

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
U

PAGE OF PAGES
1 2

2. AMENDMENT/MODIFICATION NO.
02

3. EFFECTIVE DATE
25-Aug-2017

4. REQUISITION/PURCHASE REQ. NO.
N0012417RCRE100

5. PROJECT NO. (If applicable)
N/A

6. ISSUED BY CODE

N00189

7. ADMINISTERED BY (If other than Item 6)

CODE

S2206A

NAVSUP FLC Norfolk, Detachment Philadelphia
700 Robbins Avenue, Bldg. 2B
Philadelphia PA 19111-5083

DCMA BOSTON
495 SUMMER STREET
BOSTON MA 02210-2138

SCD: C

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)

Network and Simulation Technologies Inc. dba NETSIMCO
1 Corporate Place
Middletown RI 02842

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

[X]

10A. MODIFICATION OF CONTRACT/ORDER NO.

N00178-10-D-6193-EX01

10B. DATED (SEE ITEM 13)

16-Sep-2016

CAGE CODE
1PYX5

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- (*) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
- [X] D. OTHER (Specify type of modification and authority)
FAR 43.103(a)(3) Mutual Agreement of the Parties

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)
SEE PAGE 2

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

25-Aug-2017

BY (Signature of Contracting Officer)

25-Aug-2017

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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GENERAL INFORMATION

The purpose of this modification is to [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

A confirmed copy of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby [REDACTED]
[REDACTED]

The total value of the order is hereby [REDACTED].

The Period of Performance of the following line items is hereby changed as follows:

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

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(e) The contractor shall not be obligated to continue performance beyond the Estimated Total Hours, except that the Contracting Officer may require the contractor to continue performance in excess of the Estimated Total Hours until the total estimated cost has been expended. The government will not be obligated to pay fee on any hours expended in excess of the Estimated Total Hours. Any hours expended in excess of the Estimated Total Hours shall be excluded from all fee computations and adjustments. The Contracting Officer may also require the contractor to continue performance in excess of the total estimated cost until the Estimated Total Hours have been expended. In no event, however, will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the Estimated Total hours if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the total estimated cost. Nor will the Contracting Officer, pursuant to this paragraph (e), require the contractor to continue performance in excess of the total estimated cost if the Contracting Officer is requiring or has required the contractor to continue performance in excess of the Estimated Total Hours. The Contracting Officer may extend the period of performance in order to expend either the total estimated cost or the Estimated Total Hours. If this contract is subject to the Service Contract Act, in no event will the Contracting Officer, pursuant to this paragraph (e), extend the period of performance such that the period of performance, as extended, will exceed five years.

(f) If at any time during the performance of this task order the contractor expends in excess of 75% of the available estimated manhours of direct labor, the contractor shall immediately notify the Contracting Officer in writing. Nothing herein shall be construed to alter or waive any of the rights or obligations of either party pursuant to the clause entitled "Limitation of Cost" and/or "Limitation of Funds."

(End of Provision)

PAYMENT OF FIXED FEE (FEB 1996)

The fixed fee for work performed under this task order is [REDACTED] provided that approximately 8000 hours of technical effort are employed by the contractor in performance of this task order. If substantially fewer than 8000 hours of technical effort are employed, the fixed fee shall be equitably reduced to reflect the reduction of work. The Government shall make monthly payments of the fixed fee at the rate of [REDACTED] per direct labor hour invoiced by the contractor. All payments shall be in accordance with the provisions of FAR 52.216- 8, "Fixed Fee," and FAR 52.216-7, "Allowable Cost and Payment." Payments shall be subject to the withholding provisions of Paragraph (b) of FAR 52.216-8, provided that the total of all such monthly payment shall not exceed eighty-five (85%) percent of the fixed fee. Any balance of fixed fee due the contractor shall be paid to the Contractor, and any over-payment of fixed fee shall be repaid to the Government by the Contractor, or otherwise credited to the Government at the time of final payment.

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

PERFORMANCE WORK STATEMENT

NAVAL WAR COLLEGE SUPPORT FOR WEB REDESIGN PERFORMANCE WORK STATEMENT (PWS)

1. **PERIOD OF PERFORMANCE:** One year from the date of award..
2. **SHORT TITLE:** Redesign of NWC Website
3. **PLACE OF PERFORMANCE:** The services required by this procurement shall be performed at the Naval War College, Newport, RI, other Navy, DoD or commercial sites, and at the contractor's facility.
4. **SECURITY REQUIREMENTS:** Data Security. Contractor shall treat all data that it receives from the College, or is otherwise exposed to within College data systems, with the highest degree of confidentiality and in compliance with all applicable federal and state laws and regulations and College policies. Contractor shall employ commercial best practices for ensuring the security of all College electronic and paper data accessed, used, maintained, or disposed of in the course of Contractor's performance under this Agreement.
5. **BACKGROUND:** The U.S. Naval War College is seeking to create an integrated, scalable, enterprise-wide, state-of-the-art web environment that supports and showcases the College's research and scholarship activities and its extended communities of interest (COIs). Informed by commercial best practices, elements of this environment will enhance the College's ability to achieve objectives in its core mission areas of education, research, cooperative / international engagement, and combat readiness. NWC is the oldest institution of its kind in the world and is recognized as the nation's premier institution providing Professional Military Education (PME). With more than 50,000 graduates since its first class in 1885, the College now annually educates nearly 70,000 students, and graduates more than 1,000 students.
6. **SCOPE:** The NWC's high-level Web activities and their respective focus for tasks in this SOW are to:
 - **Create.** The focus is to establish an environment in which data can be collected, synthesized, and analyzed; decisions can be formally documented and preserved; policy and guidelines can be collaboratively produced and made available for enterprise access and review; and research, instructional, and reference material can be individually or collaboratively produced; and data can be integrated across the enterprise.
 - **Research.** The focus is to provide an IM / KM / web services environment that supports the design, planning, and execution of analysis, research and wargaming by faculty, student, and external participants; and captures and disseminates knowledge products from these activities, to include managing the submission of scholarly articles to external publishers of journals, periodicals, and books.
 - **Educate.** The focus is to deliver instruction to all students (resident and non-resident) by providing for the following:

<ul style="list-style-type: none"> ○ Use of the College's Learning Management System (LMS) ○ Library systems ○ Multimedia content authoring and delivery ○ Open education resources (OER) ○ Online programs and courses ○ Course and program information 	<ul style="list-style-type: none"> ○ Synchronous and asynchronous delivery methodologies ○ Curriculum development ○ Faculty development ○ Online delivery of lectures ○ Digital publications ○ Course and program information and evaluation
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 - **Learn.** The focus is to provide an environment within which students and faculty can collaborate and exchange information, experiences, ideas, and individual knowledge, with the goal of increasing common insight, understanding, and knowledge, whether as an individual, a group, or collective body. Also, provide an environment within which faculty, students and staff can receive service training that is required outside of the degree program (e.g., annual service training in security and ethics).
 - **Inform.** The focus is to notify internal and external customers of available data, information and knowledge; events and activities at the College; and governing policies and instructions.

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- **Engage.** The focus is to interact with internal and external customers (e.g., CNO, students, faculty, staff, alumni, and public affairs).
- **Share.** The focus is to make knowledge, research products, information, and data available to internal and external customers (e.g., CNO, students, faculty, staff, alumni, and public), by providing for:
 - Maximum use of technology that is optimized to support IM / KM activities in institutions of higher education.
 - Online collaboration / communication (e.g., Skype[®]-like or similar to Defense Communications Online (DCO). Provisions for search engine optimization (SEO), including full-text searches and weighting of all documents (regardless of type).
- **Archive.** The focus is to provide an environment in which documents and other artifacts of enduring value can be collected, maintained, discovered, and used for historical and other institutional reference, research, and display.
- **Support.** The focus is to provide the necessary business operations and financial support to operate and maintain facilities and infrastructure in support of the NWC's core missions.

7. **DESCRIPTION OF WORK:** This is a Cost Plus Fixed Fee Order to provide non-personal technical services to complete the tasks identified herein. The U.S. Naval War College (USNWC) requires an iterative development program leading to an evolutionary web redesign for their College website. The website redesign project is the USNWCs effort to refresh its Web presence through improved innovative design, structure, user experience and maintainability. The new website should be developed within an Agile (or similar framework) that provides

incremental improvements to the current site that offers user-friendly, positive, and engaging experience for visitors.

Inherent in this task is the ability of the Contractor Team to show incremental improvements to the elements of the redesign that are the highest priority for the Sponsors and End User Community. Additional design concepts which build off of the selected design will be required for key requirements, as well as specialty content (College directory, faculty bios, media room, etc.). A Naval War College Project Manager will be responsible to prioritize, coordinate end-user inputs, and vet specific technical requirements, provide direction via the COR, share strategic initiatives, and project goals, with web design and development personnel.

8. **SPECIFIC TASKS:** USNWC desires an iterative redesign of the College's website using Agile Development (or similar framework). Understanding that NWCs Website is commonly the first view various audiences have of

USNWC, it is imperative that the College provides a user-friendly, positive, and engaging experience for visitors to

our site. Ultimately, the website can become a more effective tool to increase awareness, help us attract students, faculty and staff, enlighten media outlets, and help us better interact with alumni. A successful redesign will accomplish the above goals by addressing the following:

- Maintain a strong sense of brand across USNWC.edu
- Re-architect the website to facilitate clearer navigation paths for our primary audiences to desired content.
- Provide easy and intuitive navigation.
- Focus on a defined set of priority audiences, segmenting internal vs. external audience focus with an emphasis on external audience.
- Provide an appealing design that respects the existing brand while presenting a fresh, engaging face to our online audiences.
- Translate the sense and values of the USNWC experience to perspective students.
- Provide an engaging and interactive experience.
- Meet federal 508 and other federal and state requirements and evaluate impact of the potential for ADA requirements.

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- Drive traffic to the site through visibility in today's dominant search engines (SEO).
- Communicate news, events and ongoing issues in a timely fashion to staff, students, current and potential donors, alumni, the media, public, etc.
- Provide ample tracking and analytics to evaluate content user interest, and desired outcomes.
- Site and code must conform and validate to the most current stable standard, and must meet a minimum acceptable standard on the most popular mobile devices.
- The solution must provide easy, secure means for content providers to add/update/manage content, and must facilitate user workflow, approval, and publishing as well as appropriate access control.
- Include current Intranet content in design of external site, authenticating users via SSO and CAC.

Current Web Site

- USNWC's Primary website is not optimally structured to encourage navigation to key outcomes, and varied constituents have a difficult time finding desired information.
- USNWC's current Content Management Software [Kentico] is in the process of being replaced with Dot Net Nuke [DNN] in a cloud based, externally hosted environment.
- The site is very stagnant and does not engage the visitor.
- The site is not flexible and is based on outdated technology that does not allow for scripting, rich media, or adaptive templates.
- The site does not reflect the high-quality, education, research, publication, and overall experience of USNWC.

Target Audiences

Incorporate targeted entry points for our five primary groups of constituents:

- Prospective students
- Current students
- Faculty and staff
- Alumni/donors
- The media and community

Design

The redesign must support and enhance USNWC's brand. The Contractor Team will work closely and collaboratively with the College's internal Information Resources Department, the Program Manager, and NWC Public Affairs team to ensure appropriate design consistency and brand identity for the site. Additional design concepts which build off of the selected design will be required for key sections, as well as specialty content (College directory, faculty bios, media room, etc.).

Navigation

USNWC requires a new Website with a navigation philosophy that stresses the following:

- Most content must be reachable within three clicks
- The primary goal of the website, and thus the navigation, is to promote the College, with Alumni engagement and key College initiatives following close behind. The challenge will be to create a navigation model that will also facilitate easy navigation by other critical constituents of the College and will allow for simple access to non-curricular academic and faculty information.
- Consistent master navigation site-wide
- Competent search capability
- Intuitive to users of varying ability
- Built for non-linear traffic (assuming some visitors will enter the site from pages other than the homepage)

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Functionality and Interactivity

There is a large inventory of features and functionality essential for today's better higher-ed websites to communicate

with target audiences. The project discovery and site definition phases will be key in defining the specific functionality appropriate for the new USNWC site design. We anticipate some of them to be:

- Blogs (student, faculty, and alumni)
- Forms (SSL)
- Flash/HTML5
- Video
- Calendaring: integrating existing Google Calendar solution into a Master Events Calendar
- Printer friendly, mobile friendly, accessible
- Featured content such as events, news feeds, alumni highlights etc.

Content

Content development is not a component of the redesign effort. USNWC will develop content internally and make it available to the Contractor.

Section 508 Compliance

The new site or modifications to the existing site should comply with all Section 508 compliance guidelines and other applicable laws and regulations. The Contractor/Subcontractor/Consultants must also help evaluate the potential for ADA web requirements for education websites and recommend an effective course of action.

Search Engine Marketing (SEO)

USNWC realizes the importance of effective search engine optimization. As such, the new site should be built based on the latest SEO standards and principles in order to effectively drive more of the right traffic to the USNWC site. It also must take into consideration effective integration with leading SEM venues. As the site is being redesigned, consideration should be given to content relevance in an effort to boost organic rankings in Web searches on Google, Yahoo, Microsoft and other search platforms. The following should be addressed:

- Keyword analyses to determine which keywords and phrases are capable of driving the most effective traffic
- Inclusion of page title tags and Meta data; also alt tags on photos etc.
- Content optimization (ensuring key phrases are integrated often into site text)
- Submission to directories
- Consideration of inbound linking opportunities

- 9. TASK ELEMENTS:** The overall objective for this SOW is to provide technical and professional services in support of the NWC's Web Services Initiative. This initiative includes the elements listed below. Government Program Manager will work with Program Sponsors, End-Users and Key Stakeholders, and the Contractor Team to determine which of these elements should be accomplished, and the priority of each element. Goal of the contractor effort shall be to make some improvement in each area, and major improvements in priority areas selected by the Program Manager.

- Redesigned website – including graphics, navigation, templates, and integration (front ends) to current data sources.
- Develop/Integrate a Master / Smart Calendar Function
- Develop a standardized Faculty Directory / including Inventory of Expertise
- Integrate functionality with Content Management System (CMS)
- Integrated Enterprise Learning Management System (LMS)
- Online Administrative / Service e-Form and Request System
- Integrated Enterprise Digital Asset Management System (DAMS)
- Outreach
- Reachback
- Site Map

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General Redesign of Website

- The objective is to develop a newly-designed and fully functional website built from a family of webpage templates. An example of a Template might be for the Faculty Directory. Specific data (e.g. Faculty Name, Education, Publications, and Courses Taught) will be inserted into the webpage template. Templates should be standardized, provide full navigation functionality, and serve as a standard webpage organization and layout into which content from the current site can be migrated, and which can be maintained and populated with future content by minimally trained content managers and coordinators within the College. The webpage templates shall allow for subsequent modification and customization. The solution shall also include a web style guide for the newly-designed website that may be used for reference upon project completion. The web style guide shall include guidance on the use of graphics and visual elements; logo identity and brand standards; wordmarks; typography (fonts; headings; body text, links, and side navigation; and reading and contrast); color values; visual hierarchy; page guidelines (for navigation and site structure; and use of data tables and forms).

The website design may include the following specific needs:

- Pages that are tailored to the needs of different users (e.g., faculty, current students, incoming students, staff, visitors), some of which may require authorized access.
- Multi-lingual support.
- A robust, Google[®]-like search that auto-fills choices as search terms are entered.
- The ability to search the site in multiple ways to get to the same content.
- The ability to search for information related to people at the NWC. This shall include an authoritative-name database that facilitates consistent searches for finding everything related to a person. Different information may be displayed on the Intranet versus the Internet.
- Video-teleconferencing (VTC) events and webinars.
- The use of social media to enhance continued connectivity with alumni, and between students and faculty.
- A photograph / video gallery where released material can be posted, including videos of lectures.
- Video and audio streaming.
- Subscription services that allow a user to register for alerts when pages of interest are updated / changed.
- Broadcast capabilities to support manual distribution (i.e., “pushing”) of content from one initial source to an infinite number of locations (while recognizing that maintenance of the initial source’s versioning cannot be guaranteed).
- Support for “pushing” feedback surveys that are triggered by selected user-initiated web transactions.
- Content syndication to support automated flow of content from one source to an infinite number of locations that allows the initial content creator to maintain complete control over all versions (e.g., RSS, Atom feeds).
- Websites / pages for conferences and special projects.
- Centralized access to NWC policies and directives, including business rules about how to store information and who is responsible for its storage.
- Centralized list of services (e.g., Defense Travel System (DTS), Standard Labor Data Collection and Distribution Application (SLDCADA), Comptroller, Security) that link to the appropriate page(s) / site(s).
- An online subscription service to the NWC Review.
- Online payment services (e.g., purchases made through the Government Printing Office (GPO) via the NWC Press).
- The NWC “Data Book”, which includes a photograph and biography for each person at the NWC. Different information may be displayed on the Intranet versus the Internet.
- A proxy mechanism that allows a user to logon once per session even when navigating to other sites with different credentials. For example, the library subscribes to a number of databases and the user currently must logon separately to each.

NOTE: The NWC currently uses Kentico[®] as its CMS solution.

Master Integrated, Smart Calendar

NWC desires to include a web-enabled, centralized calendar and event and resource scheduling service that:

- Provides a simple, intuitive Graphical User interface (GUI) for the creation, integration, and maintenance of online calendars.
- Provides online support for activities related to room, event, and resource (e.g., audio, video, IT, telephonic, personnel) scheduling, including integration and consolidation of office, departmental and college-wide schedules.
- Allows owners or their designated administrator(s) to grant access rights to individuals or groups.
- Integrates individual calendars into a single view.

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- Enables the display of customized views (e.g., selecting, sorting, and filtering) of activities and events at the college, departmental, or individual level, including the ability to select others shared calendars for display.
- Allows a user to easily find information on historical, current, and upcoming events, and other activities of public interest.
- Allows online submission of a scheduling request to include facilities and equipment setup.
- Provides for online event registration.

NOTE: The NWC currently uses Google Apps[®] for Government.

Faculty Directory / Inventory of Expertise

- Provide authoring, collaboration, and administration tools designed to allow users with little knowledge of web programming or markup languages to create and manage website content with relative ease.
- Address web development, web content management strategies, and alternative Intranet technologies and solutions.
- Provide simplified web content maintenance and minimize the time and human resources required to manage web content, including the use of automated templates, what-you-see-is-what-you-get (WYSIWYG) editing tools and training (e.g., virtual tours, tutorials) on how to use the website(s).
- Provide administrative tools for defining access control by roles and / or individuals. Each department, group or organization that is granted access shall have the ability to organize and maintain its respective webpage(s) according to DON / DOD and NWC policies and guidelines.
- Provide a workflow management capability to help ensure that content made available to the public has been approved for release.
- Provide a robust and configurable web analytics and reporting tool that will help the NWC to optimize the site. This capability shall be capable of collecting data from mobile devices and shall provide metrics, including visitor statistics, pages viewed and keywords used to locate the website, the number of transactions completed / not completed, and what documents were downloaded. The solution shall provide the ability to create, save and edit customized reports that include only selected data.
- Support “one-stop” access for all content to which a user is authorized access, regardless of where the content resides within the EIAF. It shall also support scalable expansion and updates to ensure compatibility with current web content management practices, evolving standards, and continued integration with key systems (e.g., course management system).

Integrated Enterprise Learning Management System (LMS)

- The LMS solution shall help create, reuse, locate, deliver, manage, and improve learning content. More specifically, the LMS shall provide user-friendly interfaces, course templates and instructional design tools that allow learning content to be rapidly created, assembled, reviewed, and delivered. The LMS shall simplify and centralize the management of curricula, syllabi, seminar and class rosters, and class schedules, by providing a centralized, learning objects repository in which course documents, instructional materials, course readings, and reference material can be retrieved into any learning management system where it can be accessed by authorized users. A learning objects repository may be integrated with a larger Digital Asset Management System (DAMS) that contains NWC research products, faculty or guest lectures, publications, and archival materials of enduring value.

The LMS may provide the following additional functionality:

- Digital rights management as needed for copyrighted or licensed course materials.
- Support for personalized content and customization, such as user-entered preferences and / or profiles.
- The ability to link course content / syllabi available on the web to the appropriate course in the LMS.
- The ability to link from the web to the LMS to download syllabi and readings.
- Creation, maintenance, and storage of academic records (e.g., transcripts, seminar / class rosters).
- Learning evaluation and grading tools and that:
 - Facilitate administration of tests based on proficiency requirements, reporting test results, and recommending next steps.
 - Generate training credentials with automatic routing to the trainee.
- Support for training and professional development for faculty (resident and adjunct) and staff, to include Professional Military Education (PME).
- Native support for a wide range of third-party courseware.
- Communication and collaboration tools, including:

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- Group work (e.g., creation and management groups, discussions, targeted tasks). Discussions can include attachments, graphics and links.
- Blogs and wikis for student and instructor use.
- Email distribution based upon course enrollment.
- Real-time chat.
- Shared spaces where students can post their work.
- Creation of collaborative groups without instructor involvement (community networking)
- Student-to-Student file-sharing, whereby students can share documents with other students in a course / group.
- Support for blended learning.
- Lecture capture and retrieval capabilities.
- Training modules and online help tailored for faculty / staff / students on the use of the LMS.
- Tools to facilitate the migration of information that currently resides in a number of places (e.g., shared drives, SharePoint™ portals, LMS) into the LMS.
- The ability to synchronize with Human Resource (HR) applications, such as student registration software.
- Security measures, such as password protection and encryption.
- Centralized and automated administration tools for controlling access to content, and managing roles, including guest users and tracking and reporting to determine course and content usage.
- An intuitive user interface that allows non-technical staff to easily update content, assign an instructor to a class or virtual group, and schedule classes or modify existing schedules.
- Virtual classroom (synchronous, asynchronous, whiteboard, recordable) capabilities.
- NOTE: The NWC currently uses Blackboard® as its LMS solution, but it is not implemented campus-wide.

Online Administrative / Service e-Forms and Requests

The solution shall provide for Online self-service and e-form completion, submission, and tracking, and shall integrate solutions that facilitate management of institutional workflows, service requests and responses, and resource assignments. Online forms may include:

- E-forms that can be completed by students that do not have access to the registration system. Once submitted, the information shall automatically populate the registration system.
- E-forms for service requests, such as facilities, IT helpdesk, scheduling, gate access, transcripts, education verification, medical appointments, reserved parking, VTC, visual communications, copyright, travel, security and award nominations. The process shall include online / electronic status updates to the service requestor.
- E-forms to facilitate the check-in / checkout process by providing an online list of what needs to be done and what forms are required. There are significant workflow issues associated with administrative processing of students, faculty and staff. The solution shall help to ensure that all required forms (e.g., System Authorization Access Request (SAAR), training certificates) have been completed.
- E-forms for advanced registration, with information that includes transportation needs, dietary alerts, etc.
- E-forms that can be used by alumni to update their information.
- E-forms for inter-library loans.
- E-forms that can be used for interaction between or among commercial vendors.
- Personnel checkout surveys.

The Administrative / Service e-Forms and Requests solution may also require a database to track information about students and faculty assigned to the NWC. If included, the database shall provide automated queries and reports that facilitate administrative processes.

Integrated Enterprise Solution for Digital Asset Management (DAM)

The DAM solution shall provide a repository for NWC research products, faculty or guest lectures, publications, and archival materials of enduring value. It shall support for a full array of digital asset (e.g., textual content, photos, multimedia) management functionality, including ingestion, annotation, cataloguing, storage, retrieval and distribution. The solution shall support full document / content lifecycle management and curation of digital assets, from creation to archival for permanent retention. The DAMS shall provide a secure, centralized, standards-based repository that incorporates distributed management of digital assets by various content creators or custodians. It shall facilitate one-time storage with multiple retrieval channels (e.g., CMS, social networks, websites, "Really Simple Syndication" (RSS), email). Functionality for the DAMS should include:

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- Management of all digital content including:
 - Photographs, including potentially very large high-resolution images.
 - Video formats that meet preservation standards as well as video access formats.
 - Audio formats that meet preservation standards as well as audio access formats.
 - Video content with an editing capability.
- The ability to associate related materials (e.g., documents with release or copyright form and derivative documents).
- The ability to easily find separately-stored learning content and import it into any course management system (i.e., is not locked in the LMS; is still accessible via other delivery channels).
- The ability to manage and track electronic workflow products.
- Features that facilitate internal and external discovery and use of NWC intellectual, organizational, and historical assets including:
 - Customizable metadata tagging (individual and batch) capabilities.
 - Robust search and discovery across dissimilar collections that currently may be obscured or difficult to find, and promote their increased exposure, use, and re-discovery.
 - A capability that allows external aggregators (e.g., Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) support) such as Google®, WorldCat®) to harvest Items intended for public access.
- Collaboration tools that allows content to be retrieved and worked on by one or many authorized users. Changes can be tracked and authorized for publication, or can be ignored and reverted to old versions.
- Real-time referencing capabilities.
- The ability to preview and mark items for selection, review, editing, or export (e.g., a slideshow created from a subset of images).
- Photograph tagging, including batch tagging capabilities.
- Video and audio streaming.
- Well-founded archival processes (or export of master files and metadata to dark storage) to ensure long-term or permanent management and access.
- The ability to link to faculty / staff profiles and an expertise locator.
- The ability to collect, monitor and forward feedback and comments on selected content.
- Updates to ensure compatibility with current content management practices, evolving standards (digital formats, metadata, etc.), and continued integration with key systems (e.g., course management system)
- Tools that support the transition of substantial amounts of existing content to any new website(s) / webpage(s).
- Tools for importing existing content into the DAMS.
- Foreign language fonts (e.g., to support submission of content from the NWC's China Maritime Studies Institute (CMSI)).

Outreach

The outreach solution shall provide a web presence that updates the College's tools and capabilities to remain engaged with and inform alumni, former faculty and staff, and past visitors; and to provide a medium through which the general public and other interested parties may access information regarding the Navy, the College, and matters of an historical and / or maritime nature, or to contact the College regarding other matters. The web presence shall enhance institutional reach and reputation, including enrichment of alumni affairs and international programs, and increased exposure of the NWC Foundation, Museum, and other special programs, events, and activities. The solution shall provide a secure point of entry for properly authenticated, authorized, or trusted alumni and groups. It shall also provide an automated process for updating the alumni database with information contained in online forms. Additionally, the website shall include the ability to tailor pages in order to allow incoming students to share information (e.g., available housing, sponsors and discussion boards) prior to their arrival.

Reachback

The reachback solution shall provide a medium through which alumni and former faculty can engage the College on current issues and challenges, and seek assistance in real-world problem solving, collaboration, and decision making. Additionally, the solution shall provide a medium through which alumni and former faculty can continuously engage in life-long learning opportunities. The reachback solution shall provide:

- A secure point of entry for properly authenticated and authorized NWC alumni and former faculty.
- The ability for former students to access education and training material.
- Full, controlled access from remote locations.

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- A medium through which users can make inquiries of and seek collaborative opportunities with NWC faculty and subject matter experts.
- An easy interface for obtaining news regarding the NWC and matters related to national defense, maritime and naval military affairs.

10. Guidelines, Constraints, and other Specifications:

General.	
The design must:	Additional Information
1. Where applicable, re-use applications (e.g., Kentico® for CMS)) currently in use at the NWC.	The Vendor is free to recommend alternative applications if it will improve the overall solution. When offering such recommendations, the Vendor shall provide justification and associated procurement, and sustainment costs.
2. Support the use of the DOD CAC card.	
3. Be deployed on the existing NWC network.	The NWC will provide a topologic graphic upon contract award.

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<p>4. Comply with all DOD Information Assurance Certification and Accreditation Process (DIACAP) requirements cited in Reference (b), and which govern operation of DOD Information Systems (ISs).</p>	<p>DIACAP instruction is available for viewing at: http://iase.disa.mil/diacap/ditscap-to-diacap.html#diacap.</p>
<p>5. Support standards of accreditation cited in Reference (c), as established by the CIHE, NEASC.</p>	<p>Accreditation standards established by the Commission on Institutions of Higher Education (CIHE), New England Association of Schools and Colleges (NEASC) (Standard Ten of Reference (c)) require that the College make certain public disclosures, including publication and dissemination of some key information. The College will provide the Vendor a list of information that may be made available through the Internet. Standards are viewable at: http://cihe.neasc.org/standards_policies/standards/standards_html_version.</p>
<p>6. Maximize compliance with SCORM standards cited in Reference (d), as established by the ADL Initiative administered through the Office of the Deputy Assistant Secretary of Defense (Readiness).</p>	<p>SCORM Standards are viewable at: http://www.adlnet.gov/capabilities/scorm/scorm-2004-4th#tab-resources. The ADL website is located at: http://www.adlnet.org/.</p>
<p>7. Maximum adoption of WCAG guidelines cited in Reference (e), as established the WAI Initiative and administered through the W3C.</p>	<p>The WCAG 2.0 guidelines are viewable at: http://www.w3.org/TR/WCAG/. WCAG 2.0 contains a number of checkpoints.</p>

8. Support Web 2.0 features that allow users to interact and collaborate with each other in social media.	
9. Identify software and licenses required to maintain sites internally or externally, as decided by the NWC.	The NWC will provide any required licenses as Government-Furnished Information (GFI).
10. Maximize the use of open source solutions.	Or identify and provide the rationale for alternatives.
11. Maximize the use of applications currently in place at the NWC.	Or identify and provide the rationale for alternatives.
For Websites.	
Any website(s) included in the design must:	Additional Information

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<p>1. Comply with applicable laws, statutes, and codes cited in References (f), (g), and (h).</p>	<ul style="list-style-type: none"> · Accessibility standards of 29 U.S.C. § 794 (d) Section 508 of the Rehabilitation Act of 1973, as amended, which is viewable at: http://www.access-board.gov/sec508/guide/act.htm. · Public Law 107-347, 116 Stat. 2899, 44 U.S.C. §101, H.R. 2458/S. 803), Section 207(d) of the E-Government Act of 2002, which is viewable at: http://www.gpo.gov/fdsys/pkg/PLAW-107publ347/pdf/PLAW-107publ347.pdf. · Office of Management and Budget (OMB) Circular A-130, which is viewable at: http://www.whitehouse.gov/omb/circulars_a130_a130trans4.
<p>2. Maximize the use of U.S. Government and industry standards, guidelines, and best practices.</p>	<ul style="list-style-type: none"> · U.S. Government website usability guidelines, which are viewable at: http://www.usability.gov/index.html. · U.S. Government website best practices, which are viewable at: http://www.howto.gov/Web-content. · W3C standards, which are viewable at: http://www.w3.org/standards/.
<p>3. Websites included in the project end-state must be compatible with, support and / or provide for authentication of users using standard single sign-on (SSO) protocols. Where appropriate, the solution must support encryption to protect PII.</p>	

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11. GOVERNMENT FURNISHED INFORMATION (GFI):

The Government will provide the following as Government Furnished Information (GFI) to the Vendor:

- a. Government reference material specified in the Section 16 below.
- b. List of information that may be made available to the public in support of Public Disclosure requirements established by the New England Association of Schools and Colleges (NEASC).
- c. Topologic graphic of the NWC network.

12. GOVERNMENT FURNISHED MATERIAL (GFM):

The Government will provide the following as Government Furnished Material (GFM) to the Vendor:

- a. Required licenses associated with software application renewal or acquisition.
- b. Website Content – including photos, videos, data, links and other data necessary to populate the redesigned site.

13. GOVERNMENT FURNISHED EQUIPMENT:

While performing work at government facilities, the Contractor and/or Contractor Consultants will be provided office space to include a desk or cubicle. The Contractor will have access to a computer/printer, copy machine, and telephone. The Contractor will also be provided access to external vendor support services when required to do their tasks. All external support services and software licenses shall remain property of the U.S. Navy. The contractor will not retain any government furnished equipment or materials without prior approval from the COR.

14. TRAVEL REQUIREMENTS:

For estimating purposes, it is anticipated that the following travel requirements may be necessary:

From /To	# Trips	# Days	# People
Wash DC, Newport RI	5	3	3

15. INSPECTION / ACCEPTANCE PLAN:

This is an iterative software development project. Progress Reviews will be held not more less than one month. Progress Payments will be made upon successful review of Contractors Progress.

Key Events and Milestones

Event / Milestone	Date	Notes

Selection of Specific work elements/task	30 Days after Award	Contractor review of Requirements and Scope
Discovery Meetings with Stakeholders and PM	40 Days after Award	Contractor Team identifies, specifies and articulates requirements for each potential software iteration
Template Review	3-4 Weeks after Discovery Meeting	Contractor delivers proposed solutions, templates, prototypes
Integration /Test	2 Weeks after Template Review	Contractor delivers revised solutions, and assists NWC to integrate templates and solutions into operational networks
Next Discovery Meetings with Stakeholders and PM	1 Week after Template Review	Repeat cycle with next Task Element

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16. APPLICABLE DIRECTIVES / REFERENCES:

- a) [Department of Defense Architecture Framework \(DODAF\) Version 2.02, Department of Defense Chief Information Officer Memorandum, August, 2010.](#)
 - b) [Department of Defense Information Assurance Certification and Accreditation Process \(DIACAP\), Department of Defense Instruction \(DODI\) 8510.01, November 28, 2007.](#)
 - c) [Standards for Accreditation, New England Association of Schools and Colleges \(NEASC\), Commission on Institutions of Higher Education \(CIHE\), July 1, 2011.](#)
 - d) [Shareable Content Reference Model \(SCORM®\), 4th Edition, Office of the Deputy Assistant Secretary of Defense \(Readiness\) \(Advanced Distributed Learning \(ADL\) Initiative\), 2004.](#)
 - e) [Web Content Accessibility Guidelines \(WCAG\), version 2.0, Worldwide Web Consortium \(W3C\) \(Web Accessibility Initiative \(WAI\)\), December 11, 2008.](#)
 - f) [Rehabilitation Act Amendments, 29 U.S.C. § 794 \(d\) Section 508 of the Rehabilitation Act of 1973, as amended, August 7, 1998.](#)
 - g) [E-Government Act of 2002, Public Law 107-347, 116 Stat. 2899, 44 U.S.C. §101, H.R. 2458/S. 803\), Section 207\(d\), December 17, 2002.](#)
- [Management of Federal Information Resources, Office of Management and Budget \(OMB\) Circular A-130, Transmittal Memorandum #4, November 28, 2000](#)

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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

INSPECTION AND ACCEPTANCE (SERVICES) (OCT 1992)

Inspection and acceptance of services to be furnished hereunder shall be made upon completion of the services by the requiring activity.

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SECTION F DELIVERABLES OR PERFORMANCE

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



CLIN - DELIVERIES OR PERFORMANCE

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



Services to be performed hereunder will be provided at the Naval War College, Newport, RI, other Navy, DoD or commercial sites, and at the contractor's facility.

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SECTION G CONTRACT ADMINISTRATION DATA

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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).

[REDACTED]

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

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[REDACTED]
 [REDACTED] It is estimated that these funds will cover the cost of performance through [REDACTED]
 [REDACTED] Subject to the provisions of the clause entitled "Limitation of Funds" FAR 52.232-22 of the
 General Provisions of this contract, no legal liability on the part of the Government for payment in excess of
 [REDACTED] shall arise unless additional funds are made available and are incorporated as a modification to this
 contract.

(End of Clause)

252.204-0002 LINE ITEM SPECIFIC: SEQUENTIAL ACRN ORDER. (SEP 2009)

The payment office shall make payment in sequential ACRN order within the line item, exhausting all funds in the previous ACRN before paying from the next ACRN using the following sequential order: Alpha/Alpha; Alpha/numeric; numeric/alpha; and numeric/numeric.

(End of clause)

[REDACTED]
 [REDACTED] [REDACTED] [REDACTED]
 [REDACTED]
 [REDACTED] [REDACTED] [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED] [REDACTED] [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED] [REDACTED] [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

APPOINTMENT OF CONTRACTING OFFICER’S REPRESENTATIVE (FISC DET PHILA) (OCT 1992)

(a) The Contracting Officer hereby designates the following individual as Contracting Officer’s Representative(s) (COR) for this contract:

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

(b) In the absence of the COR named above, all responsibilities and functions assigned to the COR shall be the responsibility of the alternate COR acting on behalf of the COR. The Contracting Officer hereby appoints the following individual as the alternate COR:

_____N/a_____

NAME CODE

MAIL ADDRESS

TELEPHONE NUMBER

(c) The COR will act as the Contracting Officer’s representative for technical matters, providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR is not an Administrative Contracting Officer and does not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, quality, place of performance, delivery schedule, or any other terms and conditions of the contract (or delivery/task order), or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract (or delivery/task order).

(d) It is emphasized that only a Contracting officer has the authority to modify the terms of the contract, therefore, 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. When/if, in the opinion of the contractor, an effort outside the existing scope of the contract (or delivery/task order) is

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requested, the contractor shall promptly notify the PCO in writing. No action shall be taken by the contractor under such direction unless the PCO or ACO has issued a contractual change or otherwise resolved the issue.

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SECTION I CONTRACT CLAUSES

NOTE: All applicable provisions and clauses of section I of the basic contract apply to this Task Order (Unless otherwise specified in the Task Order).

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SECTION J LIST OF ATTACHMENTS

QASP