ordering Officer has issued an order change. On all problems that pertain to order terms, the Contractor will contact the Ordering Officer.

The COR is:

Susan McCollum, Code 3.0C,
NAWCAD ,
22477 Peary Road, Bldg. 516
Patuxent River, MD 20670
(301) 757-1046

Task Order Contracting Officer Representative (TOCOR) is:

William Pfeiffer
Naval Air Depot
NAS North Island
P.O. Box 357058, Bldg. 334-1
San Diego, CA 92135-7058
(619) 545-3900

VI. This order is _____ non-severable _____ and is non-A&AS. The award fee evaluation criteria for this task order is the same as provided in Attachment (2) to the basic contract.

VII. ACCOUNTING AND APPROPRIATION DATA

AA 1761804 4A4N 252 00019 0 050119 2D 000000 AIR30PRLA183 \$156,119.75
PID/PR: 0010162386
CIN: 001016238600001
FED: 9/30/06

Money will be applied as follows:

CLIN	DESCRIPTION	AMOUNT
0022AA	Page Changes to existing Technical Manuals -- Hardcopy to Digital Format	\$1,589.28
0022AB	Page Changes to existing Technical Manuals -- Digital to Digital Format	\$1,252.16
0022AD	Output of Portable Document Format (PDF) Files	\$31,108.33
0023AB	Conv of HC to master rev text in Interleaf	\$120,405.69
0023AC	Conv of HC/Digital text to tif files	\$1,764.29
TOTAL		\$156,119.75

This task order is 100% fully funded.

Section C - Descriptions and Specifications

SOW

3.3 Technical/Management Logistics Support Services

Alutiiq-N68936-04-D-0008

TO 0099

WRNI-06-XXX

**3.0 TEAM Logistics Task Order (TO)
Statement of Work (SOW)**

SOW 1 - Technical Manuals, Conversion, and TMCR

SCOPE PROFILE:

Prepare Revision/Changes or digitization for ACE Common Component technical manuals listed below using Interleaf and master digital files (when available). Incorporate source data as listed in Section H. Digital delivery shall be in Interleaf IDU format and delivered on CD-ROM (one manual per CD).

TASK PROFILE:

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK

Detailed Task 3.1 LOGISTICS SYSTEMS MANAGEMENT

	<p>3.2 General Task 3.3B TECHNICAL MANUAL PREPARATION AND PUBLISHING. The contractor shall prepare and update aeronautical technical manuals (TMs) under the cognizance of the Naval Air Systems Command's designated technical manual management activity/activities. The contractor shall incorporate technical manual source data furnished by the government and/or perform research and original writing as required in task orders. The types of technical manuals included in the inventory include, but are not limited to, those listed in Attachment A. In order to accomplish the scope of work, the contractor shall have the expertise and ability (personnel, equipment, and facilities) to furnish the required services and products of the Naval Aviation Systems TEAM technical manual program as specified in task orders. Those technical manual efforts that are to be firm fixed priced are described in Attachment D.</p>
<p>X</p>	<p>1. Technical manual source data will be furnished to the contractor by the Cognizant Field Activities (CFA), or NATEC, for incorporation into technical manuals. Source data is validated material provided by the government that forms the basis of the technical manual update. Source data may be a complete draft or marked-up copy of the manual; it may include a printed copy of the manual, reproducible copy and artwork, negatives, sketches, photographs, and digital files. Source data may include Engineering Change Proposals, Technical Directives, engineering drawings, government written manuscript copy, Manual Change Releases (MCRs), dispositioned Technical Publication Deficiency Reports (TPDRs) and/or other documentation required by the contractor to prepare the items ordered. The source data to be furnished to the contractor by the</p>

	CFA or NATEC will be listed in the TMCR Work Statement/Order and provided prior to issuance of the order, or in less frequent instances, incrementally as work progresses.
X	2. Technical manual products will include traditional page-based manuals and electronic technical manuals. The range of electronic technical manuals shall include, but not be limited to, those described on the Navy CALS Web Site: http://navysgml.dt.navy.mil/ietm/classes.html .
X	3. In order to accomplish the scope of work, the contractor must have the expertise and ability (personnel, equipment and facilities) to perform research, writing, editing, illustrating and related graphic arts actions, typing, layout and photographic tasks, validating and related support services, production of digital files and media, and provide accurate and timely deliveries of the aeronautical technical manuals ordered hereunder. The contractor shall have the expertise and ability to project aeronautical and weapons maintenance practices and principles into government technical manuals.
X	4. The contractor shall be fully conversant with the requirements of the applicable specifications including, but not limited to MIL-STD 3001 and those listed in Attachment B, B-1, and B-2 of the Statement of Work (SOW) . Therefore, detailed instructions covering basic standard grammatical rules, spelling, abbreviations, writing styles, or detailed instructions on the preparation and production of related drafting, illustrating, or other art and graphic services are not provided. The issues of the documents indicated in Attachment B of the SOW are the issues listed in the current Department of Defense Index of Specifications and Standards (DODISS); however, offerors shall also be fully conversant with amendments and all previous issues. Pertinent specifications and standards, with amplifying instructions, deviations, and all required source data for accomplishment of tasks, will be cited in each individual TMCR Work Statement/Task Order. Final interpretation of specification requirements and approval/issuance of deviations are the sole responsibility of the Naval Aviation Technical Data and Engineering Services Command (NATEC), and approval must be obtained, in writing, prior to authorizing the contractor to deviate from specification requirements.
X	6. As specified by task order, page categories for page-based technical manuals may include: Change pages, New pages (existing manuals), and New pages (new manuals) to be furnished and delivered as new manuals, changes and revisions/pickup revisions as specified in individual task orders. Electronic technical manuals may be furnished as scrollable or frame-based products as defined in task orders. a. Foldout pages shall be delivered as a single page and a single digital file. Delivery of truncated pages or multiple segments of foldout pages (with the intent to assemble as a single page at the printer's facility) shall not be permitted. Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
X	7. As specified by the government, text shall be prepared from Commercial Off-the-Shelf (COTS) publishing or word processing software packages (e.g., Arbortext, Interleaf, Ventura, Word, etc.); illustrations shall be prepared in raster or vector formats as required. Compliance with the Continuous Acquisition and Logistics Support (CALS) initiative may be required with data being delivered in formats including, but not limited to Standard Generalized Markup Language (SGML), HTML, and XML.
X	8. As specified in individual task orders, the contractor shall develop and/or integrate technical data to satisfy multiple customer usage requirements such as, but not limited to: maintenance, training, parts ordering.
X	9. Material such as outlines, reproduced (in-process review) copies, proof copies, delivery media, electronic transmission, etc. shall be specified in individual task orders. Requirements for generation from digital revisable masters of products (e.g., Portable Document Format or Extensible Markup Language) required to support digital replication, distribution, storage, and

	access shall be defined in individual task orders.
X	10. All templates, style sheets, Formatting Output Specification Instances, scripts, and other processing information developed by the contractor under task orders shall be furnished to the government. When required by the government, the contractor shall utilize government-furnished templates, style sheets, and scripts in the development or update of documentation.
X	11. Document Type Definitions, Data Dictionaries, and Tagging Conventions Guidance shall be prepared or updated by the contractor as required.
X	12. All master revisable files for new manuals, changes and revisions/pickup revisions shall be the property of the government and shall be appropriately indexed, packaged, and shipped to the government when required.
X	13. On an as required basis, at designated sites, the contractor shall operate and manage the government's in-house publishing system.
X	14. Quality Assurance (QA) and Quality Control is the responsibility of the contractor. The QA requirements for all Technical Manuals and/or source data to be procured shall be in accordance with ISO 9000-1-94, ISO 9000-2-93, ISO 9000-3-93, AND ISO 9000-4-93. Technical Manual Quality Assurance Program Guide, AL-855TM-GYD-000, shall be used for guidance in the operation of a Quality Assurance Program.
X	15. Quality Control of Production Processes. The contractor shall establish a TM Quality Assurance Program (QAP) to ensure the development of technically accurate and complete technical manuals. This QAP will encompass all phases of the contractor's technical manual operation from initial receipt of source data through final product delivery and acceptance. The QAP must ensure development and continued use by the contractor of adequate controls through all areas of technical manual development. The Navy reserves the right to review the contractor's QA processes at any time.
X	16. Product Reviews and Validation and/or Verification. The contractor shall validate all TMs and/or source data furnished under this contract. Initial guidance meetings and in-process reviews will be conducted by the government on an as required basis, as scheduled jointly between the government and the contractor. When required by the TMCR Work Statement/Delivery Order, reviews, validation and/or verification shall be conducted at a CFA and or fleet site. These events will be chaired by the requiring activity's representative and supported by the contractor. Guidance information regarding these events is available in the TM Quality Assurance Program Guide, AL-855TM-GYD-000.
X	17. Acceptance for quality is primarily vested in the designated representative of the CFA for whom the documentation is prepared. Policy decisions regarding quality and conformity of the technical documentation shall be referred by the designated representative of the CFA to the NATEC Quality Assurance Department.
X	SUPPLEMENTS. Supplements are subsidiary documents that complement the information contained in certain technical manuals.
X	PAGE. A "page" is defined as that data depicted on one side of a printed sheet within the page size limitations of the governing specification. A page unit shall be considered to be 8 ½" X 11". Foldout pages shall be prepared for printing on one side only; the page count for foldouts is determined by the number of page units in the foldout length.
	a. Types of pages are defined as follows:
X	1. New Page: Any page that has not previously existed in the aeronautical technical manual being prepared/updated.
X	2. Change Page: Any modification of an existing page in the technical manual being updated. This type of action

	may involve the addition, deletion, or modification of information of an existing page. Changed/revise pages shall include new pages generated by the “rollover” of technically unchanged information.
X	3. Unchanged/Renumbered Page: Any page renumbered or intentionally left blank to maintain sequential integrity; a page picked up as backup; an unchanged page included in a revision. These pages shall not be considered for pricing purposes.
X	TEXT. Text is defined as all technical manual written material and entries including front matter.
X	ILLUSTRATIONS . Illustrations are artwork that depicts various subject matters prepared in various styles, techniques and media including line art, phototracing, and lettering, in accordance with the applicable specifications cited in the TMCR Work Statement/Order. Illustrations shall clearly, adequately and economically portray the information to be illustrated. Examples of illustrations which may be required in technical manuals/changes/revisions/pick-up revisions are frontispiece (assembled view), exploded views, sectional/cutaway views, test set-up diagrams, procedural and functional block diagrams, outline drawings, wiring diagrams, schematic diagrams, line drawings, performance charts, logic diagrams and flow charts. Utilizing government furnished source material, illustrative material to be furnished by the contractor may be original art or update or modification of existing art which may require research of engineering drawings or other reference materials. Line art or drawings shall be of high reproducible quality capable of maintaining consistent high density tonal values.
X	CHANGES. Changes to existing aeronautical technical manuals may consist of changed or new pages in existing technical manuals. Changes shall be utilized to modify existing material, correct existing errors or omissions in the text or illustrations and may include but are not limited to additional information as a result of configuration, design and modification changes, or to introduce additional information as a result of authorized substitution of parts, assemblies, and/or components on the equipment covered by the manual(s).
X	REVISIONS. Revisions to existing technical manuals are the subsequent editions of the manuals which supersede the preceding editions. A revision is generally called for when the cumulative total of existing changed pages plus the pages affected by the current change exceed 60% of the manual, or when a manual of sixteen pages or less requires updating. Revisions shall include all previous and current changes and any new data resulting from equipment configuration, design, and modification changes.
X	(a) Pick-up revisions refer to those revisions that incorporate changed material but do not involve updating all pages in the issue. The pick-up revision shall incorporate the basic manual (or latest revision), all changes subsequent to the basic/latest revision, and the new data requiring issuance of the latest change. The changed material shall be properly identified, numbered, and collated in the pick-up revision and the updated pages shall be identified in the front matter of the manual. Pick-up revisions shall be properly collated, complete manual issues. Only those changed, revised, or added Work Packages/Pages shall have the current change number and date. Other existing Work Packages/Pages shall be reissued without changes to dates, change symbols or other modification. A supersedure notice shall be placed on the title page as follows:
X	“This manual supersedes A1-XXXXXX/NAVAIR XXXXXX dated ____ with change information. Change _____ dated _____ has been incorporated in this issue and makes this a complete manual.”
X	MANUSCRIPT (DRAFT) COPIES. When specified in the TMCR/Task Order, manuscript copies (or draft) for a new manual shall be provided. The manuscript shall be edited and complete in all respects, and shall contain all front matter, text, illustrations, and tables to be included in the manual as specified in the technical content specification. The manuscripts to be furnished shall be in accordance with the style, format and technical content specifications specified in individual task orders.
	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. The contractor shall accomplish conversion of data of various types (e.g., technical manuals, engineering drawings, program data, etc.) to other formats as defined

	in individual task orders and described in Attachment D of this Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of this SOW.
X	1. A task order may require that a specific application software package be used to generate the data (e.g. AutoCAD, ComputerVision CADDs 4X or Theda, Interleaf, or Arbortext). It may require compliance with the Continuous Acquisition and Logistics Support (CALs) initiative, with the data to be delivered in one or more of the following formats:
X	A. Standard Generalized Mark-up Language (SGML)/Extensible Markup Language (XML). Applicable specifications and Document Type Definitions (DTDs) (including appropriate versions) shall be specified in individual task orders. Selected DTDs may include, but are not limited to, those applicable to: <ul style="list-style-type: none"> • MIL-STD-3001, Preparation of Digital Technical Information for Multi-Output Presentation of Technical Manuals • MIL-M-81927, Manuals, Technical: General Style And Format Of (Work Package Concept) • MIL-M-38784 Manuals, Technical: General Style And Format Requirements • MIL-STD-38784 Standard Practice for Manuals, Technical: General Style And Format Requirements • NAVSEA C2 DTD • MIL-PRF-87269 Data Base, Revisable - Interactive Electronic Technical Manuals, for the Support of
X	C. Computer Graphics Metafile (CGM)
X	2. Delivery media (e.g., tape or CD-ROM) will be specified in task orders.
X	3. The Contractor shall prepare the data/media (either active or historical) for data conversion (e.g., hard copy to microfiche, drawings to microfiche, paper to digital, etc.) and process for conversion.
X	4. The contractor will perform an analysis of Technical Data including its format and content, rapidity of change, data usage, longevity of data over the program life cycle, and relationship of data to other data elements. The contractor will make recommendations to the government, based on the above criteria, concerning the type of format most appropriate for the data.
X	5. Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Specific levels of quality assurance will be specified in each delivery order.

SCHEDULE

Following publications are submitted for this work order:

Part 1.

Technical Manual Contract Requirement Work Statement

PUB NO	PG COUNT	F/O Equiv	F/O	0022AA	0022AB	0022AC	0023AC	0023AB	0022AD	IRAC	TPDR
05-20BEA-3	26	0			26			0	0	1	1
05-20QGG-2	34	6	2				2	40	0		
05-20QGG-3	24	0						24	0		
05-30-95	26	4	2				2	30	0		
05-35NAA-11	14	0						14	0		
05-35NAA-12	206	92	19				19	298	0		
05-35NAA-13	74	0						74	0		

16-30AIC13-1	120	36	9			9	156	0			
16-30AIC13-2	32	0					32	0			
16-30AIC13-3	50	0					50	0			
16-30AIC13-4	24	0					24	0			
16-30APN202-1	231	23	11			11	254	0		3	
16-30APN217-1	168	66	21			21	234	0			
16-30APN217-2	685	93	40			40	778	0			
16-30APS133TS-2	96	13	3			3	109	0		1	
16-30ARC190-2	220	348		5			568	573		1	
16-30ARC190-3	278	45	11	5		11	323	328		1	
16-30ARC190-4	242	78	20			20	320	320			
16-30ARM93-2	134	55					189	189			
16-30ARM9-4	34	0					34	34			
16-30ARR40-504	74	0					74	74			
16-30ASN139-1	12	0					12	12			
16-35ARC190TS634-1	56	48	11			11	104	104			
16-35ARC190TS634-4	32	9	3			3	41	41			
16-35C10155-1	106	5	1			1	111	111			
16-35C10156-1	172	10	2			2	182	182			
16-35C10319-1	76	20	4			4	96	96			
16-35C8057-1	40	3	1			1	43	43			
16-35CU2314-2	104	228	57			57	332	332			
16-35ID663-1	22	6	1	5		1	28	0		1	
16-35ID663-14	22	0					22	22			
16-35ID663-19	22	0					22	22			
16-35ID663-2	20	0					20	20			
16-35ID663-21	34	0					34	34			
16-35ID663-23	24	0					24	24			
16-35ID663-8	20	0					20	20			
16-35MK994-2	54	0					54	54			
16-35MT4661-1	86	0					86	86			
16-35RT1338-1	670	136	68			68	806	0			
16-45-1488	144	32	4			4	176	176			
16-45-1843-5	162	18					180	180			
16-45-1992	48	4	1			1	52	0			
17-15-47	152	12	1	5		1	164	169		1	
17-15CA-533	36	0					36	36			
AE-060QA-MIB-000	484	312	76	8		76	796	804		3	
AG-900BO-MMA-000	60	0		5			60	65		2	
AT-840AA-MIB-000	108	20	5			5	128	128			
TO 12R5-4-154-2	233	0					233	0			
TO 12R5-4-154-3	100	0					100	0			
Totals	5891	1722	373	33	26	0	373	7587	4279	1	13

SCHEDULE Part 2.

Delivery schedule to be approximately 2000 pages per month commencing 60 days after task order award date.

Task Description:

(A) To be Furnished:

X	1. <u> 1 </u> set(s) of proof copies of manual change pages for review. NOTE: If at time of review of A.1, contractor corrections are required, one (1) annotated proof copy will be returned to the contractor. Corrected proof copies are required each time the deliverable products are resubmitted for final acceptance until approved.
X	2. <u> 1 </u> CD ROM (ISO 9660) and one (1) Direct Image copy of the completed manuals listed under Task Description.
X	3. Original and <u> 1 </u> copy(s) of the Validation Certificate.
X	4. Original and <u> 1 </u> copy(s) of Record of Source Data Incorporation.
X	5. Original and <u> 1 </u> copy(s) of DD Form 250.
X	6. Original and <u> 1 </u> copy(s) of Technical Assistance Activity Reports (TAARS).
X	7. Printing Sequence and Collation Record, GEN-PHILA 5603/2 for each manual.
X	8. Questions which arise in relation to technical manual content shall be presented to: William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
X	1. Task will be performed for : Naval Air Depot NAS North Island P.O. Box 357058, Bldg 334-1 ATTN: William Pfeiffer, Code 3.3.1 San Diego, CA 92135-7058
X	3. The changed pages shall be prepared in the same style, format and technical content specifications as the manual being changed with the following: A distribution statement shall be included on the title page of all unclassified publications below the nomenclature and above the authority notice in not greater than 10 point and no less than 6 point type. The statement shall read as follows: DISTRIBUTION STATEMENT C. Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes, determined on (date). Other requests for this document shall be referred to Commanding Officer, Naval Air technical Data and Engineering Service Command, Naval Air Station North Island, P.O. Box 357031, Building 90 Distribution, San Diego, CA 92135-7031 DESTRUCTION NOTICE: For unclassified, limited documents, destroy by any method that will prevent disclosure of contents or reconstruction of the document. NOTE: The determination date shall be the issue of the manual when Distribution Statement C is applied.
X	4. The illustrated parts breakdown portion of the manual shall be prepared in accordance with: Existing style and format.
X	5. Proof copies shall be prepared in accordance with best commercial practices.
X	6. Digital delivery requirements of text shall be delivered on CD ROM (ISO 9660) as follows: Interleaf IDU files, CD shall include readme file with file name as written to CD and corresponding publication number with basic and change date if applicable.

X	7. All new illustrations will be in the form of line drawings.
X	8. Questions which arise in relation to technical manual content shall be presented to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA.
X	9. Direct Image copy shall be prepared in accordance with Specification MIL-P-38790A with Amendment 1 of 20 Aug 1988 and deviations.
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to William Pfeiffer, NADEP NORIS, Code 3.3.1, San Diego, CA. for resolution.
X	11. The record of source data incorporation shall cite the items of source data included in the manuals, with the paragraph number and page number location of incorporation, in accordance with the requirements of the contract. If no identifiable records are incorporated, a record of source data incorporation shall not be required.

SECTION D - PACKAGING AND MARKING

Packaging: DIC shall be packed in accordance with Specification MIL-P-38790A; all other items shall be packed in accordance with best commercial practices.

Marking: Shall be in accordance with ASTM D-3951-88, "Standard Practices for Commercial Packaging." Deliverables shall be marked with contractor's return address/name and with Contract Number /Delivery Order Number.

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by (CFA Code) 3.3.1. Furnished items will be inspected and accepted or rejected within thirty (30) calendar days after receipt of delivered item(s). If furnished items are rejected, the contractor shall correct the items at no additional cost to the government and resubmit the items within thirty (30) working days from the date of rejection. Receipt and acceptance will be documented by completion of DD Form 250, which shall identify pertinent contract line item (CLIN), quantity of pages delivered, by category and deliverable products as specified in this delivery order (including any amendments thereto).

2. Quality Assurance/Quality Control is the responsibility of the contractor. The contractor shall ensure that scanner induced errors are corrected and that the integrity of all text tables and graphics is maintained as in the original documents prior to delivery of the master CD-ROM to the Government.

3. Validation, Validation Certification and Quality Assurance shall be completed in accordance with specification MIL-M-85337A (NAVY) with standard deviation 86-2 of 9 Dec 1986 and 87-1 of 9 Jan 1987 and the contractor's approved Quality Assurance Plan.

SECTION F - DELIVERY OR PERFORMANCE

1. Delivery of items to be furnished shall be as follows:
Deliveries to commence NLT 60 days from award of contract.
2. Completion date of all items: 180 days after date of order.

Delivery of items to be furnished shall be as outlined below. In the event that the contractor cannot meet the delivery schedule, NAVAIR NORTHISLAND, 3.3.1 shall be notified immediately of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is NAVAIR NORTH ISLAND, 3.3.1 . The proper Mailing Address is:

Commanding Officer
Naval Air Depot
NAS North Island
P.O. Box 357058, Bldg 334-1
San Diego, CA 92135-7058
ATTN: William Pfeiffer, Code 3.3.1

Completion Date of all items: ____180____ days after date of order.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NAVAL AVIATION DEPOT, NORTH ISLAND, Code 3.3.1 has been assigned engineering cognizance of the technical manuals covered under this effort (NAVAIRINST 5400.136 dated 4 December 1989 and NAVAIR AD 901, Management and Responsibility Cognizance List applies).

C. ACCOUNTING DATA:

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Incorporate 13 TPDR's

Assumptions:

- Original documents will contain no less than a size 8 font
- Original documents will be provided by the TOCOR in good condition
- Upon completion of documents, deliver PDF and Interleaf IDU files on CD-ROM according to the approved delivery.
- Delivery schedule is dependent upon source data being supplied to the Subcontractor in a timely manner.