

ORDER FOR SUPPLIES OR SERVICES (FINAL)

1. CONTRACT NO. N00178-14-D-7543		2. DELIVERY ORDER NO. FK02		3. EFFECTIVE DATE 2015 Jul 02		4. PURCH REQUEST NO. N3761A15RCCM038		5. PRIORITY Unrated			
6. ISSUED BY NAVSUP FLC Norfolk, Code 200 1968 Gilbert Street Ste 600 Norfolk VA 23511-3392 Sandra W Bennett/240A 757-443-1409			CODE N00189		7. ADMINISTERED BY DCMA Manassas 14501 George Carter Way Chantilly VA 20151			CODE S2404A		8. DELIVERY FOB DESTINATION OTHER <i>(See Schedule if other)</i>	
9. CONTRACTOR TSO Armor and Training, Inc. 1403 Greenbrier Pkwy Ste 430 Chesapeake VA 23320-0400			CODE 59HT0		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			13. MAIL INVOICES TO THE ADDRESS N BLOCK See Section G								
14. SHIP TO See Section D			CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. 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 numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MOD FIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
TSO Armor and Training, Inc.			Mary Barclay Exec Director Proposals								
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			25. TOTAL			
					BY: /s/Carissa G Butler			26. DIFFERENCES			
					04/30/2015 CONTRACTING/ORDERING OFFICER						
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SH P NO.		29. D.O. VOUCHER NO.		30. INITIALS		
					PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
					F NAL						
f. TELEPHONE		g. E-MAIL ADDRESS			31. PAYMENT COMPLETE				34. CHECK NUMBER		
36. I CERT FY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.											
a. DATE		b. SIGNATURE AND TITLE OF CERTIFY NG OFFICER			PARTIAL				35. BILL OF LADING NO.		
					FULL						
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CON-TA NERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
8001	U099	MOBILIZATION (O&MN,N)	1.0	LO	████	████
8002	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for San Antonio, TX (O&MN,N)	10.0	MO	██████████	██████████
8003	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Chesapeake, VA (O&MN,N)	10.0	MO	██████████	██████████
8004	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Mayport, FL (O&MN,N)	10.0	MO	██████████	██████████
8102	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for San Antonio, TX (O&MN,N)	12.0	MO	██████████	██████████
		Option				
8103	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Chesapeake, VA (O&MN,N)	12.0	MO	██████████	██████████
		Option				
8104	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Mayport, FL (O&MN,N)	12.0	MO	██████████	██████████
		Option				
8202	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for San Antonio, TX (O&MN,N)	12.0	MO	██████████	██████████
		Option				
8203	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Chesapeake, VA (O&MN,N)	12.0	MO	██████████	██████████
		Option				
8204	U099	Antiterrorism/Naval Security Force Instructors in accordance with the Performance Work Statement for Mayport, FL (O&MN,N)	12.0	MO	██████████	██████████
		Option				

For ODC Items:

Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
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Item	PSC	Supplies/Services	Qty	Unit	Est. Cost
9000	U099	Travel (NTE \$2,000.00) (O&MN,N)	1.0	LO	\$2,000.00
9100	U099	Travel (NTE \$2,000.00) (O&MN,N) Option	1.0	LO	\$2,000.00
9200	U099	Travel (NTE \$2,000.00) (O&MN,N) Option	1.0	LO	\$2,000.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

See Attachment I - East Region Performance Work Statement

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SECTION D PACKAGING AND MARKING

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Quality Assurance Surveillance Plan (QASP) Antiterrorism/Navy Security Force Instructor Contract for Center for Security Force Learning Sites Located in the East Region

1.0 PURPOSE

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

2.0 AUTHORITY

Authority for issuance of this QASP is provided under FAR 52-212-4(a), Inspection/Acceptance, which provides for inspections and acceptance of the articles, services, and documentation called for in the contract to be accomplished by the Contracting Officer or their duly authorized representative.

3.0 SCOPE

The Contractor, and not the Government, is responsible for management and quality control actions necessary to meet quality standards set forth by the contract. The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to assure that they are timely, effective and are delivering the results specified in the contract. The QASP is not a part of the contract nor is it intended to duplicate the Contractor's Management Plan or Quality Assurance Plan. The Government may provide the Contractor an information copy of the QASP as an Attachment to the solicitation to support the Contractor's efforts in developing its plan for maintaining the levels of quality anticipated to be delivered under the terms of the contract.

4.0 RESPONSIBILITIES

The Government resources shall have responsibilities for the implementation of this QASP as follows:

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- **Contracting Officer** – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that assures the Contractor receives impartial, fair and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.
- **Contracting Officer's Representative (COR)** – An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for the COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.
- **Technical Assistant (TA)** – An individual designated in writing by the COR to act as their authorized representative to assist in administering a contract. TA limitations are contained in the written letter of appointment. The TA provides detailed oversight of the Contractors' performance and reports monthly his or her findings to the COR in a timely, complete and impartial fashion. While the TA may serve as a direct conduit between the Contractor and the COR, he or she is not empowered to provide technical direction or clarification to the Contractor.

5.0 METHODS OF QA SURVEILLANCE

The below listed methods of surveillance shall be used in the administration of this QASP. The QASP Matrix (Attachment 1) describes the methods of surveillance that may be used to monitor the services and deliverables to be provided under the contract.

- **Customer Feedback** – Customer feedback may be obtained from a variety of sources including, but not limited to, student course critiques, complaints lodged against contract instructors by students or staff, and the comments and opinions of Training Site representatives.
- **Instructor Audits** – The Government, through the COR, TA, and training site representatives, will conduct periodic audits on an unscheduled and random basis to ensure that the contractor complies with the Training Course Control Documents (TCCDs) and demonstrates technical and instructional proficiency per Section 5.2 of the PWS. These audits may take place in the classroom or at any training facility where the contractor's instruction is taking place (i.e., range).
- **Instructor Training Jackets (ITJ)** - The Government, through the COR, TA, and training site representatives, shall conduct unscheduled, random audits of ITJs. These audits will focus on the proper documentation of instructor prerequisites and certifications, and ensure that all certifications are maintained in a current status.
- **Random Checks/Inspections on Completion of Workload Taskings** – Random checks will be conducted to ensure compliance with the Standard Operating Procedures (SOP). The COR, TA, and/or training site representatives will conduct the random monitoring.
- **COR Assessment** – The Contracting Officer's Representative will evaluate the timeliness, quality and accuracy of monthly reports and invoices. The COR will also assess success or failure related to the replacement of an instructor within the allotted timeframe.

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- **Safety** – The Government, through the COR, TA and training site representatives, will track the number of safety mishaps and near hit/miss incidences utilizing the contractor monthly reports and official site Training Safety Officer documentation.

6.0 IDENTIFIED QA SURVEILLANCE ITEMS

The PBSC items that have been identified for surveillance are identified in the Performance Work Statement (PWS).

7.0 DOCUMENTATION

The Government will utilize CPARS to document the Quality of Service, Schedule, Business Relations, Management of Personnel, and other important areas. As this information may affect future source selection decisions throughout DoD, the annual Government assessment will be used as a complementary performance oversight and communication tool with the QASP.

The COR will maintain a complete Quality Assurance Surveillance file. The file shall contain such documents as copies of all receiving reports, evaluations, recommendations, and any other actions related to the Government's performance of the quality assurance function. All such records will be retained for the life of this contract. The COR shall forward these records to the Contracting Officer at termination or completion of this contract. At a minimum, the Quality Assurance Surveillance file shall contain:

- Copies of letters of appointment for the COR
- A copy of the contract and all modifications
- A copy of the QASP and all subsequent revisions
- The names and titles of individuals on the contract administration team
- A record of all accepted receiving reports, required documentation with the submission of each receiving report, and reviews and verifications of ITJs.
- Memoranda for the record or minutes of any pre-performance meetings or conferences.
- Memoranda for the record or minutes of any meetings or discussions with the contractor, or others, pertaining to the contract or contract performance or changes to the PWS.

The TA will, in addition to providing documentation to the COR, maintain a complete Quality Assurance file as it applies to their learning site(s).

8.0 ANALYSIS OF CONTRACTOR PERFORMANCE

The analysis of contractor performance shall be conducted at the end of each month and serves to provide a summary of the Contractor's performance to the Contracting Officer and the Contractor. Overall performance is important in determining whether to increase, decrease or maintain the current level of surveillance and/or whether to initiate corrective action to bring the Contractor's work up to the standards of the specification.

9.0 PERFORMANCE EVALUATION MEETINGS

Performance Evaluation Meetings will be held after the first two (2) months of the contract award and thereafter will be scheduled as often as necessary, at the discretion of the Contracting Officer. These meetings are to be used to resolve minor problems and areas of concern in an effort to avoid disputes and claims. The minutes of these meetings will be recorded by the COR and signed by both the Contractor and Government representatives. The COR will provide a copy of the minutes to the Contractor.

QASP MATRIX
(N00024-15-R-3127)

Deliverable or Service Requirement	Measurement/ Metric	Method of Surveillance	Frequency	Acceptable Quality Level (AQL)	Procedures to be taken when performance standards are not met
Instructors are fully qualified, all certifications (such as First Aid, CPR, Small Arms Quals, etc) are current	Number for contract instructors with lapsed qualifications/certification divided by total number of instructors on contract; Instructor turnover ratio	Inspection by the COR/TA of Instructor ITJs/Contractor monthly report	Monthly	>95% instructors fully qualified with current certifications < 20% instructor turnover in a 6 month period	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan and/or request notification of extenuating circumstances COR reporting to Contractor Performance and Assessment Reporting System (CPARS)
Quality Instruction – effective delivery of course curriculum	Number of complaints by students or staff against contract instructors; Submittal of positive or negative comments specific to contract instructors on student course critiques; Evaluation by Course Supervisor	Course Supervisor Evaluation, Complaints, Student course critiques/surveys; Assessment by the COR	Quarterly	1 No more than 1 valid complaint 2 No more than 3 negative comments from students 3 No more than 1 negative evaluation from Course Supervisor	Request corrective action from contractor in accordance with Contractor Quality Assurance Plan
Support of safe training environment/Adherence to applicable instructions, policies and procedures	Number of safety mishaps or near hit/miss incidences involving contract instructor personnel Documented instances of contract instructor failure to follow/comply with applicable safety practices, policies and procedures Number of mishaps avoided as a result of contract instructor action	Contractor monthly reports, Learning Site Director/Training Safety Officer reporting	Monthly	1 No more than 1 safety mishap or near hit/miss incident per instructor during any 90 day period 2 No more than 1 documented instance of failure to follow applicable safety practices, policies and procedures in a 30 day period 3 Number of mishaps prevented must be corroborated by the LSD	Based upon severity of event, could result in action ranging from supplemental training to Contract Instructor dismissal COR reporting to Contractor Performance and Assessment Reporting System (CPARS) Mishaps prevented will reflect favorably in CPARS
Replaced instructor with qualified instructor within 72 hours	Binary – either the requirement was met or it was not	COR Assessment	As needed	100%	Contractor will re-evaluate Quality Assurance Plan, contractor conduct a 'Lessons Learned' review and take actions to be successful in the future COR reporting to Contractor Performance and Assessment Reporting System (CPARS)
Monthly Reports	Monthly report submitted on time; information contained in the report is accurate; little or no re-work required	COR Assessment	Monthly	95%	COR and Contract Program Manager will discuss report deficiencies COR reporting to

Deliverable or Service Requirement	Measurement/ Metric	Method of Surveillance	Frequency	Acceptable Quality Level (AQL)	Procedures to be taken when performance standards are not met
					Contractor Performance and Assessment Reporting System (CPARS)
Invoicing	Monthly invoices per contract procedures are timely and accurate	Review and acceptance of the invoice	Monthly	95% accuracy	COR reporting to Contractor Performance and Assessment Reporting System (CPARS)

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SECTION F DELIVERABLES OR PERFORMANCE

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

8001	7/2/2015 - 9/1/2015
8002	9/2/2015 - 7/1/2016
8003	9/2/2015 - 7/1/2016
8004	9/2/2015 - 7/1/2016
9000	9/2/2015 - 7/1/2016

CLIN - DELIVERIES OR PERFORMANCE

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

8001	7/2/2015 - 9/1/2015
8002	9/2/2015 - 7/1/2016
8003	9/2/2015 - 7/1/2016
8004	9/2/2015 - 7/1/2016
9000	9/2/2015 - 7/1/2016

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

8102	7/2/2016 - 7/1/2017
8103	7/2/2016 - 7/1/2017
8104	7/2/2016 - 7/1/2017
8202	7/2/2017 - 7/1/2018
8203	7/2/2017 - 7/1/2018
8204	7/2/2017 - 7/1/2018
9100	7/2/2016 - 7/1/2017
9200	7/2/2017 - 7/1/2018

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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SECTION G CONTRACT ADMINISTRATION DATA

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) Definitions. As used in this clause—

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s).

2-IN-1

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

GOVERNMENT

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

Field Name in WAWF Data to be entered in WAWF

Pay Official DoDAAC	S2404A
Issue By DoDAAC	N00189
Admin DoDAAC	S2404A
Service Acceptor (DoDAAC)	N3761A

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LPO DoDAAC

N3761A

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

Jerome.Bowen@navy.mil

Kristina.Pasquarello@navy.mil

Laurance.Williams@navy.mil

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Jerome.Bowen@navy.mil

Kristina.Pasquarello@navy.mil

Laurance.Williams@navy.mil

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

(End of clause)

CONTRACT ADMINISTRATION APPOINTMENTS AND DUTIES

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data;
- b. Freedom of Information inquiries;
- c. Change/question/information regarding the scope, terms or conditions of the basic contract document; and/or
- d. Arranging the post award conference (See FAR 42.503).

Name: CARISSA BUTLER

Address: 1968 GILBER ST., STE 600

NORFOLK, VA 23511

Phone: (757) 443-1338

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42.302 and DFARS 242.302 except in those areas otherwise designated herein.

Name: SANDRA BENNETT

Address: 1968 GILBERT ST., STE 600

NORFOLK, VA 23511

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Phone: (757) 443-1409

3. DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) is responsible for contract administration as delegated by the Ordering Officer.

Name: DCMA MANASSAS

Address: 1501 GEORGE CARTER WAY

CHANTILLY, VA 20151

4. PAYING OFFICE is responsible for payment of proper invoices after acceptance is documented.

Name: DFAS COLUMBUS CENTER, SOUTH ENTITLEMENT OPERATIONS

Address: P.O. BOX 182264

COLUMBUS, OH 43218

5. CONTRACTING OFFICERS REPRESENTATIVE (COR)/TASK ORDER MANAGER (TOM) is responsible for:

- a. Liaison with personnel at the Government installation and the contractor personnel on site;
- b. Technical advice/recommendations/clarification on the statement of work;
- c. The statement of work for delivery/task orders placed under this contract.
- d. An independent government estimate of the effort described in the definitized statement of work;
- e. Quality assurance of services performed and acceptance of the services or deliverables;
- f. Government furnished property;
- g. Security requirements on Government installation;
- h. Providing the PCO or his designated Ordering Officer with appropriate funds for issuance of the Delivery/Task order; and/or
- i. Certification of invoice for payment.

NOTE: When, in the opinion of the Contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the Contractor shall promptly notify the Contracting Officer (or Ordering Officer) in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or, in the case of a delivery/task order, until the Ordering Officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved. THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE STATEMENT OF WORK IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR Name: LAURANCE "WILLY" WILLIAMS

Address: 1575 GATOR BLVD, STE 326

VIRGINIA BEACH, VA 23459

Phone: 757-462-5222

Email: LAURANCE.WILLIAMS@NAVY.MIL

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6. TECHNICAL ASSISTANT, if assigned by the requiring activity, is responsible for providing technical assistance and support to the COR in contract administration by:
- a. Identifying contractor deficiencies to the COR;
 - b. Reviewing contract/delivery/task order deliverables and recommending acceptance/rejection of deliverables;
 - c. Identifying contractor noncompliance of reporting requirements;
 - d. Evaluating contractor proposals for specific contracts/orders and identifying areas of concern affecting negotiations;
 - e. Reviewing contractor reports providing recommendations for acceptance/rejection;
 - f. Reviewing invoices for appropriateness of costs and providing recommendations to facilitate certification of the invoice;
 - g. Providing COR with timely input regarding the SOW, technical direction to the contractor and recommending corrective actions; and
 - h. Providing written reports to the COR as required concerning trips, meetings or conversations with the contractor.

Naval Technical Training Center Lackland
 Commanding Officer
 1250 Arnold Circle, Suite 1
 Lackland Air Force Base
 San Antonio, TX 78236-5000
 Telephone: (210) 671-4770

Technical Assistant
 LT James E. Guthrie, USN
 Telephone: (210) 671-2458
 Email: james.guthrie@navy.mil

CENSECFOR Detachment Chesapeake
 Officer in Charge
 1260 Shotgun Rd, Bldg. 41
 Naval Support Activity, Northwest
 Chesapeake, VA 23322-4508
 Telephone: (757) 421-8797

Technical Assistant
 LT Jeffrey S. King, USN
 Telephone: (757) 421-8783
 Email: jeffrey.s.king1@navy.mil

CENSECFOR Learning Site Mayport
 Site Director
 Baltimore Street, Bldg. 351
 Naval Station, Mayport
 Mayport, FL 32228-0147

Technical Assistant
 Mr. Joseph C. Hayes
 Telephone: (904) 270-5530
 Email: joseph.c.hayes@navy.mil

(End of text)

CONTRACT ADMINISTRATION PLAN (CAP) FOR FIXED PRICE CONTRACTS

In order to expedite the administration of this contract, the following delineation of duties is provided. The names, addresses and phone numbers for these offices or individuals are included elsewhere in the contract award document. The office or individual designated as having responsibility should be contacted for any questions, clarifications, or information regarding the administration function assigned.

1. The Procuring Contract Office (PCO) is responsible for:
 - a. All pre-award duties such as solicitation, negotiation and award of contracts.
 - b. Any information or questions during the pre-award stage of the procurement.
 - c. Freedom of Information inquiries.

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- d. Changes in contract terms and/or conditions.
- e. Post award conference.

2. The Contract Administration Office (CAO) is responsible for matters specified in the FAR 42.302 and DFARS 42.302 except those areas otherwise designated as the responsibility of the Contracting Officer's Representative (COR) or someone else herein.

3. The paying office is responsible for making payment of proper invoices after acceptance is documented.

4. The Contracting Officer's Representative (COR) is responsible for interface with the contractor and performance of duties such as those set forth below. It is emphasized that only the PCO/CAO has the authority to modify the terms of the contract. In no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract between the contractor and any other person be effective or binding on the Government. If in the opinion of the contractor an effort outside the scope of the contract is requested, the contractor shall promptly notify the PCO in writing. No action may be taken by the contractor unless the PCO or CAO has issued a contractual change. The COR duties are as follows:

a. Technical Interface

(1) The COR is responsible for all Government technical interface concerning the contractor and furnishing technical instructions to the contractor. These instructions may include: technical advice/recommendations/clarifications of specific details relating to technical aspects of contract requirements; milestones to be met within the general terms of the contract or specific subtasks of the contract; or, any other interface of a technical nature necessary for the contractor to perform the work specified in the contract. The COR is the point of contact through whom the contractor can relay questions and problems of a technical nature to the PCO.

(2) The COR is prohibited from issuing any instruction which would constitute a contractual change. The COR shall not instruct the contractor how to perform. If there is any doubt whether technical instructions contemplated fall within the scope of work, contact the PCO for guidance before transmitting the instructions to the contractor.

b. Contract Surveillance

(1) The COR shall monitor the contractor's performance and progress under the contract. In performing contract surveillance duties, the COR should exercise extreme care to ensure that he/she does not cross the line of personal services. The COR must be able to distinguish between surveillance (which is proper and necessary) and supervision (which is not permitted). Surveillance becomes supervision when you go beyond enforcing the terms of the contract. If the contractor is directed to perform the contract services in a specific manner, the line is being crossed. In such a situation, the COR's actions would be equivalent to using the contractor's personnel as if they were government employees and would constitute transforming the contract into one for personal services.

(2) The COR shall monitor contractor performance to see that inefficient or wasteful methods are not being used. If such practices are observed, the COR is responsible for taking reasonable and timely action to alert the contractor and the PCO to the situation.

(3) The COR will take timely action to alert the PCO to any potential performance problems. If performance schedule slippage is detected, the COR should determine the factors causing the delay and report them to the PCO, along with the contractor's proposed actions to eliminate or overcome these factors and recover the slippage. Once a recovery plan has been put in place, the COR is responsible for monitoring the recovery and keeping the PCO advised of progress.

(4) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a Contractor Performance Assessment Report (CPAR) in the CPARS Automated Information System (AIS). The initial CPAR, under an eligible contract, must reflect evaluation of at

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least 180 days of contractor performance. The completed CPAR, including contractor comments if any, (NOTE: contractors are allowed 30 days to input their comments) should be available in the CPARS AIS for reviewing official (PCO) review no later than 270 days after start of contract performance. Subsequent CPARs covering any contract option periods should be ready at 1-year intervals thereafter.

c. Invoice Review and Approval/Inspection and Acceptance

(1) The COR is responsible for quality assurance of services performed and acceptance of the services or deliverables. The COR shall expeditiously review copies of the contractor's invoices or vouchers, certificate of performance and all other supporting documentation to determine the reasonableness of the billing. In making this determination, the COR must take into consideration all documentary information available and any information developed from personal observations.

(2) The COR must indicate either complete or partial concurrence with the contractor's invoice/voucher by executing the applicable certificate of performance furnished by the contractor. The COR must be cognizant of the invoicing procedures and prompt payment due dates detailed elsewhere in the contract.

(3) The COR will provide the PCO and the CAO with copies of acceptance documents such as Certificates of Performance.

(4) The COR shall work with the Contractor to obtain and execute a final invoice no more than 60 days after completion of contract performance. The COR shall ensure that the invoice is clearly marked as a "Final Invoice."

d. Contract Modifications. The COR is responsible for developing the statement of work for change orders or modifications and for preparing an independent government cost estimate of the effort described in the proposed statement of work.

e. Administrative Duties

(1) The COR shall take appropriate action on technical correspondence pertaining to the contract and for maintaining files on each contract. This includes all modifications, government cost estimates, contractor invoices/vouchers, certificates of performance, DD 250 forms and contractor's status reports.

(2) The COR shall maintain files on all correspondence relating to contractor performance, whether satisfactory or unsatisfactory, and on trip reports for all government personnel visiting the contractor's place of business for the purpose of discussing the contract.

(3) The COR must take prompt action to provide the PCO with any contractor or technical code request for change, deviation or waiver, along with any supporting analysis or other required documentation.

f. Government Furnished Property. When government property is to be furnished to the contractor, the COR will take the necessary steps to insure that it is furnished in a timely fashion and in proper condition for use. The COR will maintain adequate records to ensure that property furnished is returned and/or that material has been consumed in the performance of work.

g. Security. The COR is responsible for ensuring that any applicable security requirements are strictly adhered to.

h. Standards of Conduct. The COR is responsible for reading and complying with all applicable agency standards of conduct and conflict of interest instructions.

i. Written Report/Contract Completion Statement.

(1) The COR is responsible for timely preparation and submission to the PCO, of a written, annual evaluation of the contractors performance. The report shall be submitted within 30 days prior to the exercise of any contract option and 60 days after contract completion. The report shall include a written statement that

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services were received in accordance with the Contract terms and that the contract is now available for close-out. The report shall also include a statement as to the use made of any deliverables furnished by the contractor.

(2) If the Contractor Performance Assessment Reporting System (CPARS) is applicable to the contract you are responsible for completing a final Contractor Performance Assessment Report (CPAR) in the CPARS with 30 days of contract completion.

(3) The COR is responsible for providing necessary assistance to the Contracting Officer in performing Contract Close-out in accordance with FAR 4.804, Closeout of Contract Files.

5. The Technical Assistant (TA), if appointed, is responsible for providing routine administration and monitoring assistance to the COR. The TA does not have the authority to provide any technical direction or clarification to the contract. Duties that may be performed by the TA are as follows:

- a. Identify contractor deficiencies to the COR.
- b. Review contract deliverables, recommend acceptance/rejection, and provide the COR with documentation to support the recommendation.
- c. Assist in preparing the final report on contractor performance for the applicable contract in accordance with the format and procedures prescribed by the COR.
- d. Identify contract noncompliance with reporting requirements to the COR.
- e. Review contractor status and progress reports, identify deficiencies to the COR, and provide the COR with recommendations regarding acceptance, rejection, and/or Government technical clarification requests.
- f. Review invoices and provide the COR with recommendations to facilitate COR certification of the invoice.
- g. Provide the COR with timely input regarding technical clarifications for the statement of work, possible technical direction to provide the contractor, and recommend corrective actions.
- h. Provide detailed written reports of any trip, meeting, or conversation to the COR subsequent to any interface between the TA and contractor.

(end of text)

Accounting Data

SLINID	PR Number	Amount
8002	N3761A15RCCM038	██████████
LLA :		
AA 1751804 22M8 252 3761A 0 068566 2D CCM038 350235MAA0KQ		
Standard Number: N3761A15RCCM038		
8003	N3761A15RCCM038	██████████
LLA :		
AB 1751804 22M8 252 3761A 0 068566 2D CCM039 3585A5VNCBKQ		
Standard Number: N3761A15RCCM039		
8004	N3761A15RCCM038	██████████
LLA :		
AC 1751804 22M8 252 3761A 0 068566 2D CCM040 421455VNCBKQ		
Standard Number: N3761A15RCCM040		
9000	N3761A15RCCM038	2000.00
LLA :		
AD 1751804 22M8 252 3761A 0 068566 2D CCM041 350235MAA0KQ		
Standard Number: N3761A15RCCM041		

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BASE Funding [REDACTED]
Cumulative Funding [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

SECTION I CONTRACT CLAUSES

CLAUSES INCORPORATED BY REFERENCE

52.222-17	Non-displacement of Qualified Workers
52.222-41	Service Contract Act of 1965
52.222-43	Fair Labor Standards Act-Price Adjustment
52.222-55	Minimum Wages Under Executive Order 13658
52.222-99 (Dev)	Establishing a Minimum Wage for Contractors (Deviation)
252.204-7012	Safeguarding of Unclassified Technical Information
252.204-7015	Disclosure of Information to Litigation Support Contractors

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days (insert the period of time within which the Contracting Officer may exercise the option); provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 14 days (60 days unless a different number of days is inserted) before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed **3 years**.

(End of clause)

52.222-42 Statement of Equivalent Rates for Federal Hires (May 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage -- Fringe Benefits
Technical Instructor	GS-9 (Instructor)
Technical Instructor	GS-11 (Site Lead)

(End of Clause)

252.203-7999 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (DEVIATION 2015-O0010) (FEB 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees

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or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) In accordance with section 743 of Division E, Title VIII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015, (Pub. L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

(End of clause)

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SECTION J LIST OF ATTACHMENTS

ATTACHMENT I - PERFORMANCE WORK STATEMENT

ATTACHMENT II - DOL WAGE DETERMINATIONS

ATTACHMENT III - CONTRACTOR DISCREPANCY REPORT