

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008	2. DELIVERY ORDER/ CALL NO. 0201	3. DATE OF ORDER/ CALL (YYYYMMDD) 2008 Apr 30	4. REQ./ PURCH. REQUEST NO. See Schedule	5. PRIORITY DO-C9
--	--	--	---	---------------------------------

6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: D. GEARY (760) 939-2654 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108	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 GREG HAMBRIGHT 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 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 checked="" 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: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND	<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER	25. TOTAL \$158,787.00	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		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
-----------------------	--

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

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Page changes to existing technical FFP manuals-hardcopy to digital format. Ordering Period 12 Jan 08 - 11 Jan 09 Contract SubCLIN 0022AJ FOB: Destination	1,250	Page	\$51.10	\$63,875.00
				FUNDED AMOUNT	
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101	For Navy Accounting Purposes Only FFP Funding for SubCLIN 0022AJ FOB: Destination PURCHASE REQUEST NUMBER: 1300098324				
	CIN: 130009832400001		ACRN AC	FUNDED AMOUNT	\$40,292.00
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000102	For Navy Accounting Purposes Only FFP Funding for SubCLIN 0022AJ FOB: Destination PURCHASE REQUEST NUMBER: 1300100229				
	CIN: 130010022900001		ACRN AD	FUNDED AMOUNT	\$18,880.00
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000103	For Navy Accounting Purposes Only FFP Funding for SubCLIN 0022AJ FOB: Destination PURCHASE REQUEST NUMBER: 1300100226				
	CIN: 130010022600002		ACRN AA	FUNDED AMOUNT	\$4,703.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Page changes to existing technical FFP manuals-digital to digital format. Ordering Period 12 Jan 08 - 11 Jan 09 Contract SubCLIN 0022AK	1,450	Page	\$51.10	\$74,095.00
	FOB: Destination				
				FUNDED AMOUNT	
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000201	For Navy Accounting Purposes Only FFP Funding for SubCLIN 0022AK FOB: Destination PURCHASE REQUEST NUMBER: 1300100226				
	CIN: 130010022600001		ACRN AA	FUNDED AMOUNT	\$40,292.00
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000202	For Navy Accounting Purposes Only FFP Funding for SubCLIN 0022AK FOB: Destination PURCHASE REQUEST NUMBER: 1300100226				
	CIN: 130010022600002		ACRN AA	FUNDED AMOUNT	\$33,803.00
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Output of Protable Document Format FFP Ordering Period 12 Jan 08 - 11 Jan 09. Contract SubCLIN 0022AM FOB: Destination PURCHASE REQUEST NUMBER: 1300100229	2,700	Page	\$7.71	\$20,817.00
	CIN: 130010022900001		ACRN AD	FUNDED AMOUNT	\$20,817.00

Section C - Descriptions and Specifications

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

Platform/Project:	T56 Engine Technical Publication Support
Initial Period of Performance:	30 APR 2008 thru 30 NOV 2008
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):	Randy Fletcher, Code 6.8.5.1, 904-317-1558
TOCOR Mailing address:	Commanding Officer Fleet Readiness Center Southeast Attn: Randy Fletcher, Code 6.8.5.1 Jacksonville, FL 32212-0016
TOCOR Email:	randy.fletcher@navy.mil
TOCOR Fax:	904-317-1786

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"/>	<input type="checkbox"/>	<input type="checkbox"/>	I do not require any additional CDRLs.
-------------------------------------	--------------------------	--------------------------	--

SCOPE PROFILE:

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.

Note: This effort is for pages only.

Tech Manual #	Title	Basic Date	Chg #	Chg Date
02B-5DD-6-1.1	Maintenance Instructions Intermediate External Piping, Cabling, and Clamping Turboprop Engine Models T56-A.14, T56-A-10W and T56-A-10WA	01 Aug 73	3	TBD
02B-5DD-6-3	Quick Engine Change Assembly Maintenance Requirements Cards T56 Engine (All Models), P-3, E-2/C-2, C-130	01 SEP 02	4	TBD
02B-5DF-6-1-1	Intermediate Maintenance Turboprop Engine Tubing, Cabling and Clamping T56-A-425	15 NOV 04	1	TBD
02B-5DG-4	Illustrated Parts Breakdown Turboprop Engines T56-A-427	15 NOV 04	3	TBD
02B-5DG-6-1	Intermediate Maintenance Turboprop Engines T56-A-427	15 NOV 04	2	TBD

02B-5DG-6-2	Depot Level Maintenance Manual Turboprop Engine T56-A-427	01 SEP 05	1	TBD
02B-5DH-6-1V1	Intermediate Maintenance Turboprop Engines T56-A-14, T56-A-16, T56-A-425	01 OCT 07	1	TBD
02B-5DH-6-1V2	Intermediate Maintenance Turboprop Engines T56-A-14, T56-A-16, T56-A-425	01 OCT 07	1	TBD
03-5AA-128	Overhaul Instructions with Illustrated Parts Breakdown Motor Generator Part Numbers 1814192718105	01 FEB 87	REV	TBD
03-5CHX-24	Maint. Inst. With IPB Rotary Actuator Assy (Series 138) PNs 1034540, 103450-1 (BENDIX-PACIFIC)	01 JUN 87	REV	TBD
03-5CHX-515	Overhaul Inst. With IPB Rotary Actuator Assy (Series 138) PNs 1009350, 1009350-1, 1009350-2 (BENDIX-ELECTRODYNAMICS)	30 AUG 07	REV	TBD
03-110-18	Overhaul Inst. Speed Sensitive Control Assy 6871122 and 6873466 (AC PN 6404487)	01 AUG 71	REV	TBD
03-110AAV-1	Overhaul Instructions Turbine Engine Main Fuel Control Model AP-83 Part Numbers 33043-7, 33048-2, 440042-1, 441108-1	15 DEC 70	REV	TBD
03-110AAX-1	Turbine Engine Main Fuel Control Model AP-B3 PNs 330426-3A, 330426-4, 330507-2, 330507-3, 330693-3, 440378-1, 440378-2, 441024-1, 441024-2	15 FEB 72	REV	TBD
03-110AAX-2	Illustrated Parts Breakdown Turbine Engine Main Fuel Control, Model AP-83 Parts List Numbers 330426-4, 440378-1, 330426-4, 441024-1, 440378-2, 330507-2, 441024-2, 339683-3	15 FEB 72	REV	TBD
03-110FG-7	Overhaul Inst. With Illustrated Parts Breakdown Starting Fuel Enrichment Solenoid Valve Assembly Parts List Number 1 90585-1	01 MAY 87	REV	TBD
03-110FM-2	Overhaul Inst. Temperature Datum Valve Model PB-A3	01 MAY 94	REV	TBD
03-110FM-3	Illustrated Parts Breakdown Temperature Datum Valve Model PB-A3 Part Numbers Allison 5827239 (Bendix 330332-4) Allison 23030495 (Bendix 330332-5) Allison 6809574 (Bendix 3303508-1) Allison 23030484 (Bendix 330508-2)	01 MAY 94	REV	TBD
03-110FR-2	Overhaul Inst. With Parts Breakdown Solenoid Operated Shutoff Valve Assembly Hydro-Aire Part No. 35-055	01 MAR 73	REV	TBD
03-110FT-1	Overhaul Inst. With Illustrated Parts Breakdown Paralleling Valve Parts List Number 190772-2	15 SEP 92	REV	TBD
03-5NA-32	Overhaul Instructions Ignition Unit Type TCN-24 10-111160-1, -3, -6 Used on Allison T56 Engines	01 MAR 80	REV	TBD
03-5NA-33	Handbook Illustrated Parts Breakdown Ignition Unit Type TCN-24, 1011160-1, -3, -6 Used on Allison T56 Engines	01 MAR 80	REV	TBD
03-5NB-26	Illustrated Parts Breakdown Ignition Exciter Part No. 6805307 and 6887768	01 NOV 80	REV	TBD
03-110-14	Overhaul Inst. With Illustrated Parts Breakdown Speed Sensing Control Assembly 6873465 AC/PN (6404486), 6871121	01 APR 79	REV	TBD

TASK PROFILE:**SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall:

- 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, AutoCAD, Adobe Illustrator, and Adobe PDF files will be provided. For those manuals, the deliverable will be an updated, collated digital Interleaf and Adobe PDF file of the complete manual or an updated, collated digital Interleaf and Adobe PDF of the change.
- When digital files are not available (as GFI), the contractor shall deliver an updated collated digital Interleaf and Adobe PDF of the change (including backup pages).
- The contractor will provide all Interleaf files in IDU format. The Interleaf files in the IDU format 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, April 15, 2005.
- All changes shall be formatted to the existing style and format of the existing manuals.

This SOW deals with page deliveries only, not CSS hours. It is not required to complete the CSS IWP process and will not have a CSS IWP approval number.

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: NO KNOWN TRIPS

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	1. Technical manual source data will be furnished to the contractor by the Technical Manual Update Authority (TMA), 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/Technical Manual Source Data Records (MCRs/TMSDRs), 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 TMA 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	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	17. Acceptance for quality is primarily vested in the designated representative of the TMA 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 TMA 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
02B-5DD-6-1.1	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DD-6-3	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DF-6-1-1	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DG-4	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DG-6-1	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DG-6-2	CHANGE	MCRs/TMSDRs, TPDRs
02B-5DH-6-1V1	DIGITIZE	MCRs/TMSDRs, TPDRs
02B-5DH-6-1V2	DIGITIZE	MCRs/TMSDRs, TPDRs
03-5AA-128	CHANGE	MCRs/TMSDRs, TPDRs
03-5CHX-24	CHANGE	MCRs/TMSDRs, TPDRs
03-5CHX-515	CHANGE	MCRs/TMSDRs, TPDRs
03-110-18	CHANGE	MCRs/TMSDRs, TPDRs
03-110AAV-1	CHANGE	MCRs/TMSDRs, TPDRs
03-110AAX-1	CHANGE	MCRs/TMSDRs, TPDRs
03-110AAX-2	CHANGE	MCRs/TMSDRs, TPDRs
03-110FG-7	CHANGE	MCRs/TMSDRs, TPDRs
03-110FM-2	CHANGE	MCRs/TMSDRs, TPDRs
03-110FM-3	CHANGE	MCRs/TMSDRs, TPDRs
03-110FR-2	CHANGE	MCRs/TMSDRs, TPDRs
03-110FT-1	CHANGE	MCRs/TMSDRs, TPDRs
03-5NA-32	CHANGE	MCRs/TMSDRs, TPDRs
03-5NA-33	CHANGE	MCRs/TMSDRs, TPDRs
03-5NB-26	CHANGE	MCRs/TMSDRs, TPDRs
03-110-14	CHANGE	MCRs/TMSDRs, TPDRs

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 T56 Engine FST, FRCSE Jacksonville, FL.
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-290), RADM William A Moffett Bldg, 47123 Buse Rd Bldg 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-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 meeting web posting upload 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: Randy Fletcher, FRCSE Jacksonville, FL, Code 6.8.5.1B.
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 Randy Fletcher, FRCSE Jacksonville, FL, Code 3.1.2/6.8 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 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, Fleet Readiness Center Southeast, Jacksonville, FL, Code 3.1.2/6.8.5. 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, T56 Engine Data Manager, FST, FRCSE Jacksonville, FL, Code 6.8.5.1B, 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, FRCSE Jacksonville, FL, **Code 6.8.5.1.**

The proper Mailing Address is:

Commanding Officer
Fleet Readiness Center Southeast
Attn: Randy Fletcher, Code 6.8.5.1
Jacksonville, FL 32212-0016

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 6.8.5.1B

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. TECHNICAL MANUAL UPDATE AUTHORITY:

Fleet Readiness Center Southeast 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).

SECTION H – SPECIAL CONTRACT REQUIREMENTS: None

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 30-APR-2008 TO 30-NOV-2008	N/A	N/A FOB: Destination	
0002	POP 30-APR-2008 TO 30-NOV-2008	N/A	N/A FOB: Destination	
0003	POP 30-APR-2008 TO 30-NOV-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 252 00019 0 050120 2D 000000
COST CODE: HQ018P5PJ089
AMOUNT: \$78,798.00
CIN 130010022600001: \$40,292.00
CIN 130010022600002: \$38,506.00

AC: 1781804 4A4N 251 00019 0 050120 2D 000000
COST CODE: HQ018P5AP156
AMOUNT: \$40,292.00
CIN 130009832400001: \$40,292.00

AD: 1781804 4A4N 252 00019 0 050120 2D 000000
COST CODE: HQ018PR04101
AMOUNT: \$39,697.00
CIN 130010022900001: \$39,697.00

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0202		3. DATE OF ORDER/ CALL (YYYYMMDD) 2008 Jun 20		4. REQ./ PURCH. REQUEST NO. 1300098347		5. PRIORITY DO-C9		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: A. WALL (760) 939-8268 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				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 GREG HAMBRIGHT 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 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		
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 checked="" 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: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL		\$195,601.50		
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.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		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 A – Solicitation/Contract Form

SEVERABILITY

This task order is NON-SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Page changes to existing technical FFP manuals-hardcopy to digital format. Ordering Period 12 Jan 08 - 11 Jan 09 In accordance with subCLIN 0022AJ of the basic contract. FOB: Destination PURCHASE REQUEST NUMBER: 1300098347	575	Page	\$51.10	\$29,382.50
	CIN: 130009834700001		ACRN AA	FUNDED AMOUNT	\$29,382.50

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Page changes to existing technical FFP manuals-digital to digital format. Ordering Period 12 Jan 08 - 11 Jan 09 In accordance with subCLIN 0022AK of the basic contract. FOB: Destination PURCHASE REQUEST NUMBER: 1300098347	2,000	Page	\$51.10	\$102,200.00
	CIN: 130009834700001		ACRN AA	FUNDED AMOUNT	\$102,200.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	New pages in existing technical FFP manuals-digital to digital format. Ordering Period 12 Jan 08 - 11 Jan 09 In accordance with subCLIN 0022AL of the basic contract. FOB: Destination PURCHASE REQUEST NUMBER: 1300098347	575	Page	\$84.52	\$48,599.00
	CIN: 130009834700001		ACRN AA	FUNDED AMOUNT	\$48,599.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Output of Portable Document Format FFP (PDF) Files. Ordering Period 12 Jan 08 - 11 Jan 09 In accordance with subCLIN 0022AM of the basic contract. FOB: Destination PURCHASE REQUEST NUMBER: 1300098347	2,000	Page	\$7.71	\$15,420.00
	CIN: 130009834700001		ACRN AA	FUNDED AMOUNT	\$15,420.00

Section C - Descriptions and Specifications

STATEMENT OF WORK

**3.0 TEAM Logistics Task Order (TO) 0202
Follow-on to Task Order 0149
Statement of Work (SOW)**

SOW PROFILE:

Platform/Project:	P-3 Technical Publications Support
Initial Period of Performance:	6/20/08 – 1/11/09
Place(s) of Performance other than travel locations.	Contractor facility, Cecil Commerce Center, Jacksonville, FL
Will contractor need assigned government spaces?	Task order will be performed at contractors facility. Contractor must have routine access to Master Data Packages that are maintained at CCC, Jax, FL. Imperative that contractor facility be located in close proximity
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 COR.	Wayne Pasanen 904 317-1551
TOCOR Mailing address:	Naval Air Depot 6206 Aviation Depot, Bldg 6206, Rm B-6 Cecil Commerce Center Attn: Wayne Pasanen, Code 6.8.5.1 Jacksonville, FL 32221-8112
TOCOR Email:	Wayne.pasanen@navy.mil
TOCOR Fax:	904 317-1786
Task Order Effort Security Classification:	Unclassified
Prior Support provided by:	Alutiiq, N68936-04-D-0008, Task Order 0149

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.</u> Alutiiq 737 Volvo Parkway, Suite 120 Chesapeake, VA 23320-4039 Attn: N68936-04-D-0008	No
---	----

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X	No	I do not require any additional CDRLs.

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS: N/A**SCOPE PROFILE:**

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.

This delivery order is required for support for the P-3 aircraft to fulfill it's mission in the war on terror.

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>STATEMENT OF WORK TABLE OF CONTENTS:</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 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	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	<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>In support of the pub update process at NADEPJAX, the contractor shall:</p> <ul style="list-style-type: none"> • 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 using 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 all deficiencies even if the deficiencies are not associated with the updated section(s) of the manual. Ensure total number of pages on

	<p>the LOEP pages are correct. Additionally, a total page count for changes and RACs shall be provided.</p> <ul style="list-style-type: none"> • 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, AutoCADD, Adobe Illustrator, Paint Shop Pro, and Adobe PDF format. For those manuals, the deliverable shall 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, shall 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 shall 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 the current NATEC Technical Manual Conversion Guidelines manual. • All changes shall be formatted to the existing style and format of the existing manuals, unless otherwise specified. • All interim and final deliverables shall have a complete quality assurance review prior to delivery to ensure 100% accuracy for work performed.
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.
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.
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

****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. One (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. 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(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.

(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, FL, P-3 Technical Publications FST, Code 6.8.5.1
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 (as required). Distribution authorized to U.S. Government agencies and their contractors to protect publications required for official use or for administrative or operational purposes only (as required) Other requests for this document shall be referred to: Commander, Naval Air Systems Command (PMA-290), RADM William A. Moffett Bldg., 47123 Buse Road, Bldg 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	7. All new illustrations will be in the form of vector art .

SECTION D - PACKAGING AND MARKING: N/A**SECTION E - INSPECTION AND ACCEPTANCE**

1. Inspection and acceptance of deliverable items will be performed by **Naval Air Jacksonville, P-3 Publications FST (W. Pasanen), 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 Jacksonville, P-3 Publications FST (W. Pasanen), 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 Jacksonville, P-3 Publications FST (W. Pasanen), Code 6.8.5.1**. The proper Mailing Address is:

Commanding Officer
Naval Air Depot
6206 Aviation Avenue
Attn; Code 6.8.5.1/Wayne Pasanen
Cecil Commerce Center
Jacksonville, FL 32221-8112

A1	60 days after date of order
A2	30 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. Naval Air Jacksonville, P-3 Publications FST (W. Pasanen), Code 6.8.5.1

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL:

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

Naval Air Jacksonville, P-3 Publications FST (W. Pasanen), 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).

C. ACCOUNTING DATA: **N/A**

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
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 20-JUN-2008 TO 11-JAN-2009	N/A	N/A FOB: Destination	
0002	POP 20-JUN-2008 TO 11-JAN-2009	N/A	N/A FOB: Destination	
0003	POP 20-JUN-2008 TO 11-JAN-2009	N/A	N/A FOB: Destination	
0004	POP 20-JUN-2008 TO 11-JAN-2009	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4A4N 251 00019 0 050120 2D 000000

COST CODE: HQ018P5AP159

AMOUNT: \$195,601.50

CIN 130009834700001: \$195,601.50

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0205		3. DATE OF ORDER/ CALL (YYYYMMDD) 2008 May 01		4. REQ./ PURCH. REQUEST NO. 1300102950		5. PRIORITY DO-C9		
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: A. WALL (760) 939-8268 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				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 GREG HAMBRIGHT 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 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		
<p style="text-align: center;">MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</p>												
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:									
<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: (760) 939-8182 EMAIL: theodore.fiske@navy.mil BY: THEODORE W FISKE				<i>Theodore W Fiske</i> CONTRACTING / ORDERING OFFICER		25. TOTAL \$91,618.84		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										
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		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 A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

LEVEL OF EFFORT

B-01 Level of Effort

a. The combined level of effort for this task order is authorized as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$63,257.60
ODCs		21,810.96
Fixed Fee		\$6,550.28
Total		91,618.84

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	V-22 Osprey CPFF managerial, analysis and technical support efforts IAW Statement of Work- Section C (includes travel, material and ODC's) FOB: Destination PURCHASE REQUEST NUMBER: 1300102950	UNDEFINED	Hours	UNDEFINED	UNDEFINED
				MAX COST	\$85,068.56
				FIXED FEE	\$6,550.28
				TOTAL MAX COST + FEE	\$91,618.84
	ACRN AA CIN: 130010295000001				\$91,618.84

Section C - Descriptions and Specifications

STATEMENT OF WORK**3.3 Technical/Management Logistics Support Services****Alutiiq – N68936-04-D-0008****3.0 TEAM Logistics Task Order (TO) 0205
Draft Statement of Work (SOW)****SOW PROFILE:**

Platform/Project:	V-22 Osprey
Initial Period of Performance:	03 May 2008 – 31 Dec 2008
Place(s) of Performance other than travel locations.	Fleet Support Team Cherry Point, Detachment New River, NC
Will contractor need assigned government spaces?	Yes
Task Order Contracting Officer's Representative (TOCOR)	Alberto Miranda, 6.8.5.1, 619-545-4683
TOCOR Mailing address:	Commanding Officer Attn: Albert Miranda Naval Air Technical Data and Engineering Service Command (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

TRAVEL PROFILE: KNOWN TRIPS

PURPOSE	LOCATION
ILSMT/IPT	Philadelphia, PA
In-Process/Adequacy Reviews	Amarillo, TX
Guidance/Quality Planning Mtg	Ft Worth, TX
Joint IETM Development Team Mtg	Philadelphia, PA
TMMT	San Diego, CA
SE Validation/Verification/Follow-up	Edwards AFB, CA
Validation/Verification/Follow-up	Kirtland AFB, NM
Validation/Verification/Follow-up	Hurlburt AFB, FL
JCDT	Patuxent River, MD
In-Process/Adequacy Reviews	San Diego, CA

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"/>	<input type="checkbox"/>	I expect the final SOW will provide adequate detail to address the deliverables outlined below.
-------------------------------------	--------------------------	---

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS: N/A

SCOPE PROFILE:

The contractor shall provide guidance and support as PMA-275 Technical Data Quality Assurance (QA) representative to assure the quality of Technical Manuals through application of effective NAVAIR 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 of 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. 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). This task order is to be performed at V-22 FST Detachment MCAS New River, NC as PMA-275 Tech Data QA representative. 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

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>
X	<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</p>

	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 U.S. 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 of basic contract. 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 of basic contract.
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 the basic contract Statement of Work (SOW). Detailed conversion specifications are provided in Attachment B, B-1, and B-2 of the basic contract 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.
	3.5 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	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 basic contract 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 E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	N/A

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 03-MAY-2008 TO 31-DEC-2008	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781506 U1CW 251 00019 0 050120 2D 000000

COST CODE: HQ018PR05581

AMOUNT: \$91,618.84

CIN 130010295000001: \$91,618.84

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0206		3. DATE OF ORDER/ CALL (YYYYMMDD) 2008 Apr 17		4. REQ./ PURCH. REQUEST NO. 1300102788		5. PRIORITY DO-C9	
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: A. WALL (760) 939-8268 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				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 GREG HAMBRIGHT 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 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 checked="" 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: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER		25. TOTAL	\$234,059.67
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									
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		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 A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	Ordering Period II- Operational, CPFF managerial, analysis and technical support efforts IAW Statement of Work (includes travel, material and ODC's). FOB: Destination				
				MAX COST	\$217,325.60
				FIXED FEE	\$16,734.07
				TOTAL MAX COST + FEE	\$234,059.67

ITEM NO	SUPPLIES/SERVICES	AMOUNT
001701	For Navy accounting purposes only	
CIN: 130010278800001	ACRN AA	\$39,500.00
PURCHASE REQUEST NUMBER: 1300102788		

B-01 Level of Effort

a. The combined level of effort for this task order is authorized as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$216,825.60
ODCs & Material including handling		\$500.00
Fixed Fee		\$16,734.07
Total		\$234,059.67

b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

Section C - Descriptions and Specifications

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

The Contractor shall post to the Naval Air Technical Data and Engineering Service Command (NATEC) Web site a minimum of 150 technical directives (TDs). This effort may involve (1) inventorying/filing archived TDs, (2) locating/retrieving TDs, (3) scanning paper TDs, (4) pixel cleaning & editing scanned images, (5) formatting TDs, (6) creating/updating NATEC archive database and NATEC's master repository database, Technical Manual Application System (TMAPS), records and metadata, (7) creating Naval Logistics Library (NLL) records and assigning National Stock Numbers (NSNs), (8) creating PDF files, (9) posting TDs to the NATEC Web site, (10) creating/submitting Print Order Sheets (POSS) for Document Automation & Production Service (DAPS), (11) creating/posting TD PDF files on the DAPS' server, (12) analyzing Technical Directive Status Accounting (TDSA) data to identify posting candidates, and (13) analyzing TDs and all related data to determine correct TD metadata and status, and subsequently updating TMAPS accordingly. Many of these TDs to be posted are already digitized, but most will require pixel editing and formatting before they can be posted, and some will have to be scanned. Regardless of the condition and media of the archived TDs, the contractor shall do all necessary tasks to post designated TDs. All work is to be quality assurance (QA) checked (QAd) and corrected as necessary, with detailed results reported weekly to the Technical Point of Contact (TPOC).

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 OF WORK TABLE OF CONTENTS:

- *Technical Data Conversion (Par 3.3, Task 3.3C, page 2)*
 - *Requirements (Par 3.3.1, page 2)*
 - *Adobe Professional (Par 3.3.2, Page 2)*
 - *Source Media/Format (Par 3.3.3, page 2)*
 - *QA (Par 3.3.4, page 2)*
- *Technical Libraries, Repositories, and Data Control Centers (Par 3.5, Task 3.3E, Page 3)*
 - *Repositories (Par 3.5.1, Page 3)*
 - *Maintenance (Par 3.5.2, Page 3)*
 - *Data/Media Receipt, Review and Entry (Par 3.5.5A, page 4)*
 - *Management of Master Data Packages or Master Files (Par 3.5.5G, Page 4)*
 - *Technical Documentation Research (Par 3.5.5I, Page 4)*
 - *Relocation of Data and Satellite Libraries (Par 3.5.5J, Page 4)*
 - *Hours of Operation (Par 3.5.5M, Page 5)*
 - *Supplies, Material, Equipment and Facilities (Par 3.5.5O)*

	<ul style="list-style-type: none"> • <i>Technical Data Package and Other Data Support (Par 3.6.2, Task 3.3F-2, Page 5)</i> <ul style="list-style-type: none"> • <i>GFI (Par 3.6.2.3, Page 5)</i> • <i>Other Requirements (Par 4.5, Task 3.3/3.0JE, Page 6)</i> <ul style="list-style-type: none"> • <i>Reports (Par 4.5.3, Page 6)</i>
X	3.3 General Task 3.3C TECHNICAL DATA CONVERSION. For purposes of this TO, technical data are generally TDs, not technical manuals (TMs), JEMICS drawings, or other non TD-related data. The contractor shall accomplish conversion of data of various types to formats as defined in this task order, described in TD conversion guidelines posted on NATEC's Web site, and addressed in the TD Section's Standard Operating Procedure (SOW) posted on NATEC's server.
X	1. Requirements: A task order may require that a specific application software package be used to generate the data: For this task order, the only formats required for the scanned data are industry standard Tagged Image File (TIF) and/or PDF. Contractor will be provided access to government workspace, computers, printers, software, scanners and printers necessary to accomplish all data conversions.
X	2. Adobe Acrobat: Portable Document Format (PDF). Government will provide access to Adobe Professional 6.0 or better software, on a government computer, to the contractor.
X	3. Source Media/Format: 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. Data to be converted/formatted/processed may be in paper, on microfilm, or in a digital format such as TIF or PDF.
X	4. QA: Conversion efforts shall include 100% quality assurance of converted products for their intended purpose. Every posted legacy TD will be verified for correct processing by a different individual from who posted the TD, regardless of who posted the TD or what contract or TO was used to post the TD, to check that (1) the scanning and formatting are correct, (2) the PDF link works, (3) that any DAPS' print on demand (POD) files are correct, (4) that all files are in their proper folders and on the proper servers, (5) that all TMAPS required metadata have been entered correctly, and (6) that all the required NLL records and metadata are correct. Contractor shall record the results of this QA effort to show totals of items reviewed per week, number of items with deficiencies discovered during week, and number of specific deficiencies, by type, discovered during the review week, along with cumulative data since the beginning of the task order. The number of deficiency categories will be sufficient enough to provide detailed discrimination of the type of problems found so that all concerned can take appropriate actions to understand, correct and prevent future such discrepancies. The TOCOR reserves the right to make changes to this report and request further discrimination of results.
X	3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC). For this TO, paper TDs will generally be in NATEC's building 41 archive storage area.
X	1. Repositories: 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. For purposes of this task order, there are two repository areas to be organized, inventoried, maintained and accessed by the contractor: (1) the technical directive (TD) files/logs in NATEC's building 90; and (2) the approximate 175 shelved cardboard boxes of paper TDs located in building 41 of NAS North Island. Data are also available from Naval Air (NAVAIR) program offices and Fleet Support Teams (FSTs), program/depot/fleet libraries, microfilm (such as Mekel system), and previously-collected digital files on CDs or on NATEC's servers. Contractor shall organize and inventory all such data to allow for future access when needed.
X	2. Maintenance: 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. For purposes of this task order, the contractor will primarily access archived data from building 41 or from the NATEC server needed for the legacy technical directive posting effort, organize and inventory the data as needed to facilitate access to this data, and if it does not interfere with the successful posting of a minimum 1,000 legacy TDs, the contractor shall improve the organization and/or inventory of existing archived digital and paper data.
x	5. The contractor shall perform the following technical tasks as defined in individual delivery orders:
x	A. Data/Media Receipt, Review and Entry.
	The contractor shall review data/media received for completeness, condition and accuracy as per NATEC's TD Digitization Guidelines, SOP and other existing requirements. If appropriate, the responsible program personnel shall be notified upon receipt of data and shall be advised of any discrepancies immediately. If the contractor determines that source data is too poor or incomplete to process for the web, the contractor shall make every attempt to find another source of this data, and if a better source is not found, the contractor shall notify the TPOC by email of the specific deficiency.
x	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. For this task order, all digital files shall be stored on government servers in folders provided by the government. All paper TDs shall be inventoried, filed in boxes and stored in building 41.
x	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. For purposes of this task order, the contractor will be required to read and comprehend the technical directives being processed to extract relevant metadata required by NATEC's TMAPS' database and NLL's database. The contractor will use other supplied or readily available government data, such as any available contact lists, the NATEC/NLL databases, and data received from programs to supplement the metadata available from the TDs, when posting TDs. If the contractor has a technical issue that he cannot resolve, the TPOC should be contacted by email for assistance.
x	J. Relocation of Data and Satellite Libraries.
	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 TPOC 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. For purposes of this task order, the contractor will be required to physically retrieve, relocate and return data to/from/between buildings 90 and 41. This will require the use of the contractor's vehicles since the amount of data can be great and the distance is too far to reasonably walk. It is anticipated that the contractor will be required, on average, to make two (but not limited to two) three-mile round trips from building 90 to building 41 each week. No data shall be removed from NAS North Island without prior written permission from the COTOR.
x	M. Hours of Operation.
	The contractor shall work Monday through Friday, excluding Government holidays and shut-down periods. The work day shall be eight hours per day, exclusive of a 30 minute lunch period taken

	between 11:00am and 12:00am, and also mandated breaks. The contractor shall begin work between 6:00am and 9:00am, and end work between 2:30pm and 5:30pm, unless working overtime for which other times can be worked with prior written TPOC approval. If overtime is warranted to meet schedules or to provide the contracted level of effort (LOE), or is requested by the TPOC, the Contractor shall prepare/submit a written Request for Overtime for approval/disapproval by the government. The Request for Overtime shall contain, at a minimum, the name of requester, TO number, employee name, labor category, and justification as to the need for overtime, date(s) when the work is to be performed and space for the approving PCO/COR's signature. The Contractor shall be responsible for ensuring that the TPOC/COR have written or verbal approval from the PCO prior to the Contractor working outside the normal working hours. Normal working hours are 0600-1730.
x	O. Supplies, Material, Equipment, and Facilities
	The Contractor is also authorized, with prior written approval from the PCO, to procure from GSA or other sources such supplies, materials, and equipment that are essential to the delivery of the services rendered to the Government under this contract when they are unavailable from other Government supply sources. It is anticipated and planned that the government will be able to provide workspace, computers, peripherals, software and normal office supplies.
X	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	3. GFI: As specified by task order, the Contractor shall utilize Government Furnished Information (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 might not be in the format required for the final product specified by the task order. For this task order, all the source data will be provided as GFI to the contractor. These data will be in building 90 or 41, or will be provided by the TPOC. As available, paper copies of archived TDs may be provided to the contractor by the Government. These copies may or may not be inventoried and/or filed. As available, digitized copies of legacy TDs may be provided to the contractor by the Government. These copies may or may not be pixel cleaned and/or formatted. The government will provide the contractor with a priority list of TDs to be processed. The contractor is to concentrate on the higher priorities of unposted TDs, and shall attempt to locate, have scanned and post TDs in priority order so that lower priority TDs are not being posted at the expense of posting higher priority TDs.
X	4.5 General Task 3.3/3.0JE OTHER REQUIREMENTS.
X	3. Reports: The contractor shall furnish written progress reports and statistical data in mutually agreeable format as required by task orders. The required content of these reports may be changed by direction of the TPOC.

SCHEDULE

(A) Progress Reports:

X	<p>1. Contractor shall provide to the TPOC a brief, one-page progress report by email by 1730 of the second day worked every week, for the preceding week's and cumulative accomplishments. At a minimum, report shall contain the following information:</p> <ol style="list-style-type: none"> a. Number of TDs posted to web in prior week b. Cumulative TDs posted to date during period of this TO. c. Description of any data that was significantly inventoried, organized, compiled, updated, or researched during prior week. d. Any significant problems encountered with above efforts during prior week. e. Weekly/cumulative tabulation of QA checks & deficiencies for all TDs posted to NATEC website in prior week regardless of who posted the TDs. f. Any outstanding actions required from Government. g. Plans for next week.
----------	--

	h. Estimated number of priority legacy TDs to be posted by end of contract (target => 1,000). i. Any other significant efforts/accomplishments.
--	--

(B) Descriptions and Specifications:

Check any that apply or add new requirements. Insert appropriate information in red shaded areas.	
x	1. Contractor shall comply with: <ol style="list-style-type: none"> a. requirements of 00-25-300 current at the time, b. requirements for TD Digitization/Formatting that are posted on NATEC web site c. internal TD process requirements and SOP distributed by TPOC and available on server.

SECTION D - PACKAGING AND MARKING: N/A**SECTION E - INSPECTION AND ACCEPTANCE**

TDs shall be posted to the web incrementally as their processing are completed, and verified for correct processing within one week of posting.

1. Inspection and acceptance of deliverable items will be performed by NATEC 6.8.5.3. 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 under this TO's LOE. For this task order, a DD250 will not be necessary since "deliveries" will be made incrementally directly to the government's server.

2. Quality Assurance/Quality Control are 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. The contractor shall be responsible for detecting and correcting any and all defects found regardless of who created them. It is anticipated that most TDs will already be scanned or will be scanned before receipt. Therefore, for TDs received digitally, the contractor is responsible for QAing the received files, fixing any minor or infrequent errors, and reporting to the TPOC any major or consistent errors so the work can be returned to responsible programs. 100% QA requirements of 3.3.4 shall be done no later than 5 working days after each TD is posted to the web, and reported weekly in the Weekly Status Report as described in Deliverables section.

3. The contractor shall conduct a one to two hour QA meeting each month during working hours with all CSS under this TO attending and all other CSS, supporting TDs at NATEC, invited. The TD Section Lead shall also be invited.

SECTION F - DELIVERY OR PERFORMANCE

TDs shall be incrementally posted to NATEC's server as they are finished.

SECTION G - CONTRACT ADMINISTRATION DATA**A. GENERAL:**

This task is UNCLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

NATEC HQ, San Diego, CA has been assigned responsibility for processing the posting and distribution of all TDs. The individual programs are responsible for the development of, and logistics/engineering content of, their TDs.

SECTION H – SPECIAL CONTRACT REQUIREMENTS: N/A

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 16-APR-2008 TO 11-JAN-2009	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781804 4RZ3 252 00019 0 050120 2D 000000

COST CODE: HQ018PR05525

AMOUNT: \$39,500.00

CIN 130010278800001: \$39,500.00

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.232-22 Limitation Of Funds

APR 1984

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N68936-04-D-0008				2. DELIVERY ORDER/ CALL NO. 0208		3. DATE OF ORDER/ CALL (YYYYMMDD) 2008 Apr 11		4. REQ./ PURCH. REQUEST NO. 1300101595		5. PRIORITY DO-C9					
6. ISSUED BY CDR NAWCWD CODE 220000D ATTN: A. WALL (760) 939-8268 429 E BOWEN RD - STOP 4015 CHINA LAKE CA 93555-6108				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 GREG HAMBRIGHT 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 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 checked="" 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: (760) 939-7309 EMAIL: erin.strand@navy.mil BY: ERIN K. STRAND				<i>Erin K. Strand</i> CONTRACTING / ORDERING OFFICER				25. TOTAL \$204,336.84			
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													
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		31. PAYMENT		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 A - Solicitation/Contract Form

SEVERABILITY

This task order is SEVERABLE.

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0017	H-1 Upgrade CPFF Managerial, analysis and technical support efforts IAW Statement of Work- section C (includes travel, material and ODC's). FOB: Destination PURCHASE REQUEST NUMBER: 1300101595	[b(4)]	Hours		
				MAX COST	\$189,727.80
				FIXED FEE	\$14,609.04
				TOTAL MAX COST + FEE	\$204,336.84
	ACRN AA CIN: 130010159500001				\$204,336.84

Level of Effort

a. The combined level of effort for this task order is as follows:

Cost Element	Hours	Estimated Cost
Prime Labor	[b(4)]	\$152,727.80
ODCs		\$37,000.00
Fixed Fee		\$14,609.04
Total		\$204,336.84

b. The contractor shall not exceed the total estimated cost without the authorization of the Contracting Officer.

Section C - Descriptions and Specifications

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

SOW PROFILE:

Platform/Project:	H-1 Upgrade
Initial Period of Performance:	11Apr08 through 09Jan09
Place(s) of Performance other than travel locations.	NATEC, San Diego, CA Camp Pendleton, CA
Will contractor need assigned government spaces?	Yes. Employee will need desk space, telephone, NMCI computer hardware (including a CD burner), and NMCI software (core applications) to include Adobe 6.0 Professional, MicroSoft Project, and CD burner software
Task Order Contracting Officer's Representative (TOCOR)	Julie Robbins
TOCOR Mailing address:	Commanding Officer
TOCOR Email:	
TOCOR Fax:	
Task Order Effort Security Classification:	Classified

HARDCOPY MATERIAL FOR REVIEW: NA**TRAVEL PROFILE: KNOWN TRIPS:**

PURPOSE	LOCATION
Verification	Camp Pendleton, CA
Program Support	Fort Worth, TX; 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 checked="" 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.

Verification Technical Manual Evaluation Record (TMER) Comments	10 working days after completion of Verification Effort of each Technical Manual	NAVAIR, Code 6.6.1.8
Teleconference, on-site meeting, and local Conference minutes	Draft 5 working days after conclusion of meeting; final five (5) working days after USG approval	NAVAIR, Code 6.6.1.8
Technical Data Review	10 working days after receipt	NAVAIR, Code 6.6.1.8
Technical Data Request/ Response (TDRR) Database Report	First working Monday of each calendar month	NAVAIR, Code 6.6.1.8

ODC PROFILE: UNUSUAL OTHER DIRECT COSTS

Travel from San Diego, CA to Camp Pendleton, CA to support on-site USG Verification of H-1 Upgrade Technical Manuals. Projected four (4) month period of time. Effort will begin Jun08 with projected end date of Oct08.

SCOPE PROFILE:

1. Attend on-site USG Verification effort at Camp Pendleton, CA. Prepare Technical Manual Evaluation Record (TMER) for all technical manual data presented for USG Verification. Projected: 56 technical manuals. Record each comment using USG provided electronic TMER form. Consolidate comments for each individual manual. Projected: 57 TMER forms.
2. Prepare minutes for all teleconferences, on-site meetings, and off-site meetings where participation is required. Projected: Ten (10) on-site meetings and 76 teleconferences.
3. Perform review of technical manual technical data for compliance to military specifications and standards. Perform review for consistency, usability, and accuracy of data. Projected: 109 technical manuals.
4. Perform review, assignment of tracking numbers, distribution, and database control of Interim Response Numbers (IRNs). Perform cancellation, re-issue, and re-distribution actions. Maintain database integrity. Projected: 300 IRNs. Provide monthly (first working Monday of each calendar month) reports. Projected: Twelve (12) monthly reports.
5. Maintain master data repository. Prepare and monitor Electronic Publication Order Sheet (EPOS). Projected: 120 EPOS sheets.
6. Perform Verification Plan research, documentation, updates, and implementation. Maintain master copy integrity.

TASK PROFILE:

- Prepare, record, consolidate Verification TMER comments
- Review technical data
- Review, assign, and control TDRRs number for database integrity
- Perform various administrative functions
- Perform Verification Planning

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>STATEMENT OF WORK TABLE OF CONTENTS:</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	3.1 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	<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 style="padding-left: 40px;">a. The Contractor shall be responsible for receiving, evaluating, assigning sequential numbers, processing, distributing, tracking and preparing monthly status reports for Technical Disposition Request Records (TDRR) received from Fleet Support Team. Contractor shall be familiar with work packages military specifications and standards, i.e, MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</p> <p style="padding-left: 40px;">b. The Contractor shall be responsible for performing technical publication review for OEM compliance with contracted military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.</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> <p style="padding-left: 40px;">a. The Contractor shall be responsible for preparing monthly reports regarding current status for received and processed TDRRs.</p>

	<p>b. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a "by manual" report.</p> <p>c. The Contractor shall be responsible for receiving, reviewing, and maintaining a Comment Tracking System (CTS). The Contractor shall receive comments from team members for traceability of technical manual review. Comments shall be reviewed for duplication, coding, and distribution to a predetermined distribution list. The Contractor shall monitor the CTS database</p>
X	<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>3. Validation and/or Verification Plans. When required, the contractor shall prepare and furnish Validation and Verification Plans.</p> <p>a. The Contractor shall have working knowledge of AL-855TM-GYD-000 to assist Logistics Element Manager with the preparation and execution of the H-1 Upgrade Verification Plan. The Contractor shall be responsible for managing, updating, and distributing the draft and completed plan to a predetermined distribution list.</p>
X	<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>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> <p>Refer to Scope Profile, para. 3</p> <p>a. The Contractor shall have working knowledge of military specifications, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A to perform technical data review of OEM submitted data.</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>a. The Contractor shall be responsible for documenting, cataloging, and distributing Verification comments to a predetermined distribution list. The Contractor shall be responsible for on-site Verification support at Camp Pendleton, CA to properly record Technical Manual Evaluation Records for Verification comments generated as a result of tabletop and on-aircraft verification of technical manual. TMER records shall be prepared by work package. Each set of work package TMERs shall be consolidated into a "by manual" report.</p>
X	<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>Refer to Scope Profile, para. 5.</p> <p>a. The Contractor shall prepare and process an Electronic Publications Order Sheet (EPOS) for each technical manual. The Contractor is responsible for tracking and monitoring the process from origination of EPOS to distribution of the technical manual to a predetermined distribution list.</p>
X	<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>
X	<p>4. The contractor shall support customer requests for data whether online access, softcopy, or hardcopy distribution or a combination.</p>
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>
X	<p>6. The contractor shall provide research and support in the management of data requested under the FOIA, Cash Sales, and Foreign Military Sales programs.</p>
X	<p>3.5 General Task 3.3E TECHNICAL LIBRARIES, REPOSITORIES, AND DATA CONTROL CENTERS (DCC).</p>
X	<p>5. The contractor shall perform the following technical tasks as defined in individual delivery orders.</p>
X	<p>A. Data/Media receipt, review and entry.</p>
X	<p>Refer to Scope Profile, paras. 3, 4, and 6.</p> <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>B. Data/Media Control.</p>
X	<p>(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.</p> <p>Refer to Scope Profile, paras. 1, 4, and 5.</p> <p>a. The Contractor shall ensure database integrity for TDRR, TMER, and CTS.</p>
X	<p>G. Management of Master Data Packages or Master Files.</p>
X	<p>The contractor shall inventory, maintain, and store all digital and non-digital master data packages and files as defined by task orders.</p> <p>Refer to Scope Profile, paras. 1, 4, and 5.</p>

X	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>Refer to Scope Profile, paras. 1, 3, 4, and 5.</p>
X	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 COMPMTINST 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.
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	<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>Refer to Scope Profile, paras. 3 and 6.</p> <p>a. The Contractor shall perform technical data review based on military specifications and standards, i.e., MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-</p>

	81929C, AL-855TM-GYD-000, MIL-M-85337A, NA00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.
X	3. Data Tracking.
X	As specified by task order, the Contractor shall receive and record data on both management and engineering documents. The Contractor shall be responsible for the maintenance of the data management tracking system as specified in the task order. Refer to Scope Profile, paras. 1, 2, 3, 4, 5, and 6.
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. a. The Contractor shall possess a current Secret clearance. Classified data does not currently exit on this program; however, there is the possibility of classified data in the future. Contractor personnel will have access to the prime contractor's sensitive, proprietary, and confidential information.
X	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.

SCHEDULE

Technical Manual Contract Requirement Work Statement

Task Description:

(A) To be Furnished:

Deliverable	Frequency:	Distribution
Verification Technical Manual Evaluation Record (TMER) Comments	Ten (10) working days after completion of Verification Effort of each Technical Manual	NAVAIR, Code 6.6.1.8
Teleconference, on-site meeting, and local Conference minutes	Draft five (5) working days after conclusion of meeting; final five (5) working days after USG approval	NAVAIR, Code 6.6.1.8
Technical Data Review	Ten (10) working days after receipt	NAVAIR, Code 6.6.1.8
Technical Data Request/ Response (TDRR) Database Report	First working Monday of each calendar month	NAVAIR, Code 6.6.1.8

(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-1 Upgrade Program
X	8. Questions which arise in relation to technical manual content shall be presented to: Ms. Julie Robbins, H-1 Upgrade DAPML
X	10. Requests for clarification, deviation, and/or waiver of specification requirements shall be referred to Ms. Julie Robbins, H-1 Upgrade DAPML.

SECTION D - PACKAGING AND MARKING: NA

SECTION E - INSPECTION AND ACCEPTANCE

1. Inspection and acceptance of deliverable items will be performed by H-1 Upgrade DAPML, Code 6.6.1.8. 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. Quality Assurance shall be completed in accordance with MIL-M-81927B, MIL-M-81928B, MIL-M-81929B, MIL-DTL-81927C, MIL-DTL-81928C, MIL-DTL-81929C, AL-855TM-GYD-000, MIL-M-85337A, NA 00-25-700, ISO-9000 (Series), MIL-DTL-23618G/H, and MIL-DTL-85383A.

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, H-1 Upgrade DAPML, Code 6.6.1.8 shall be notified immediately via formal contract letter of the delay, the reason therefore, corrective actions, and the proposed new delivery schedule, if applicable.

Destination of all deliverables is H-1 Upgrade DAPML, Code 6.6.1.8. The proper Mailing Address is:

Commanding Officer
PMA-276
Attn: Ms. Julie Robbins, DAPML, AIR 6.6.1.8
47123 Buse Road, Bldg 2272, Suite161
Patuxent River, MD 20670-1547

Completion Date of all items: 09Jan09.

SECTION G - CONTRACT ADMINISTRATION DATA

A. GENERAL: This task is CLASSIFIED.

B. COGNIZANT FIELD ACTIVITY:

H-1 Upgrade DAPML, Code 6.6.1.8, 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: NA

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at Destination by a Government Representative.

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0017	POP 11-APR-2008 TO 09-JAN-2009	N/A	N/A FOB: Destination	

Section G - Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

AA: 1781506 U14B 251 00019 0 050120 2D 000000

COST CODE: HQ018PR04963

AMOUNT: \$204,336.84

CIN 130010159500001: \$204,336.84