

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER DNAC600013		PAGE 1 OF 148					
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0013-06-R-0007		6. SOLICITATION ISSUE DATE 31-Aug-2006			
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JAMES WASHINGTON				b. TELEPHONE NUMBER (No Collect Calls) 703-604-6566		8. OFFER DUE DATE/LOCAL TIME 09:00 AM 30 Sep 2006			
9. ISSUED BY DEFENSE SECURITY COOPERATION AGENCY-CON JAMES WASHINGTON 201 12TH STREET, SOUTH SUITE 203 ARLINGTON VA 22202  TEL: 604-6566 FAX:			CODE HQ0013		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A)  NAICS: 541618 SIZE STANDARD: 6.5 mil			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS	
15. DELIVER TO  <b>SEE SCHEDULE</b>			CODE		16. ADMINISTERED BY  CODE						
17a. CONTRACTOR/OFFEROR  TEL.			CODE		18a. PAYMENT WILL BE MADE BY  CODE						
FACILITY CODE			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>							18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT			
<b>SEE SCHEDULE</b>											
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT (For Govt. Use Only)				
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED											
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED											
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES <input checked="" type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:						
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31c. DATE SIGNED				
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  TEL: EMAIL:						

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )	
	42b. RECEIVED AT ( <i>Location</i> )	
	42c. DATE REC'D ( <i>YY/MM/DD</i> )	42d. TOTAL CONTAINERS
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Research Assistant LH See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	4,176	Labor Hours		

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Administrative Assistant LH At the Executive Level, See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Program Planning Management LH for the Dean of Administration See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Administrative Support LH to the Dean of Administration See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Administrative LH and Logistical Support See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006	Internal/Public LH Affairs and Strategical Communications See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007	Management of Alumni LH Affiars See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008	Administrative Support LH of Participants Affiars See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009	Administrative Support LH For the Registrar See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010	Events and Program Planning LH See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	8,512	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	Special Events Planning LH See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,128	Labor Hours		

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012	In-Country Coordinator LH See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,128	Labor Hours		

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013	Informational Technology LH Support See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014	Develop/Manage/Security LH Cooperation Programs for IRAQ/AFGHANISTAN See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015	Management of Web Site LH Content See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0016	Budgeting Support for LH Resource Management Office See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	864	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0017	Administrative Support LH For Academic Affairs See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0018	Lecuturing/Facilitating/ LH Researching Graduate Level Program on National Security Adjunct Facilities FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013	2,088	Labor Hours		
OPTION					
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0019		1,248	Labor Hours		
OPTION	Facilitating Seminars LH Workshops/Symposiums See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0020		522	Labor Hours		
OPTION	Facilitating Seminars at the LH Senior Level See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
0021		522	Labor Hours		
OPTION	Administrative Support LH Office of the Director and Senior Staff See PWS FOB: Destination PURCHASE REQUEST NUMBER: DNAC600013				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0022		522	Labor Hours		
OPTION	Planning and Program Development FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0023		522	Labor Hours		
OPTION	Program Planning FFP Management for the Dean of Administration FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0024		522	Labor Hours		
OPTION	Program/Project Management FFP for Regional Combantant Command FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0025		522	Labor Hours		
OPTION	Planning and Logistical Support FFP of Forward Presence FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0026		1,044	Labor Hours		
OPTION	In Country Coordinator FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0027		522	Labor Hours		
OPTION	Information Data Base Management FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0028		522	Labor Hours		
OPTION	Management Consulting FFP for the expansion of the NESACenter FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0029		522	Labor Hours		
OPTION	Management of Alumni Affairs FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0030		522	Labor Hours		
OPTION	Internal/Public Affairs FFP and Strategical Communications, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0031		522	Labor Hours		
OPTION	Administrative Support of FFP Academic Affairs, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0032		522	Labor Hours		
OPTION	Editing and Researching FFP Publications, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0033		522	Labor Hours		
OPTION	Budgeting Support FFP for Resource Management Office FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		4,176	Labor Hours		
OPTION	Research Assistant LH See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002		2,088	Labor Hours		
OPTION	Administrative Assistant LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003		2,088	Labor Hours		
OPTION	Program Planning Management LH for the Dean of Administration, See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004		2,088	Labor Hours		
OPTION	Administrative Support LH to the Dean of Administration, See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005		2,088	Labor Hours		
OPTION	Administrative LH and logistical support, See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1006		2,088	Labor Hours		
OPTION	Internal/Public LH Affairs and Strategical Communications See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1007		2,088	Labor Hours		
OPTION	Management of Alumni LH Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1008		2,088	Labor Hours		
OPTION	Administrative Support LH of Participants Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1009		2,088	Labor Hours		
OPTION	Administrative Support LH for the Registrar See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1010		8,512	Labor Hours		
OPTION	Events and Program Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1011		2,128	Labor Hours		
OPTION	Special Events Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1012		2,128	Labor Hours		
OPTION	In-Country Coordinator LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1013		2,088	Labor Hours		
OPTION	Informational Technology LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1014		2,088	Labor Hours		
OPTION	Develop/Manage/Security LH Cooperation Programs for IRAQ/AFGHANISTAN See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1015		2,088	Labor Hours		
OPTION	Management of Web Site LH Content See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1016		864	Labor Hours		
OPTION	Budgeting Support for LH Resource Management Office See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1017		2,088	Labor Hours		
OPTION	Administrative Support LH for AcademicAffairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1018		2,088	Labor Hours		
OPTION	Lecturing/Facilitating LH Research Graduate Level Program on National Security Adjunct Facilities FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1019		1,248	Labor Hours		
OPTION	Facilitating Seminars LH Workshops/SymposiumsSee PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1020		522	Labor Hours		
OPTION	Facilitating Seminars at the LH Senior Level See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
1021		522	Labor Hours		
OPTION	Administrative Support LH Office of the Director and Senior Staff See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1022		522	Labor Hours		
OPTION	Planning and Program Development FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1023		522	Labor Hours		
OPTION	Program Planning FFP Management for the Dean of Administration FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1024		522	Labor Hours		
OPTION	Program/Project Management FFP for Regional Combantant Command FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1025		522	Labor Hours		
OPTION	Planning and Logistics Support FFP See PWS FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1026		1,044	Labor Hours		
OPTION	In-Country Coordinator FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1027		522	Labor Hours		
OPTION	Information Data Base FFP Management See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1028		522	Labor Hours		
OPTION	Management Consulting FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1029		522	Labor Hours		
OPTION	Management of Alumni Affairs FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1030		522	Labor Hours		
OPTION	Internal/Public Affairs FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1031		522	Labor Hours		
OPTION	Administration Support of FFP Academic Affairs, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1032		522	Labor Hours		
OPTION	Editing and Researching FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1033		522	Labor Hours		
OPTION	Budgeting Support FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		4,176	Labor Hours		
OPTION	Research Assist LH See PWS FOB: Destination				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002		2,088	Labor Hours		
OPTION	Administrative Assistant LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003		2,088	Labor Hours		
OPTION	Program Planning Management LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004		2,088	Labor Hours		
OPTION	Administrative Support LH for the Dean of Administration See PWS FOB: Destination				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005		2,088	Labor Hours		
OPTION	Administrative and Logistical Support LH See PWS FOB: Destination				

TOT ESTIMATED PRICE  
CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2006		2,088	Labor Hours		
OPTION	Internal/Public Affairs & LH Strategical Communications See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2007		2,088	Labor Hours		
OPTION	Management of Alumni Affairs LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2008		2,088	Labor Hours		
OPTION	Administrative Support of Participative LH Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2009		2,088	Labor Hours		
OPTION	Administrative Support for LH RegistrarSee PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2010		8,512	Labor Hours		
OPTION	Events and Program Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2011		2,128	Labor Hours		
OPTION	Special Event Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2012		2,128	Labor Hours		
OPTION	In-Country Coordinator LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2013		2,088	Labor Hours		
OPTION	Informational Technology LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2014		2,088	Labor Hours		
OPTION	Develop/Manage/Security LH Cooperation Programs for IRAQ/AFGHANISTAN See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2015		2,088	Labor Hours		
OPTION	Management of Web Site LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2016		864	Labor Hours		
OPTION	Budgeting Support for Resource LH Management Office See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2017		2,088	Labor Hours		
OPTION	Administrative Support for LH Academic Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2018		2,088	Labor Hours		
OPTION	Lecturing/Facilitating/Researching LH Graduate Level Programs on National Security Adjunct Facility FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2019		1,248	Labor Hours		
OPTION	Facilitating Seminars/Workshops LH Symposiums See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2020		522	Labor Hours		
OPTION	Facilitating Seminars at the LH Senior Level FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
2021		522	Labor Hours		
OPTION	Administrative Support LH office of the Director and Senior Staff See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2022		522	Labor Hours		
OPTION	Planning and Program Development FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2023		522	Labor Hours		
OPTION	Program Planning Management FFP for the Dean of Administration FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2024		522	Labor Hours		
OPTION	Program/Project Management FFP for Regional Combatant Command FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2025		522	Labor Hours		
OPTION	Planning and Logistical Support FFP of forward presence FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2026		1,044	Labor Hours		
OPTION	In-Country Coordinator FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2027		522	Labor Hours		
OPTION	Information Data Base Management FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2028		522	Labor Hours		
OPTION	Management Consulting FFP for the expansion of the NESAs Center FOB: Destination				
					<hr/>
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2029		522	Labor Hours		
OPTION	Management of Alumni Affairs FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2030		522	Labor Hours		
OPTION	Internal/Public Affairs FFP and Strategical Communications FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2031		522	Labor Hours		
OPTION	Administrative Support of FFP Academic Affairs FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2032		522	Labor Hours		
OPTION	Editing and Researching Publications FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2033		522	Labor Hours		
OPTION	Budgeting Support FFP for Resource Management Office FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		4,176	Labor Hours		
OPTION	Research Asssistant LH See PWS FOB: Destination				
					TOT ESTIMATED PRICE
					CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002		2,088	Labor Hours		
OPTION	Administrative Assistant at LH the Executive Level See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003		2,088	Labor Hours		
OPTION	Program Planning Management LH for the Dean of Administration See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004		2,088	Labor Hours		
OPTION	Administrative Support to LH the Dean of Administration See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005		2,088	Labor Hours		
OPTION	Administrative and Logistical Support LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3006		2,088	Labor Hours		
OPTION	Internal/Public Affairs and LH Strategical Communications See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3007		2,088	Labor Hours		
OPTION	Management of Alumni Affiars LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3008		2,088	Labor Hours		
OPTION	Administrative Support of LH Participants Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3009		2,088	Labor Hours		
OPTION	Administrative Support LH for the Registrar See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3010		8,512	Labor Hours		
OPTION	Events and Program Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3011		2,128	Labor Hours		
OPTION	Special Event Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3012		2,128	Labor Hours		
OPTION	In-Country Coordinator LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3013		2,088	Labor Hours		
OPTION	Informational Technology LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3014		2,088	Labor Hours		
OPTION	Develop/Manage/Security LH Cooperation Programs for IRAQ and AFGHANISTAN See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3015		2,088	Labor Hours		
OPTION	Management of Web Site LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3016		864	Labor Hours		
OPTION	Budgeting Support for LH Resource Management Office See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3017		2,088	Labor Hours		
OPTION	Administrative Support for LH Academic Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3018		2,088	Labor Hours		
OPTION	Lecturing/Facilitating LH Researching Graduate Level Programs on National Security Adjunct Facilities FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3019		1,248	Labor Hours		
OPTION	Facilitating Seminars/Workshops/ LH Symposiums See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3020		522	Labor Hours		
OPTION	Facilitating Seminars at LH the Executive Level See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
3021		522	Labor Hours		
OPTION	Admin Support Office of the LH Director and Senior Staff See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3022		522	Labor Hours		
OPTION	Planning and Program Development FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3023		522	Labor Hours		
OPTION	Program Planning FFP Management for the Dean of Administration FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3024		522	Labor Hours		
OPTION	Program/Project Management FFP for Regional Combatant Command FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3025		522	Labor Hours		
OPTION	Planning and Logistical Support FFP of Forward Presence FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3026		1,044	Labor Hours		
OPTION	In-Country Coordinator FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3027		522	Labor Hours		
OPTION	Information Data Base FFP Management FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3028		522	Labor Hours		
OPTION	Management Consulting FFP for the Expansion of the NESAC Center FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3029		522	Labor Hours		
OPTION	Management of Alumni Affairs FFP FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3030		522	Labor Hours		
OPTION	Internal/Public Affairs FFP and Strategical Communications FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3031		522	Labor Hours		
OPTION	Administrative Support of Academic Affai FFP FOB: Destination				
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					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3032		522	Labor Hours		
OPTION	Editing and Researching Publications FFP FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3033		522	Labor Hours		
OPTION	Budgeting Support for FFP Resource Management Office FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		4,176	Labor Hours		
OPTION	Research Assistant LH See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002		2,088	Labor Hours		
OPTION	Administrative Assistant LH At the Executive Level See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003		2,088	Labor Hours		
OPTION	Program Planning Management LH for the Dean of Administration See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004		2,088	Labor Hours		
OPTION	Administrative Support LH to the Dean of Administration See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005		2,088	Labor Hours		
OPTION	Administrative LH Logistical Support See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4006		2,088	Labor Hours		
OPTION	Internal/Public LH Affairs and Strategical Communications See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4007		2,088	Labor Hours		
OPTION	Management of Alumni LH Affiars See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4008		2,088	Labor Hours		
OPTION	Administrative Support LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4009		2,088	Labor Hours		
OPTION	Administrative Support LH for the Registrar See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4010		8,512	Labor Hours		
OPTION	Events and Program Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4011		2,128	Labor Hours		
OPTION	Special Events Planning LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4012		2,128	Labor Hours		
OPTION	In-Country Coordinator LH See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4013		2,088	Labor Hours		
OPTION	Information Technology LH Support. See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4014		2,088	Labor Hours		
OPTION	Deveop/Manage/Security LH Cooperation Program for IRAQ/AFGHANISTAN. See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4015		2,088	Labor Hours		
OPTION	Management of Web Site LH See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4016		864	Labor Hours		
OPTION	Budgeting support for LH Resource Management Office See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4017		2,088	Labor Hours		
OPTION	Administrative Support LH For Academic Affairs See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4018		2,088	Labor Hours		
OPTION	Lecturing/Facilitating LH Researching Graduate Level Programs on National Security Adjunct Facilities FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4019		1,248	Labor Hours		
OPTION	Facilitating Seminars LH Workshops, Symposiums See PWS FOB: Destination				

TOT ESTIMATED PRICE

CEILING PRICE

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4020		522	Labor Hours		
OPTION	Facilitating Seminars LH At the Senior Level See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
4021		522	Labor Hours		
OPTION	Administrative Support LH Office of the Director and Senior Staff See PWS FOB: Destination				
				TOT ESTIMATED PRICE	
				CEILING PRICE	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4022		522	Labor Hours		
OPTION	Planning and Programming FFP Development, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4023		522	Labor Hours		
OPTION	Program Planning FFP Management for the Dean of Administration FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4024		522	Labor Hours		
OPTION	Program/Project Management FFP for the Regional Combatant Command FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4025		522	Labor Hours		
OPTION	Planning and Logistical Support FFP of Forward Presence FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4026		1,044	Labor Hours		
OPTION	In-Country Coordinator FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4027		522	Labor Hours		
OPTION	Information Data Base FFP Management, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4028		522	Labor Hours		
OPTION	Management Consulting FFP for the expansion of the NESACenter FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4029		522	Labor Hours		
OPTION	Management of Alumni Affairs FFP See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4030		522	Labor Hours		
OPTION	Internal/Public Affairs FFP for Strategrical Communications FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4031		522	Labor Hours		
OPTION	Administrative Support FFP of Academic Affairs, See PWS FOB: Destination				

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4032		522	Labor Hours		
OPTION	Editing and Researching FFP Publications, See PWS FOB: Destination				
					NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4033		522	Labor Hours		
OPTION	Budgeting Support for FFP Resource Management Office FOB: Destination				
					NET AMT

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	N/A	N/A	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
0004	N/A	N/A	N/A	Government
0005	N/A	N/A	N/A	Government
0006	N/A	N/A	N/A	Government
0007	N/A	N/A	N/A	Government
0008	N/A	N/A	N/A	Government
0009	N/A	N/A	N/A	Government

0010	N/A	N/A	N/A	Government
0011	N/A	N/A	N/A	Government
0012	N/A	N/A	N/A	Government
0013	N/A	N/A	N/A	Government
0014	N/A	N/A	N/A	Government
0015	N/A	N/A	N/A	Government
0016	N/A	N/A	N/A	Government
0017	N/A	N/A	N/A	Government
0018	N/A	N/A	N/A	Government
0019	N/A	N/A	N/A	Government
0020	N/A	N/A	N/A	Government
0021	N/A	N/A	N/A	Government
0022	N/A	N/A	N/A	Government
0023	N/A	N/A	N/A	Government
0024	N/A	N/A	N/A	Government
0025	N/A	N/A	N/A	Government
0026	N/A	N/A	N/A	Government
0027	N/A	N/A	N/A	Government
0028	N/A	N/A	N/A	Government
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0030	N/A	N/A	N/A	Government
0031	N/A	N/A	N/A	Government
0032	N/A	N/A	N/A	Government
0033	N/A	N/A	N/A	Government
1001	N/A	N/A	N/A	Government
1002	N/A	N/A	N/A	Government
1003	N/A	N/A	N/A	Government
1004	N/A	N/A	N/A	Government
1005	N/A	N/A	N/A	Government
1006	N/A	N/A	N/A	Government
1007	N/A	N/A	N/A	Government
1008	N/A	N/A	N/A	Government
1009	N/A	N/A	N/A	Government
1010	N/A	N/A	N/A	Government
1011	N/A	N/A	N/A	Government
1012	N/A	N/A	N/A	Government
1013	N/A	N/A	N/A	Government
1014	N/A	N/A	N/A	Government
1015	N/A	N/A	N/A	Government
1016	N/A	N/A	N/A	Government
1017	N/A	N/A	N/A	Government
1018	N/A	N/A	N/A	Government
1019	N/A	N/A	N/A	Government
1020	N/A	N/A	N/A	Government
1021	N/A	N/A	N/A	Government
1022	N/A	N/A	N/A	Government
1023	N/A	N/A	N/A	Government
1024	N/A	N/A	N/A	Government
1025	N/A	N/A	N/A	Government
1026	N/A	N/A	N/A	Government
1027	N/A	N/A	N/A	Government
1028	N/A	N/A	N/A	Government
1029	N/A	N/A	N/A	Government
1030	N/A	N/A	N/A	Government

1031	N/A	N/A	N/A	Government
1032	N/A	N/A	N/A	Government
1033	N/A	N/A	N/A	Government
2001	N/A	N/A	N/A	Government
2002	N/A	N/A	N/A	Government
2003	N/A	N/A	N/A	Government
2004	N/A	N/A	N/A	Government
2005	N/A	N/A	N/A	Government
2006	N/A	N/A	N/A	Government
2007	N/A	N/A	N/A	Government
2008	N/A	N/A	N/A	Government
2009	N/A	N/A	N/A	Government
2010	N/A	N/A	N/A	Government
2011	N/A	N/A	N/A	Government
2012	N/A	N/A	N/A	Government
2013	N/A	N/A	N/A	Government
2014	N/A	N/A	N/A	Government
2015	N/A	N/A	N/A	Government
2016	N/A	N/A	N/A	Government
2017	N/A	N/A	N/A	Government
2018	N/A	N/A	N/A	Government
2019	N/A	N/A	N/A	Government
2020	N/A	N/A	N/A	Government
2021	N/A	N/A	N/A	Government
2022	N/A	N/A	N/A	Government
2023	N/A	N/A	N/A	Government
2024	N/A	N/A	N/A	Government
2025	N/A	N/A	N/A	Government
2026	N/A	N/A	N/A	Government
2027	N/A	N/A	N/A	Government
2028	N/A	N/A	N/A	Government
2029	N/A	N/A	N/A	Government
2030	N/A	N/A	N/A	Government
2031	N/A	N/A	N/A	Government
2032	N/A	N/A	N/A	Government
2033	N/A	N/A	N/A	Government
3001	N/A	N/A	N/A	Government
3002	N/A	N/A	N/A	Government
3003	N/A	N/A	N/A	Government
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## DELIVERY INFORMATION

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#### CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Jul 1995) -- Alternate I	OCT 1995
52.203-7	Anti-Kickback Procedures	JUL 1995

#### PWS

Performance Work Statement (PWS)  
for  
Near East South Asia Center for Strategic Studies  
General Support Contract

August 30, 2006

1. General: The contractor shall provide qualified personnel to perform tasks in support of the Department of Defense (DoD) Near East South Asia Center for Strategic Studies (NESA) in accordance with this PWS.

Tasks under the contract will be performed at Government owned facilities or Government leased facilities in the Continental United States (CONUS) and Outside CONUS (OCONUS) locations, to include hotels contracted for NESA events. Rented or leased spaces will be considered NESA Center facilities for the purpose of the contract. The NESA Center is currently located at the United States (U.S.) Coast Guard Headquarters, 2100 Second Street, S.W, Suite 4308, Washington, DC 20593. The contractor will perform the tasks at the NESA offices and other sites as designated by program needs. Contractor offices must be located in the greater Washington, DC, metropolitan area.

2. Background: Launched in October 2000, the NESA Center's mission is to enhance stability in the Near East and in South Asia by providing an academic environment where strategic issues can be addressed, understanding deepened, partnerships fostered, defense-related decision-

making improved, and cooperation strengthened among military and civilian leaders from the region and the United States.

The Center builds on the strong bilateral relationships between the United States and countries in the NESAs region by focusing on a multilateral approach to addressing regional security concerns and issues. It is designed to meet the knowledge needs of national security professionals by providing a forum for rigorous examination of the challenges that shape the security environment of the region. The Center provides a focal point where national decision makers can gather to exchange ideas and explore tools for cooperative problem solving.

The core curriculum will examine four broad themes: regional strategic issues; the changing strategic environment; elements of security decision making; and tools for enhancing regional security.

Participation is open to military and official civilian representatives from all countries in the NESAs region with which the U.S. government maintains formal diplomatic relations, non-NESAs countries that have strategic interests in the region, and U.S. participants. Participants are nominated by their governments. The twenty-one nations participating from the region include: Morocco, Algeria, Tunisia, Egypt, Israel, Jordan, Syria, Lebanon, Saudi Arabia, Yemen, Oman, United Arab Emirates, Qatar, Bahrain, Kuwait, Pakistan, India, Bangladesh, Sri Lanka, Nepal and the Maldives.

Further information on the NESAs Center can be found at their website ([www.ndu.edu/NESA](http://www.ndu.edu/NESA)).

3. Scope: The contractor will perform tasks in the design and implementation of events that will enable the NESAs Center to conduct its current programs and other programs that will be developed. The NESAs Center's programs will include, but are not limited to those listed in Annex A.

The tasks listed are those that are currently identified. During the course of the contract these tasks may be adjusted in coordination with the contractor to encompass additional similar tasks or to reduce the scope of contractor provided support services. The Government shall provide the contractor with 60 days written notice before significantly reducing the scope of the services or functions required under the contract.

4. Approach: The contractor will conduct business in a fashion that is consistent with Federal and DoD regulations. The contractor shall provide technically qualified, experienced, international policy, operations, administrative, logistics and support analysis services to support the detailed planning, organizing, coordinating and execution of numerous conferences, seminars and international programs as well as operation of the ongoing policy and outreach missions as specified in this Performance Work Statement. Experience working with senior government and military personnel is required and experience working within the Department of Defense is desirable. The contractor will respond to the Contracting Officer's Representative (COR), for policy and program guidance.

The contractor shall assign a Project Manager who has had substantive experience in an operational or training environment to manage personnel and operations in support of this PWS. Experience in at least two of the following areas is desirable: personnel management; administration; logistics planning and management; protocol; public affairs; or political-military affairs. The Project Manager shall possess the highest standards of personal deportment, judgment, demonstrated organizational abilities, and outstanding communications skills. It is essential that the Project Manager have a working knowledge of the Washington, DC diplomatic and military organizations and cultures, and the ability to interact with senior foreign representatives. The Project Manager must be familiar with the NESAs region, Near East and South Asia. The Project Manager acts as the single point of contact for all activities with the COR for this contract. The COR is the point of contact for the Project Manager. The COR will provide the contractor with the materials and information necessary for the proper performance of the tasks under the contract, to include: schedules, syllabi, handbooks and guidelines. The Project Manager shall participate in all the critique sessions, in process reviews, and after action reviews and "hot washes" that are conducted in the preparation for, during, or after any event. The Project Manager will immediately inform the COR of any issues, problems or concerns that pertain to fellows, guests or scheduled activities.

5. Objective: This PWS provides the Near East South Asia Center for Strategic Studies extended and quick turnaround analytical research materials, seminar, conference, symposia, event, technical, logistical, and administrative support services. These tasks support Near East South Asia Center programs from November 1, 2006 through October 31, 2007 with 4 option years, November 1, 2007 through October 31, 2011. The contractor will provide an experienced project manager, and appropriately skilled personnel required to meet the NESAs Center's objectives and to perform the required tasks. The contractor will also provide bilingual (where required), technically qualified, experienced international policy operations personnel to support the detailed planning, organizing, coordinating and execution of numerous research efforts, conferences, seminars, international travel programs, and tasks described in the following paragraphs:

6. PERFORMANCE OBJECTIVE No. 1: The contractor shall provide qualified administrative, technical, management, and academic support personnel to perform the tasks set forth in PWS paragraph 6.

- 6.1. Academic support and facilitators must have a combination of academic degree (PhD or JD preferred), practical experience, and/or teaching experience in the required area of expertise. Administrative, technical, and management support personnel will be already trained to perform their tasks. Personnel shall possess the highest standards of personal deportment and judgment; possess demonstrated organizational abilities, and outstanding interpersonal and communications skills.
- 6.2. All personnel must be able to travel internationally to perform the required tasks. Personnel with cross-cultural experience are preferred.

- 6.3. Tasks: Lecture and facilitate seminar instruction, organize academic events, develop curriculum, advise students and fellows, and design and conduct research on topics of context of the Near East and South Asia.

6.3.1. Research Assistance (4,176 hrs):

Tasks: In conjunction with faculty and staff, conduct research projects to aid in publication, seminar material production, and individual faculty, student, and staff research. Interpret, synthesize, and analyze using specific techniques and methods that fulfill the academic necessity of the faculty or staff member to utilize the research. Research publications, documents, public policy initiatives, etc., relevant to the NESAs region for the Center's research database providing written synopsis of research. Attend activities, lectures, and symposiums at other institutions and provide written synopses.

Qualifications: Master's degree in international relations/political science or related field is required. Two years experienced in academic research related to Near East South East Asia region is desirable.

6.3.2. Administrative Assistance at the Executive Level: (2088 hrs.):

Tasks: In support of the NESAs Director: Coordinate the internal and external integration of day-to-day and long-range projects, actions, and activities that require the involvement of the Director; coordinate and support Director's participation and involvement in conferences, appearances, and presentations. Contact proponent parties, to include representatives of host governments and organizations, and research background information to provide the Director. Responsible for managing: the Director's calendar, proper handling of telephone calls, messages, and daily details of Director's travel. Compose a wide range of administrative correspondence for the Director to include invitation and thank you letters; catalogues and archives correspondence. Coordinates time and attendance, to develop a report for the NESAs Director for Government approval.

Qualifications: High school diploma required and bachelor's degree is desired. Minimum of fifteen years of work experience as an administrative assistant with at least five years at the executive assistant level is required. Shall be experienced with substantial knowledge and skills of administrative management. Must be proficient at Microsoft (MS) Word and MS Excel.

6.3.3. Program Planning Management for the Dean of Administration: (2088 hrs)

Tasks: Develop and prepare standard operating procedures as well as briefing and background materials on a wide range of program and project-related issues. Coordinate the NESAs Center's Intern Program. Coordinate the planning of contractor employees that are engaged in the tasks for planning, preparation and

conduct of domestic and international seminars and meetings with senior diplomatic, political and military leaders from Near East and South Asian countries. Interagency coordination with members from the U.S. State Department, Pentagon, National Security Council, and Capitol Hill regarding policy and program operational issues. Manage all day-to-day coordination and execution of seminars. Assist in the coordination of guest lectures and meetings. Edit, publish, and distribute seminar materials.

Qualifications: Bachelor's degree in political science, international relations, and/or NESAC regional expertise, 3-5 years work experience, previous experience with program and event planning, program management, and personnel management experience is required.

6.3.4. Administrative Support to the Dean of Administration: (2088 hrs.)

Tasks: Coordinate and administer official travel plans; Maintain the Dean of Administration and NESAC Center leave calendars; Welcome and direct visitors to the NESAC Center and answer telephone inquiries; Prepare official correspondence to senior and high-level officials, proof-read, edit and process NESAC Center correspondence; Prepare and send electronic DMS cables and maintain records of communication from DMS cables; Process all NESAC travel requests, photocopy, and distribute materials for NESAC staff, faculty and participants and provide general administrative support for the Center.

Qualifications: Bachelor's degree required. Minimum of three-years work experience in administrative support is required. Substantial knowledge and skills of administrative management is required.

6.3.5. Administrative and Logistical Support (2088 hrs):

Tasks: Perform administrative, logistical, and technical support services. Perform administrative support to carry out the logistical requirements to organize seminars; maintain inventory of office supplies needed for execution of events, and perform routine administrative functions; prepare and process official forms, and create travel logs; create presentations and statistical spreadsheets; welcome and direct visitors and answer telephone inquiries; conduct liaison with the National Defense University (NDU) and the U.S. Coast Guard Security Office for in-processing NESAC staff; maintain the NESAC Center facilities and training calendars, and convert NESAC documents into electronic images and index them according to defined criteria and guidelines. Sort, prepare, scan documents and enter data into databases.

Qualifications: High school diploma required. Minimum of seven years of work experience in administrative and logistical support is required.

6.3.6. External / Public Affairs Strategic Communications (2088 hrs)

Tasks: Provide public affairs support and content writing for the center. Develop and write speeches, develop strategic communications plans, and develop back briefs for stakeholders. Interact extensively with United States Central Command (CENTCOM), United States European Command (EUCOM), and United States Pacific Command (PACOM), our other stakeholders, and regional centers to perform outreach on behalf of NESAC. Draft the Center's annual report, brochure, and other publications of the NESAC Center for the government's approval. The Public Affairs Office will act as final editor/proof reader on all correspondence leaving the center as well as serve as the speech writer for the Director; develop briefs for the center and will brief visitors on NESAC Center Activities as required. Draft reports that go via the President of National Defense University to the Chairman of the Joint Staff and the Secretary of Defense. Draft the Center's annual report, brochure and other publications as necessary.

Qualifications: Master's degree in international relations (or related field) and three years of work experience in public relations, or a bachelor's degree in international relations (or related field) and five years of work experience in public relations is required. Work experience in the Near East South Asia region in public affairs is desired.

6.3.7. Management of Alumni Affairs: (2088 hrs.)

Tasks: Develop alumni organizations of NESAC graduates and establish/maintain interfaces with them in conjunction with the Public Affairs. Track alumni contact information, coordinate with database specialist for reports and tracking purposes, prepare material for distribution to alumni, coordinate and provide information to the webmaster for web-based communications with alumni, coordinate and support alumni events both in the U.S. and countries in the NESAC region, and develop methods for more effective communication. Develop written communications with senior level officials from the Middle East, North Africa and South Asia; Plan and coordinate event execution in the U.S. and abroad. Initiate and respond to written and verbal communication and coordination with U.S. Embassy personnel.

Qualifications: Bachelor's degree is required. Fluency in Arabic is required.

6.3.8. Administrative Support for Participant Affairs: (2088 hrs)

Tasks: Provide work products on a variety of registration and administrative tasks associated with admission of students for all NESAC Center programs; coordinate administrative/logistical matters pertaining to hosting participants to include housing, transportation, meals, etc. Prepare statistics on student characteristics as required; advise and support protocol requirements.

Qualifications: Bachelor's degree is required. Two years work experience in NESAs programs in participant affairs is highly desirable. Experience in participant affairs in an academic environment is desirable.

6.3.9. Administrative Support for the Registration Office: (2088 hrs.)

Tasks: Provide work products on a variety of registration and administrative tasks associated with admission of students for all NESAs Center programs; coordinate administrative/logistical matters pertaining to hosting participants to include housing, transportation, meals, etc. Prepare statistics on student characteristics as required; advise and support protocol requirements.

Qualifications: Bachelor's degree is required. Two years work experience in NESAs programs in participant affairs is highly desirable. Experience in participant affairs in an academic environment is desirable.

6.3.10. Event and Program Planning (8,512 hrs.)

Tasks: Plan, coordinate, and execute programs (Annex A). Plan courses of action to be implemented for review by the government prior to execution of the event. Upon approval, implement the course of action and activities to ensure a well thought out and managed function for NESAs. Closely monitor activity to ensure events are managed professionally with minimal disruptions to the event. Provide a written after action report that identifies suggestions for improvement as well as positive aspects about the event.

Qualifications: Bachelor's degree or two years of work experience as an event program planner for NESAs programs is required.

6.3.11. Special Event Planning (2128 hrs.)

Tasks: Coordinate the Washington D.C. NESAs Center hosted seminars targeted for the NESAs region diplomatic community in the form of monthly lectures and discussions, as well as all special events associated with other programs both in continental U.S. and in the Near East South Asia region. Coordinate, plan, and logistically manage monthly round table meetings and seminars with a program director. Coordinate and execute all special events to include dinners, luncheons, and evening events for all Washington D.C. based seminars. Events take place both on and off site.

Qualifications: High school diploma required and two years of work experience as an event program planner is required.

6.3.12. Information Technology Support: (2088 hrs.)

Tasks: Provide computer, website and database support for all programs and events. Perform office administration tasks required to support NESAs center's information technology requirements, maintain operations office areas and maintain computer equipment. Upload data to public and alumni websites, modify code to affect display of NESAs content on website.

Qualifications: Must have a Bachelors degree and 3 years experience in information technology support. Experience in Blackboard, HTML, CFML, SQL and experience in training non-English speakers to use IT resources is required.

6.3.13. Develop and Manage Security Cooperation Programs for Iraq/Afghanistan: (2088 hrs.)

Tasks: Coordinate education and training programs aimed at institution building within the security sector in Iraq and Afghanistan. In conjunction with the Office of the Secretary of Defense and other stakeholders, define a range of relevant program offerings; Coordinate with institutional partners Defense Institute of International Legal Studies (DIILS), Defense Resources Management Institute (DRMI), United States Institute of Peace (USIP), and the Center for Civil Military Relations (CCMR) to develop and execute a package of mid/senior level education and training programs within the Ministry of Defense and other relevant security sector institutions in the region. Training programs will cover a range of topics to include civil-military relations, defense planning and management, interagency cooperation, and governance in the U.S. and overseas.

Qualifications: Bachelor's degree is required. Retired U.S. military officer with the rank of O-6 or above is required. Twenty years of work experience in Near East South Asia security sector programs is required. Work experience in security sector programs in Iraq and Afghanistan is required.

6.3.14. Manage of Content for Websites: (2088 hrs.)

Tasks: Solicit content updates from faculty & staff, edit content for website appropriateness. Search US Government websites as well as domestic and foreign press for appropriate additions to public and/or password protected NESAs websites; research reading materials from NDU Military Education Research Library Network (MERLIN) resources for posting to password protected websites, collect and edit NESAs event reports for the public website, and collect/categorize/edit alumni's professional/personal updates for website distribution. Advise on the appropriate delivery and layout, constantly seeking out new ways to reach stakeholders and alumni. Will work in conjunction with Continuing Education and External Relations personnel, Public Affairs personnel, and others in the office in a collaborative manner.

Qualifications: Bachelor's degree in communications, computer science or a related field is required. Minimum of two years of work experience of research of the NESAs region and of US policy in the NESAs region is required.

6.3.15. Budgeting, Accounting, and Acquisition Support for the Resource Management Office: (864 hrs.)

Tasks: Budget, track, and account for daily NESAs Center expenditures in accordance with guidance provided by the Defense Security Cooperation Agency and NESAs Resource Management Office. Assist Resource Manager to organize annual and periodic reports, preparation for reviews/audits and coordination of data input into the official accounting system. Prepares detailed reports and analysis on contracts and finances for review by the Resource Manager.

Qualifications: High school diploma is required. Bachelor's degree in accounting or related field is desired. Twenty years of work experience in formulation, presentation and execution of the budget as well as coordination with the Defense Finance and Accounting System (DFAS). Ten years of recent experience working with U.S. Government contracting and fiscal regulations. Experienced working with diverse groups of persons, including mid to senior level military and Government officials is desirable. Proficiency in MS Word, MS Excel, MS PowerPoint and MS Access) is required.

6.3.16. Administrative Support for Academic Affairs: (2088 hrs.)

Tasks: Prepare presentations, briefings, letters, memos, notes, and reports related to the functions and administrative responsibilities of the Center, the Office of the Academic Dean, and faculty. Research, collect, and analyze information and data related to course development, academic programs, lectures, and presentations. Based on research, provide written or oral briefs to the Academic Dean of significant political events, trends and developments in the Middle East and South Asia that bear upon the NESAs Center and its academic programs. Prepare synopses of articles, polls, and analysis published in professional journals, bulletins, books, chapters, manuscripts, broadcasts, Internet websites, and newspapers on topics.

Qualifications: Bachelor's degree is required. Two years of work experience in administration is required. Experienced working with diverse groups of persons, including mid to senior level military and Government officials is desirable. Proficiency in MS Word, MS Excel, MS PowerPoint and MS Access) is required.

6.3.17. In-country Event Coordination: (2128 hrs.)

Tasks: Perform administrative, programmatic and logistical support for NESAs Center events by planning, scheduling, coordinating workshops, seminars and

classes conducted by NESACenter in the NESACenter region, to include events associated with the Regional Network of Strategic Studies Centers. Work with staff members throughout the Center and US Embassy personnel to ensure administrative and logistical support are timely to maintain scheduled activities. Coordinate logistical support for the NESACenter activities to include publications, research support, meetings, and other products. Provide a written after action report that identifies suggestions for improvement as well as positive aspects about the event.

Qualifications: Bachelor's degree is required. Fluency in English, and Arabic and/or French language is required. Two years of work experience in logistical planning in the NESACenter region is required. Skills, as well as a thorough understanding of regional issues and customs of the NESACenter region are required.

7. PERFORMANCE OBJECTIVE No. 2: In order to perform the tasks set forth in PWS paragraph 7, the contractor shall provide qualified administrative, technical, management, and academic support personnel during time when the NESACenter's workload surges or increases.

7.1 The contractor will provide management, technical, administrative and analytical assistance to the NESACenter in designing, organizing, and executing various activities (see NESACenter Programs at Annex A) based on workload surges or increases. These activities will take place at the NDU/NESACenter facilities, and/or at other designated locations throughout the world.

7.2 Academic support and facilitators must have a combination of academic degree (PhD or JD preferred), practical experience and/or teaching experience in the required area of expertise. The administrative, technical, and management support personnel will be already trained in their positions.

7.3 The All personnel must be able to travel internationally to perform the required tasks. Personnel with cross-cultural experience are preferred.

7.4 The COR may request contractor to perform the following tasks during workload surges.

7.4.1 Lecture, Facilitate, and Research Graduate Level Programs on National Security:

Tasks: Support seminars, programs, curriculum development workshops, research, and related activities. Research, identify and secure the services of subject matter experts who will provide subject matter expertise as Adjunct Faculty to the NESACenter to direct and facilitate seminars, provide expertise during curriculum development workshops, author papers, or speaker at NESACenter functions. The contractor should have a select number of experts, who have a proven record of

excellent performance and commitment to the goals and philosophy of the NESACenter, upon whom the Center can call.

Qualifications: Former renowned member of a research and policy institute on security studies, or retired State Department/DoD official with an extensive background in strategic security studies is required. Former or current U.S. Government civilian or military officials who are subject matter experts on the Near East and South Asia region is highly desired. These individuals should have a demonstrated level of excellence at facilitation and subject matter expertise.

#### 7.4.2 Facilitating Seminars, Workshops, Symposia:

Tasks: Facilitate NESACenter seminars, workshops, symposia, and other events as determined. The contractor, working with the COR (in consultation with the Academic Dean and other NESACenter officials), will build a pool of qualified facilitators from the United States, Near East and South Asia, the international community, with backgrounds in government, military, academics, and civil society, who will facilitate NESACenter programs. Facilitators shall actively participate in orientation and evaluation sessions prior to and after seminars or other events.

Qualifications: Master's degree in international relations or related field is required. Minimum of seven years of academic experience in areas such as politics of the Near East and/or South Asia region, civil military relations, security studies, defense economics, disaster management, regional studies, peace support operations, counter-terrorism, and public health. Facilitators need to have strong interpersonal skills, multi-cultural understanding, and the highest standards of professional conduct.

#### 7.4.3 Facilitating Seminars, Workshops, Symposia at a Senior Level:

Tasks: Same requirements as a facilitator.

Qualifications: In addition to the qualifications listed in 7.4.2, Senior Facilitators are required to be retired Flag Officers, former Cabinet Members and former Members of Congress who have distinguished themselves so as to be elevated to a more prestigious position.

#### 7.4.4 Administrative Support for the Office of the Director and Senior Staff:

Tasks: Perform calendar and time-management, database, administration, protocol affairs, as well as business correspondence and business writing.

Qualifications: Bachelor's degree is required. Two years work experience in NESAs programs in administrative support is highly desirable. Experience in administrative support in an academic environment is desirable.

7.4.5 Planning and Program Development:

Tasks: Develop short-term, mid-term and long-term plans that link the current program-to-program expansion, while supporting a wider variety of activities and approaches to Near East and South Asia strategic studies. Coordinate guidance provided by the Dean of Administration on new approaches in conducting business for the NESAs Center and offering written proposals on best practices for improvement. Written proposals shall identified problems and suggested solutions for review/approval to be instituted by the NESAs Dean of Administration.

Qualifications: Bachelors degree in international relations or related field is required. Minimum of 2 years of work experience in international studies is desired.

7.4.6 Program Planning Management for the Dean of Administration:

Tasks: Monitor staffing requirements, to include recruiting, training, and career development for program planners and the special events coordinator. Develop and prepare standard operating procedures as well as briefing and background materials on a wide range of program and project-related issues. Coordinate the NESAs Center's Intern Program. Coordinate the planning of contractor employees that are engaged in the tasks for planning, preparation and conduct of domestic and international seminars and meetings with senior diplomatic, political and military leaders from Near East and South Asian countries. Interagency coordination with members from the U.S. State Department, Pentagon, National Security Council, and Capitol Hill regarding policy and program operational issues. Manage all day-to-day coordination and execution of seminars. Assist in the coordination of guest lectures and meetings. Edit, publish, and distribute seminar materials.

Qualifications: Bachelor's degree in political science, international relations, and/or NESAs regional expertise, 3-5 years work experience, previous experience with program and event planning, program management, and personnel management experience is required.

7.4.7 Program/Project Management for Regional Combatant Commands:

Tasks: Provide program management and oversight for regional command support programs and special projects. With guidance from NESAs Center, coordinate and implement programs and special projects conducted in support of U.S. Central Command, U.S. European Command, and U.S. Pacific Command. Coordinate

with the regional commands, as well as other appropriate stakeholders, on issues related to NESACenter command support programs. Organize program-related consultative sessions with various stakeholders. Develop timelines and designs and drafts concept papers, program schedules and read ahead materials for command support programs. Identify staffing and other logistical planning requirements for command support programs; as appropriate, coordinate with support staff and other NESACenter staff. Identify guest speakers and adjunct staff and faculty, as needed, for command support programs. Draft and circulate program-related reports, briefings and policy updates. Attend command-related events and proceedings and prepare policy briefs and summaries.

Qualifications: Bachelor's degree and minimum of 15 years of work experience with a NESACenter region Combatant Command is required. Experience with Central Command is desired. Former military officer, O-5 or O-6 is desired.

#### 7.4.8 Planning and Logistical Support of Forward Presence:

Tasks: Plans to include the logistical requirements for the development of NESACenter's forward presence in the Central Command (CENTCOM)'s Area of Responsibility (AOR). Coordinate with the Combatant Command Support officer, develops a specific plan for the establishment of a NESACenter office in the CENTCOM AOR. Once the plan is approved, defines a detailed course of action and milestones for execution. Coordinates site visits, logistical coordination, host government relations, and travel arrangements. Develops detailed courses of action for establishment of NESACenter satellite offices at regional strategic studies centers as necessary, to include memoranda of understanding and plans for logistical support.

Qualifications: Bachelor's degree and minimum of 15 years of work experience with a NESACenter region Combatant Command is required. Experience with Central Command is desired. Former military officer, O-5 or O-6 is desired.

#### 7.4.9 In-country Event Coordination:

Tasks: Perform administrative, programmatic and logistical support for NESACenter events by planning, scheduling, coordinating workshops, seminars and classes conducted by NESACenter in the NESACenter region, to include events associated with the Regional Network of Strategic Studies Centers. Work with staff members throughout the Center and US Embassy personnel to ensure administrative and logistical support are timely to maintain scheduled activities. Coordinate logistical support for the NESACenter activities to include publications, research support, meetings, and other products. Provide a written after action report that identifies suggestions for improvement as well as positive aspects about the event.

Qualifications: Bachelor's degree is required. Fluency in English, and Arabic and/or French language is required. Two years of work experience in logistical planning in the NESAs region is required. Skills, as well as a thorough understanding of regional issues and customs of the NESAs region are required.

7.4.10 Information Database Management

Tasks: Input data in the uNet (People Soft) database. Provide IT database support services required to fulfill the NESAs mission.

Qualifications: Bachelors degree and 3 years experience in database management is required. Two years of work experience with the Near East South Asia region programs is desired. Experience in an academic environment and Microsoft Word programs is desired.

7.4.11 Management Consulting for the Expansion of the NESAs Center:

Tasks: As NESAs Center grows and evolves in scope, provide Senior Leadership management consultation on the process by which these changes are designed, developed and implemented. Provide strategic planning, developing forums for input and discussion, reporting on the morale of the organization (through such mechanisms as interviews and surveys), designing and /or facilitating meetings, assisting members of the organization in problem solving and conflict resolution, and assisting individuals and groups to develop the skills and competencies that will make them and the organization more effective.

Qualifications: Master's degree in Business Administration is required. Twenty years of work experience in management consulting is required.

7.4.12 Management of Alumni Affairs:

Tasks: Develop alumni organizations of NESAs graduates and establish interfaces with them in conjunction with the Public Affairs. Track alumni contact information, coordinate with database specialist for reporting and tracking purposes, preparing material for distribution to alumni, coordinate with webmaster for web-based communications with alumni, prepare information for webmaster use, coordinate and support alumni events both in the US and in the NESAs region, and develop methods for more effective communication. Submit written and verbal communications with senior level officials from the Middle East, North Africa and South Asia, as well as event planning, in-country coordination, and event execution in the US and abroad. Initiate and respond to written and verbal communication and coordination with US Embassy personnel in the NESAs region

Qualifications: High school diploma required. Some college experience desired. Fluency in English and Arabic is required.

#### 7.4.13 External / Public Affairs Strategic Communications:

Tasks: Provide public affairs support and content writing for the center. Provide speech writing, develop strategic communications plans, and develop back briefs for stakeholders. Interact extensively with CENTCOM, EUCOM, and PACOM, our other AOR stakeholders, and regional centers to perform outreach on behalf of NESAC. Draft the Center's annual report, brochure and other publications of the NESAC Center for the government's approval. The Public Affairs Office will act as final editor/proof reader on all correspondence leaving the center as well as serve as the speech writer for the Director; Develop briefs for the center and will brief visitors on NESAC Center Activities as required. Draft reports that go via the President of National Defense University to the Chairman of the Joint Staff and the Secretary of Defense. Draft the Center's annual report, brochure and other publications as necessary.

Qualifications: Master's degree in international relations (or related field) and three years of work experience in public relations, OR a bachelor's degree in international relations (or related field) and five years of work experience in public relations is required. Work experience in the Near East South Asia region in public affairs is desired.

#### 7.4.14 Administrative Support for Academic Affairs:

Tasks: Prepare presentations, briefings, letters, memos, notes, and reports related to the functions and administrative responsibilities of the Center, the Office of the Academic Dean, and faculty. Research, collect, and analyze information and data related to course development, academic programs, lectures, and presentations. Based on research, provides written or oral briefs to the Academic Dean of significant political events, trends and developments in the Middle East and South Asia that bear upon the NESAC Center and its academic programs. Prepares synopses of articles, polls, and analysis published in professional journals, bulletins, books, chapters, manuscripts, broadcasts, Internet websites, and newspapers on topics.

Qualifications: Bachelor's degree is required. Two years of work experience in administration is required. Experienced working with diverse groups of persons, including mid to senior level military and Government officials is desirable. Proficiency in MS Word, MS Excel, MS PowerPoint and MS Access is required.

#### 7.4.15 Edit and Research Publications:

Tasks: Prepare and edit academic papers for both in-house and external publication. Draft and edit scholarly papers. Provide exceptional editing skills in working with academic scholars on a daily basis. Offer substantive input to

academic scholars to initiate, produce, and finalize items for publications. Assist academic scholars by providing detailed presentations of research work to support positions for publications of scholarly publication.

Qualifications: Bachelor's degree in journalism or related field is required. Five years of work experience editing and publications is required. Work experience in or with NESAs region is desired.

7.4.16 Budgeting, Accounting, and Acquisition Support for the Resource Management Office:

Tasks: Budget, track, and account for daily NESAs Center expenditures in accordance with guidance provided by DSCA and NESAs Resource Management Office. Organizing annual and periodic reports, prepare for reviews/audits and input data into the official accounting system. Prepares detailed reports and analysis for review by the Resource Manager.

Qualifications: Bachelor's degree is required. A minimum of 7 years of work experience in the formulation, presentation and execution of DoD U.S. Government budgets as well as working with DFAS. Consultant must have experience and knowledge of USG contracting and fiscal regulations. Should be experienced working with diverse groups of persons, including mid to senior level military and Government officials. Proficiency in Microsoft Office is required. Must be very proficient in Microsoft Word and Excel.

8. PERFORMANCE OBJECTIVE No 3: In order to perform the services described in this PWS the contractor may incur direct costs to purchase supplies and services needed to carry out day-to-day operations, programs, seminars, and other NESAs events. The contractor may obtain, after approval from the COR, such supplies necessary to perform the work described in the PWS. The contractor will, at all times, endeavor to minimize such costs. The contractor will be reimbursed for its allowable direct costs allocable to the contract. For the purpose of reimbursing allowable costs, the term "costs" includes only those recorded costs that, at the time of the request for reimbursement, the Contractor has paid by cash, check, or other form of actual payment for items or services purchased directly for the contract. These include, but are not limited to:

8.1 Travel costs for the contract work that do not exceed the amounts authorized government employees under the Joint Travel Regulation (see item 11, below). The project manager will work with the COR to ensure the contractor's travel requirements are forecasted 90 days in advance. Contractor may be reimbursed for 'danger pay' allowances paid to employees who travel and work for the contract in hazardous places provided such reimbursement is necessary and does not exceed amounts authorized government employees for Danger Pay Allowance (DPA) in the Department of State Standardized Regulations (DSSR).

- 8.2 Contractor may be reimbursed for necessary incurred direct costs pre-approved by the government (COR or Contracting Officer) to support NESA's programs (see item 18, below).
- 8.3 When NESA conducts an event overseas or outside of the Washington DC area, the contractor may be reimbursed for incurred costs for items or services purchased directly for the contract that the COR has pre-approved. This includes costs for supplies and other support services overseas, to include lodging services, when such items or services are not available through government logistics or procurement systems.

9. DELIVERABLES:

PRODUCT/ACTION

DATE

Deliverables

Adherence to schedule. Tasks to be completed on the contract will be confirmed by the COR.

In-Progress Reviews

Quality Assurance Representatives and the CORs will meet once a month to review effort on the contract. Findings will be presented to the Director NESA and forwarded to DSCA Contracting Office for appropriate action.

Invoice statements

No later than the 15<sup>th</sup> of each month for the preceding month. When the contractor is 30 days late a 1% penalty will be assessed and another 1% for each 15 days after the due date.

Post Event Lessons Learned  
/ Suggested corrective actions

No later than 30 days after seminar or event conclusion.

10. Personnel: The contractor must provide resumes of all personnel. The resumes must identify all personnel and their proposed role in the execution of this PWS. Any personnel change has to be approved by NESA's COR and Contracting Officer in advance.

11. Travel Requirements: Travel will be required in the performance of designated tasks and duties. Travel costs will be invoiced at rates not to exceed those authorized in a Federal Joint Travel Regulation. Unforeseen travel requirements are anticipated, but will only be executed as directed by the COR.

12. Quality Assurance Representatives: The Dean of Academics, Dr. Michael Yaffe, Voice (202) 685-4940, email [yaffem@ndu.edu](mailto:yaffem@ndu.edu); Plans and Programs Manager, Mr. Dan Rosen, Voice (202) 685-2356, email [rosend@ndu.edu](mailto:rosend@ndu.edu) and Ms. Kirsten Fontenrose, Chief, External and Strategic Communications, Voice (202) 685-4994, email [fontenrosek@ndu.edu](mailto:fontenrosek@ndu.edu), Fax (202) 685-4999, located at the Near East South Asia Center for Strategic Studies, Suite 4308, Department of Defense, 2100 Second Street, SW, Washington, DC 20593 are the Quality Assurance Representatives.

13. Contracting Officer's Representatives: Ms. Gwen Powell, Voice (202) 685-2424, email [powellg@ndu.edu](mailto:powellg@ndu.edu), Fax (202) 685-4999, located at the Near East South Asia Center for Strategic Studies, Suite 4308, Department of Defense, 2100 Second Street, SW, Washington, DC 20593 are the Contracting Officer's Representatives.

13.1. When directed by the Government team, working through the Contracting Officers Representative (COR), the contractor will be responsible for event planning, administrative support, logistics and training support to the NESAs Center staff, which may require the development and implementation of draft policies, procedures, manuals, communications, database maintenance and general support to become an effective and efficient organization. Personnel required must have good organizational abilities, excellent communications skills, and ability to work under pressure to respond to the dynamics of a multi-cultural environment.

13.2. It is important for each member of the contractor team to possess and maintain the highest standards of personal deportment and judgment, and have the social awareness to interact appropriately and effectively with senior government and military and civil society foreign representatives. The nature of the NESAs Center requires an integrated government and contractor team capable of dealing with all levels of hierarchy including host nation representatives, U.S. government and embassy officials as well as suppliers and vendors.

13.3. The Contractor will work with the Government to institute or refine, as appropriate, effective and efficient office management systems, including maintaining and updating the NESAs Center databases and website. The NESAs Center vision is to integrate technology into delivery of programs that support DSCA and NDU's goal of meeting highest information age criteria.

13.4. The contractor and its employees shall be experienced in working with senior civilian and military officials (U.S. and NESAs region preferred); strong interpersonal and people skills; knowledge of NESAs region or experience working in the NESAs region; organizational skills and specifically special events planning and implementation experience; interest and ability to travel to the NESAs region.

14. Security: Security and Academic Informational Requirements.

14.1. Physical Security will be a priority of the NESAs Center, to include security of facilities and of all participants and staff. The Center will be attuned to and meet U.S. Government requirements for all security matters.

14.2. NESAs Center events and participation will be in an unclassified but appropriate non-attribution, academic mode to facilitate educational freedom and open, uninhibited interaction by all involved.

14.3. Prior to the release or publishing of any public information concerning the NESACenter or originating as a result of the working with the NESACenter program, clearance must be obtained by the COR or appropriate government official.

14.4. The contractor employees will comply with all applicable Government security directives and regulations during the performance of work.

The security classification of work to be performed under the contract is unclassified. The contractor employees will comply with all applicable government security directives and regulations during the performance of work. Contractor employees will read and be familiar with NDU and U.S. Coast Guard Headquarters facility security information, and will properly wear the appropriate building pass or badge. The contractor will follow guidelines from the U.S. Coast Guard Security Office to enroll each contractor employee in the *RAPIDGate* standardized Security Entry Program. The contractor will be responsible for payment of contractor personnel registration fee in the *RAPIDGate* Security Entry Program. Contractor personnel are responsible for safeguarding building passes and other badges, and must immediately report a lost or stolen badge to the COR (202) 685-2424, and the NDU Security Office (202) 685-2131.

#### 14.5. Hours of Operation

The Center's "core" operating hours are from 0700 to 1800 hours. The core working hours can be negotiated with the COR and placed in writing in an emergency situation. Contractor personnel will take leave in coordination with the NESACenter and Federal legal holiday schedule. The contractor will establish regulations related to personnel time off and monitor accordingly. Overnight travel may be required.

### 15. Standard Definitions

15.1. Contracting Officer (KO). A person duly appointed with the authority to enter into and administer contracts on behalf of the U.S. Government.

15.2. Contracting Officer's Representative (COR). An individual designated in writing by the Contracting Officer to perform as an authorized representative of the Contracting Officer to perform specific contract administrative functions within the scope and limitations as defined by the Contracting Officer.

15.3. Government Furnished Property (GFP). Property in the possession of, or directly acquired by the Government and subsequently made available to the contractor.

15.4. Government Property. All property owned or leased to the Government or acquired by the Government under the terms of the contract. Government property includes both Government furnished property and contractor acquired property as defined in FAR 45.101.

15.5. Government Furnished Material (GFM). Material in the possession of, or directly acquired by, the Government and subsequently made available to the contractor.

15.6. Government Material. All material that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract, i.e., raw and processed materials, small tools, supplies component parts, raw and processed materials.

15.7. Quality Assurance (QA). Those actions taken by the Government to assure services meet the requirements of the Performance Work Statement (PWS) and all other service outputs.

15.8. Quality Control. Those actions taken by a contractor to control the performance of services so that they meet the requirements of the PWS.

## 16. Government Furnished Property and Services

16.1. The NESAs Center will provide working space and equipment, as listed below, only to the contractor employees who are directly assigned to perform tasks required or specified by the contract. The NESAs Center will provide office supplies, materials, and equipment, to include access to telephones, copying machines, and desktop personal computers. Other administrative and communications support will be provided as required to perform the contract tasks.

16.2. The NESAs Center will provide access to those documents and files that are relevant to the project and that are required to perform the tasks specified in the contract. Documents include studies, reports, plans, syllabi, agendas, and databases.

16.3. NESAs Center government personnel will provide such assistance and information as is appropriate and necessary for liaison functions, and for the contractor's performance of the contract, e.g. review of schedules, preview of materials, orientation briefings, and walk-through of spaces.

16.4. Parking space will be available consistent with the policies and procedures that pertain to Government employees.

## 17. Quality Control

17.1. Quality Control Plan. The contractor shall establish and maintain a complete Quality Control Plan to ensure that the requirements of the contract are provided as specified. One copy of the contractor's Quality Control Plan shall be provided to the contracting officer at the time of proposal submission. An updated copy must be provided to the Contracting Officer as changes occur. The Quality Control Plan shall describe the methods for identifying and preventing problems before the level of performance becomes unacceptable.

17.2. Quality Assurance. The government will evaluate the contractor's performance under this contract based on adherence to guidelines established in Deliverables and Tasks. When an observation indicates defective performance, the COR will obtain the contractor's

representative's initials on the record of the observation. The COR will then submit a Contract Discrepancy Report.

18. Contractor Furnished Items and Services

Except for those items or services specifically stated to be Government furnished in paragraph 16, the contractor shall furnish everything required to perform this contract.

19. Contracting Officer: The Contracting Officer for this solicitation and contractor is Mr. James E. Washington, Jr., Defense Security Cooperation Agency (DSCA), 201 12<sup>th</sup> Street South, Ste 203, Arlington, VA 22202. Email: [James.Washington@dsc.mil](mailto:James.Washington@dsc.mil), (703) 604-67566. **ANY CHANGES MADE TO THIS CONTRACT MUST BE APPROVED BY THE CONTRACTING OFFICER.**

**ANNEX A**  
**Planned Conferences and Seminars**

<p>Regional Network of Strategic Studies Centers Democracy and Government Studies (D&amp;G) Working Group</p>	<p>This D&amp;G Working Group will consist of 20 participants from 10-12 Centers, meeting in Amman, Jordan for a two-day meeting to review work products prior to the upcoming plenary meeting in FY07. Working with counterpart institutions, the NESACenter helped establish a “Regional Network of Strategic Studies Centers” in the Near East and South Asia region. This Network’s goal is to expand the strategic dialogue among institutions throughout the region, in response to regional suggestions for more avenues of dialogue and cooperation in meeting security challenges.</p>
<p>Combating Terrorism (CT) Executive Seminar</p>	<p>The two-week seminar on Combating Terrorism (held in Washington, DC) for approximately 42 participants, focusing on key themes such as: defining the regional terrorist threat; assessing regional, sub-regional, and national responses; tools, strategies and best practices for combating terrorism; strategies for enhancing national and regional cooperation; and a case study/capstone experience. The goals and objectives of this program include the development of a global cadre of emerging counterterrorism leaders with a broad regional appreciation of the terrorist threat. Alumni of this program will be able to tap into the broader existing NESACenter Alumni Network, while maintaining a more narrow active fellowship among seminar participants on CT issues as well.</p>
<p>MED Dialogue Senior Executive Seminar @ GCMC</p>	<p>The purpose of the Senior Executive Seminar cosponsored by the Marshall Center is to bring up to 80 senior military officers and their civilian counterparts (ambassadors and assistant ministers) from mainly Mediterranean and NATO Countries to Garmisch-Partenkirchen, Germany for a ten-day workshop focusing on key foreign policy issues currently facing the region. NESACenter is responsible for the Arabic Interpreters and Translations as well as for providing three facilitators, one of whom is an adjunct professor.</p>
<p>Regional Network of Strategic Studies Centers CT Working Group</p>	<p>Working with counterpart institutions, the NESACenter helped establish a “Regional Network of Strategic Studies Centers” in the Near East and South Asia region. This Network’s goal is to expand the strategic dialogue among institutions throughout the region, in response to regional suggestions for more avenues of dialogue and cooperation in meeting security challenges. This CT Working Group will consist of 25 participants from 14-15 Centers meeting in Morocco for a two-day meeting to review work products prior to the upcoming plenary meeting in FY07.</p>

<p>Lebanon Bilateral Workshop</p>	<p>This 2-3 day workshop may take place in Lebanon and is at the request of the US Embassy in Lebanon to examine regional issues and focuses, in particular, on Lebanon’s border security challenges, including both land and sea borders. Approximately 50 participants at a mid/senior level from the Lebanese Army and other Lebanese civilian agencies will take part. This program provides obvious opportunities to influence the senior officials and future leaders in the seminar itself, as well as numerous side meetings with key Lebanese government officials, and studies centers in Lebanon.</p>
<p>Border Security (Pakistan- Afghanistan ) at Marshall Center</p>	<p>A two-day workshop in Garmisch-Partenkirchen, Germany at the Marshal Center for Strategic Studies involving 25 participants. The goal of this workshop is to promote discussion among officials on the best approaches to border security from the strategic, practical, and technological perspectives. Unlike other NESAC center seminars, this workshop is intended primarily for those individuals directly responsible for the operation of their respective country’s border security program, including from the ministries of defense, interior, and foreign affairs, as well as customs and other related agencies. Participants will review various border problems states are facing, share information about institutional arrangements and procedures for managing the flow of people and goods across frontiers while reducing vulnerabilities, and explore cooperative approaches. The impetus for the workshop is the recognition that border control has become an increasingly important and challenging security issue to all nations.</p>
<p>Medical Outreach Project</p>	<p>The goal of this newly developing program is to investigate how medical and humanitarian assistance can be better targeted toward the USG’s strategic objectives in-theater. It will take place in CONUS lasting two days and will involve 15-20 participants. The NESAC Center intends to take a facilitation role in bringing together U.S. Government security cooperation and Non-Government Organizations (NGO) and activities working on humanitarian medical programs to investigate whether strategic objectives can be better served through these programs.</p>
<p>COCOM Support Events, CENTCOM Long War</p>	<p>These programs include a wide variety of events executed in support of the three Combatant Commands that the NESAC Center serves – PACOM, CENTCOM, and EUCOM. They may be focused geographically by sub-region or country, or by functional topic and are usually 3-5 day workshops. This workshop usually takes place in the Near East South Asia Region and involves approximately 30 participants. NESAC has executed such events in support of Combatant Commanders (COCOM) in 2002/3/4, and plans to do so on a continuing basis. The Conference in support of Central Command is intended to give Commanders a long-term look at challenges and opportunities in-theater, from a historical and strategic perspective. It is intended to identify emerging trends, key challenges, and policy prescriptions for future action.</p>
<p>GWOT Listening Workshop</p>	<p>This event is held in CONUS for usually 3 days for 20 participants. The Global War On Terror Listening Workshop is a continuation of an event series begun in 2005, intended to gather feedback from thought leaders in the NESAC region on</p>

	<p>the USG GWOT strategy, including written feedback, which can be published. The end result will be an out brief to US policy officials on the group’s analysis of what is and is not working in our GWOT strategy.</p>
<p>Alumni Media Training, UAE</p>	<p>This event is held in the Near East South Asia region for 3 days for 10 participants. The NESAC Center intends to provide training to cabinet level ministry spokespeople and Public Affairs Offices in media relation’s skills and effective message crafting to assist regional partners in effectively communicating during disaster response activities, via the media to their publics. Content will include methods for managing fact and rumor, calming a panicked populace and responding to media criticism.</p>
<p>Regional Network of Strategic Studies Centers Annual Meeting</p>	<p>This will be the annual workshop meeting of approximately 100 participants from 35 Centers, held in Doha Qatar over 4 days. Working with counterpart institutions, the NESAC Center helped establish a “Regional Network of Strategic Studies Centers” in the Near East and South Asia region. This Network’s goal is to expand the strategic dialogue among institutions throughout the region, in response to regional suggestions for more avenues of dialogue and cooperation in meeting security challenges. It will promote strategic thinking at the regional level by disseminating collaboratively developed research, thinking, and publications throughout the region. The Network Initiative in conjunction with: the Institute for Strategic Studies, Research, and Analysis (National Defense College, Pakistan); the Center for Strategic Research (SAM – Turkey); and the National Center for Strategic Studies (National Defense College, Jordan). The Network conducts business through traditional face-to-face meetings and Working Group activities, as well as virtual activities. The meeting will include presentations from working groups, plenary presentations from several Centers, Co-sponsors and Advisory Committee meetings, and discussion of new projects and business.</p>
<p>Yemen Bilateral Workshop</p>	<p>This event is held in the Near East South Asia region for 5 days. The Yemen Bilateral workshop will focus on US policy in the NESAC region, and the policymaking process, as well as Arabian Peninsula issues and bilateral concerns. Approximately 50 participants at a mid/senior level from the MOI, Armed forces, and other civilian agencies will take part. This program provides opportunities to influence the senior officials and future leaders in the seminar itself, as well as numerous side meetings with key Yemeni government officials, and studies centers in country.</p>

## ANNEX B

### Performance Objective Table

Performance Objectives	Delivery Schedule	SOW Para	Format	Performance Standard	Monitoring Method	Incentives/ Disincentives
1. The contractor shall provide qualified administrative, technical, management, and academic support personnel to perform the tasks set forth in PWS paragraph 6.	Daily	6.3	As required by the POC	Performs tasks listed under paragraph 6.3.1 thru 6.3.16. And required deliverables under paragraph 9 received by the government.	POC review	Any task or deliverable that is not corrected to greater than 95% acceptance for accuracy and timeliness will be reflected negatively on the contractor's past performance.
2. In order to perform the tasks set forth in PWS paragraph 7, the contractor shall provide qualified administrative, technical, management, and academic support personnel during time when the NESAs center's workload surges or increases.	Daily (when tasks have been ordered)	7.4	As required by the POC	Performs tasks listed under paragraph 7.4.1 thru 7.4.16. And required deliverables under paragraph 9 received by the government.	POC review	Any task or deliverable that is not corrected to greater than 95% acceptance for accuracy and timeliness will be reflected negatively on the contractor's past performance.
3. In order to perform the services described in this PWS the contractor may incur direct costs to purchase supplies and services needed to carry out day-to-day operations, programs, seminars, and other NESAs events.	As indicated when the item is ordered.	8.0	As required by the COR	Acquires, after approval from the COR, the necessary supplies, equipment, and other resources for NESAs.	COR review	If the number of monthly orders is not received according to the delivery schedule greater than 95% of the time it will be reflected negatively on the contractor's past performance.

PAST PERFORMANCE SURVEY

PAST PERFORMANCE QUESTIONNAIRE

NESAs General Support

HQ0013-06-R-0007

POC: Mr. James Washington, Contracting Officer, FAX: (703) 601-1742

**DUE: 9:00 A.M. September 30, 2006 NO EXCEPTIONS**

(Note: No cover sheet required )

I. Evaluation of Offeror:

Company/Division Providing Services: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

\_\_\_\_\_

Contract Number: \_\_\_\_\_ Dollar Value (Annual): \_\_\_\_\_

Performance Period: \_\_\_\_\_ Performance Location: \_\_\_\_\_

Type of Contract:

Check One:

Fixed Price \_\_\_\_\_ Cost Reimbursement \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Check One:

Negotiated \_\_\_\_\_ Sealed Bid \_\_\_\_\_ Competitive \_\_\_\_\_ Non-Competitive \_\_\_\_\_

Basis of Payment:

Commodity \_\_\_\_\_ Labor/Equipment Hours \_\_\_\_\_ Other (specify) \_\_\_\_\_

Type & Extent of Subcontracting: \_\_\_\_\_

II. Evaluated by:

Company/Organization/Address: \_\_\_\_\_

\_\_\_\_\_

Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

III. Evaluation:

Please answer questions 1 through 15 using the following criteria. Circle only one response per question. For elements rated "unsatisfactory", please comment on the specific problem(s) or performance failure(s) that prompted this rating.

4 - Exceptional: Performance met and exceeded many of the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with few minor problems for which corrective actions were highly effective.

3 - Very Good: Performance met and exceeded some to the contractual requirements to the organization's benefit. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were effective.

2 - Satisfactory: Performance met contractual requirements. The contractual performance of the element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

1 – Marginal: Performance barely met contractual requirements. The contractual performance of the element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

0 – Unsatisfactory: Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element being evaluated reflects serious problems for which corrective actions were ineffective.

N/A: Not Applicable or not observed.

1. Evaluate the contractor's overall commitment to quality performance and customer satisfaction.

4 3 2 1 0 N/A

Comment:

2. Evaluate the contractor's overall technical competence.

4 3 2 1 0 N/A

Comment:

3. Evaluate the contractor's cooperation and willingness to work as a team (with your personnel, other contractors, etc.).

4 3 2 1 0 N/A

Comment:

4. Evaluate the contractor's compliance with contractual requirements.

4 3 2 1 0 N/A

Comment:

5. Evaluate the contractor's responsiveness to contract, program and/or schedule changes.

4 3 2 1 0 N/A

Comment:

6. Evaluate the effectiveness of the contractor's overall quality control procedures.

4 3 2 1 0 N/A

Comment:

7. Evaluate the effectiveness of the contractor's safety program or efforts.

4 3 2 1 0 N/A

Comment:

8. Evaluate the effectiveness of the contractor's on-site management and supervision.

4 3 2 1 0 N/A

Comment:

9. Evaluate the contractor's ability to overcome technical problems, labor issues, and/or other performance difficulties.

4 3 2 1 0 N/A

Comment:

10. Evaluate the contractor's ability to plan and conduct operations in the most cost effective manner.

4 3 2 1 0 N/A

Comment:

11. Evaluate the contractor's ability to adhere to schedules and complete work on time.

4 3 2 1 0 N/A

Comment:

12. Evaluate the quality and stability of the contractor's workforce.

4 3 2 1 0 N/A

Comment:

13. Evaluate the availability, adequacy and suitability of the contractor's staffing for the work required.

4 3 2 1 0 N/A

Comment:

14. Evaluate the availability, adequacy and suitability of the contractor's gear and equipment for the work required.

4 3 2 1 0 N/A

Comment:

CLAUSES INCORPORATED BY REFERENCE

52.215-2

Audit and Records--Negotiation

JUN 1999

CLAUSES INCORPORATED BY FULL TEXT

## 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JAN 2005)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

(1) The solicitation number;

(2) The time specified in the solicitation for receipt of offers;

(3) The name, address, and telephone number of the offeror;

(4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;

(5) Terms of any express warranty;

(6) Price and any discount terms;

(7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(j) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and

commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) The DoD Index of Specifications and Standards (DoDISS) and documents listed in it may be obtained from the--Department of Defense Single Stock Point (DoDSSP), Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(i) Automatic distribution may be obtained on a subscription basis.

(ii) Order forms, pricing information, and customer support information may be obtained--

(A) By telephone at (215) 697-2667/2179; or

(B) Through the DoDSSP Internet site at <http://dodssp.daps.mil>.

(3) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$25,000, and offers of \$25,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

**ADDENDUM TO FAR 52.212-1 INSTRUCTION TO OFFERORS - - COMMERCIAL ITEMS (OCTOBER 2000)**

1. The Defense Security Cooperation Agency (DSCA), is releasing this solicitation electronically only. This on-line version of the Request for Proposal (RFP) is the official version for this acquisition. In cases of conflict between the electronic (on-line) version of this RFP and any downloaded version of the RFP, the on-line RFP prevails. No hard copy of this solicitation will be issued. Offerors are encouraged to check the Federal Business Opportunities (FEDBIZOPS) website at <http://www.fedbizops.gov> for any amendments to this solicitation as well as the DSCA website, <http://www.dscamil>, click on Business Operations, click on solicitations and locate the solicitation number. Amendments, if any, will be posted at the DSCA website. All updated information pertaining to this solicitation will also be listed.
2. Questions - **The cut-off date for all questions is September 11, 2006 at 9:00 A.M.** Request that the offeror email all questions to the following individual. [James.Washington@dscamil](mailto:James.Washington@dscamil). No responses to questions via telephone will be answered. All questions must be in writing.
3. Responses to all questions will be in the form of an amendment and returned to the offeror.
4. Proposals must be delivered by **September 30, 2006 at 9:00 A.M.** via U.S. Postal, UPS, FEDEX or hand delivered to the following address by the closing date and time. Someone will be present at the agency to accept proposals. No electronic copies of any proposal will be accepted. No exceptions.

Defense Security Cooperation Agency (DSCA)  
201 12<sup>th</sup> Street South, Ste 203  
Arlington, VA 22202  
(703) 601-3848 (Commercial)  
Attn: James E. Washington, Jr.

Offerors may deposit their proposal in the "Proposal Drop Box" on the second floor or hand deliver the proposal to the Security Guard. The hours of operation for DSCA are Monday through Friday from 8:00 A.M. to 5:30 P.M.

5. Addendum to Paragraph (b) Submission of offers. In addition to those requirements as stated in paragraph (b), the following are added and shall apply to the submission requirements in response to this solicitation:

(1) Proposal Format - All offerors must submit written proposal materials as described below and in the quantities of each volume as stated. In addition, the Offeror should also provide an electronic version of its proposal on Microsoft Windows-compatible 3.5-inch 1.4 MB diskette(s) or 650 MB CD-Rom (CD-R) in Microsoft Windows Word 97 and Excel 97 format or latest version. Any pricing information will be on separate disk(s) from the technical information. In the case of a conflict between the electronic and the hard copy, the hard copy will be considered the correct version.

Volume I - Contracting/Pricing Volume - (Submit 1 with original documents, and 4 copies):  
Contracting/Pricing Volume will be submitted separately with all executed RFP Documents. Prices will be evaluated for reasonableness. Instructions for preparation of the Contracting/Pricing Proposal are provided at Paragraph 2 (Proposal Composition Requirements and instructions) below.

Volume II – Relevant Experience (Submit 1 with original documents and 4 copies) - The Relevant Experience will consist of a 50 pages or less document that outlines the company's concept of operations, to include its skills and capability to meet the requirements of this acquisition. Offerors must demonstrate capability and experience in the areas of; understanding of the work, key personnel and management of operations and quality control as described in Paragraph 2 (Proposal Composition Requirements and instructions) below. Relevant Experience will be evaluated against the criteria listed under Evaluation Factors in the addendum to FAR 52.212-2, Evaluation, Commercial Items.

Volume III - Proposed Personnel (Submit 1 with original documents and 4 copies) - The Relevant Experience will consist of a 50 pages or less document that outlines the company's concept of operations, to include its skills and capability to meet the requirements of this acquisition. Offerors must demonstrate capability and experience in the areas of; understanding of the work, management of operations, and quality control as described in Paragraph 2 (Proposal Composition Requirements and instructions) below. Relevant Experience will be evaluated against the criteria listed under Evaluation Factors in the addendum to FAR 52.212-2, Evaluation, Commercial Items

Volume IV - Past Performance Information (Submit 1 with original document and 4 copies) - The offeror must submit Past Performance Documentation in accordance with instructions provided below in the proposal composition requirements and instructions.

## (2) Proposal Composition Requirements and Instructions

### Volume I – Contracting/Pricing Volume:

1. The Contracting/Pricing Volume shall consist of the OFFER (the solicitation document as completed and signed to include, as a minimum, the pricing sheet /schedule B, filled in for the base year (one year) and all option years (three-one year options) and all certifications required.

2. The offerors are cautioned that no reference to proposed price(s) shall be made in any other volumes but volume I.

3. Offerors shall comply with all requirements of the proposal submission instructions. Deviations shall be fully explained; however, inclusion of price/cost in documents other than the Price Proposal is not an acceptable deviation.

### Volume II – Relevant Experience :

The Government will evaluate the Offeror's Relevant Experience to determine the degree to which the information provided by the offeror in its proposal demonstrates the offeror's ability to manage, supervise, and perform in accordance with the contract requirements.

### Volume III – Proposed Personnel:

The Government will evaluate the Offeror's Proposed Personnel to determine the degree to which the information provided by the offeror in its proposal demonstrates the offeror's proposed personnel abilities to perform in accordance with the contract requirements.

### Volume VI - Past Performance Information

***NOTE: In the event that an Offeror has no Past Performance history, e.g. a new firm, this rating factor will be considered neutral and will neither increase an Offeror's overall rating nor decrease it.***

1. The offeror shall provide a minimum of five (5) references relevant to its past performance and its major subcontractor's past performance in providing similar services under existing or prior contracts for the last 5 years. The offeror shall have its references complete the Past Performance Questionnaire (PPQ) and have the references submit the completed PPQ directly to the Contracting Officer Mr. James E. Washington Jr., Defense Security Cooperation Agency (DSCA) 201 12<sup>th</sup> Street, South, Ste 203, Arlington, VA 22202 before the closing date of this solicitation. Fax copies of the PPQ are acceptable and should be sent to 703-602-1671.

2. The offeror shall provide a list of no more than three (3) contracts completed within the past three years, which clearly demonstrates the offeror's performance relevant to the requirements and all contracts and subcontracts currently in process. Contracts listed may include those entered into by the Federal Government, state and local government agencies and commercial customers.

3. Offerors that are newly formed entities without prior contracts or new to the solicitation requirements, with no relevant past performance history, must list no more than three (3) references, for all key personnel whose experience the offeror proposes will demonstrate their ability to perform the solicitation requirements.

4. Include the following information for each contract:

- Name and address of contracting activity, state or local government agency, or commercial customer.

-Point of contact (POC). - Contract number.

-Contract type (fixed price/cost reimbursement, competitive/non competitive, negotiated/sealed bid)

-Contract value.

-A description of the services/work required under the contract, including performance location (s) and performance period.

-Name, telephone number, and facsimile number of the Contracting Officer or other individual responsible for awarding the contract.

-Name, telephone number, and facsimile number of the Administrative Contracting Officer or other individual responsible for administering the contract.

-Name, telephone number, and facsimile number of program manager, operations officer or other individual responsible for technical oversight of contract performance.

5. The offeror should provide information on problems encountered on the contracts and subcontracts identified above and corrective actions taken to resolve those problems. Offerors should not provide general information on their performance. General performance information will be obtained from the references.

6. The offeror may describe any widely recognized quality awards or certifications that the offeror has earned. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other Government quality awards, and private sector awards or certifications. Identify the segment of the company (one division or the entire company) that received the award or certification and when the award or certification was bestowed. If the award or certification is more than three years old, present evidence that the qualifications still apply.

7. The Government may contact the references provided in the offer, former customers, etc. to enquire about past performance to include, but not limited to, its reputation for conforming to terms and conditions, for accurately estimating and controlling costs, for adherence to contract schedules (including the administrative aspects of performance); for reasonable and cooperative

behavior, and commitment to customer satisfaction. The Government may contact references other than those identified by the offeror. The sub factors are list below:

a. Sub-Factor A, Quality of Service: Will be evaluated for the offeror's record of conforming to specifications and providing quality services.

b. Sub-Factor B, Timeliness of Performance: Will be evaluated for the offeror's ability to meet contractual performance schedules.

c. Sub-Factor C, Business Practices/Customer Satisfaction: Will be evaluated for the conduciveness of offeror's business practices to ensure a cooperative and frictionless relationship with its customers.

Volume IV – Subcontracting Plan – The offeror must submit their Subcontracting Plan in accordance with FAR 19.704.

(3) Proposal preparation costs – This Request for Proposal does not commit the Government to pay any costs incurred in the preparation and submission of your proposal or in making any necessary studies for the preparation thereof, or for any visit the Contracting officer may request for the purpose of clarification of the proposal or for preparation of negotiations. By the submission of its offer, the offeror assumes all cost associated.

6. Addendum to Paragraph (c) Period for acceptance of offers: This paragraph (c) is changed to read as follows: The Offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers, unless another time period is specified in an amendment to the solicitation.

7. Addendum to Paragraph (e) Multiple offers. This paragraph (e) is changed to read as follows: Multiple offers presenting alternative terms and conditions will not be accepted.

8. Addendum to Paragraph (h) Multiple awards. This paragraph (h) is changed to read as follows: The Government may accept any item or group of items of an offer. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

End of Addendum to 52.212-1

(End of provision)

CLAUSES INCORPORATED BY REFERENCE

52.212-2 Evaluation - Commercial Items JAN 1999

CLAUSES INCORPORATED BY FULL TEXT

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JAN 2004)  
ALTERNATE I (APR 2002)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

\_\_\_ TIN:-----

\_\_\_ TIN has been applied for.

\_\_\_ TIN is not required because:

\_\_\_ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

\_\_\_ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

\_\_\_ Sole proprietorship;

\_\_\_ Partnership;

\_\_\_ Corporate entity (not tax-exempt);

\_\_\_ Corporate entity (tax-exempt);

\_\_\_ Government entity (Federal, State, or local);

\_\_\_ Foreign government;

\_\_\_ International organization per 26 CFR 1.6049-4;

\_\_\_ Other-----

(5) Common parent.

\_\_\_ Offeror is not owned or controlled by a common parent;

\_\_\_ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it ( ) is, ( ) is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it ( ) is, ( ) is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, ( ) is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

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(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it ( ) is, ( ) is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

- 50 or fewer  \$1 million or less
- 51 - 100  \$1,000,001 - \$2 million
- 101 - 250  \$2,000,001 - \$3.5 million
- 251 - 500  \$3,500,001 - \$5 million
- 501 - 750  \$5,000,001 - \$10 million
- 751 - 1,000  \$10,000,001 - \$17 million
- Over 1,000  Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It (  ) is, (  ) is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It (  ) has, (  ) has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.)

(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It (  ) is, (  ) is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It (  ) is, (  ) is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business

concern or concerns that are participating in the joint venture:\_\_\_\_\_.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(9) of this provision.) (The offeror shall check the category in which its ownership falls):

\_\_\_ Black American.

\_\_\_ Hispanic American.

\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

\_\_\_ Individual/concern, other than one of the preceding.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It ( ) has, ( ) has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It ( ) has, ( ) has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It ( ) has developed and has on file, ( ) has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It ( ) has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act--Balance of Payments Program Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act--Balance of Payments Program--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or

manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--Free Trade Agreements--Israeli Trade Act--Balance of Payments Program Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

(ii) The offeror certifies that the following supplies are FTA country end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

FTA Country or Israeli End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (JAn 2004). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian End Products:

Line Item No.

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(List as necessary)

(3) Buy American Act-- Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (Jan 2004). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms ``component," ``domestic end product," ``end product," ``foreign end product," and ``United States" are defined in the clause of this solicitation entitled ``Buy American Act--Free Trade Agreements--Israeli Trade Act."

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--Free Trade Agreements--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

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Country of Origin

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(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or FTA country end product, as defined in the clause of this solicitation entitled ``Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or FTA country end products.

Other End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or FTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or FTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1)  Are,  are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2)  Have,  have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3)  Are,  are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product

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Listed Countries of Origin

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(2) Certification. (If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

(i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

(ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

## 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (OCT 2003)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement or any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice. (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.
  - (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
  - (B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.
  - (C) EFT banking information is not required if the Government waived the requirement to pay by EFT.
- (2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.
- (h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.
- (i) Payment.--
  - (1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.
  - (2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.
  - (3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.
  - (4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.
  - (5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.
- (j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:
  - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in

the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, “doing business as” name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the “Suspension of Payment” paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the “Suspension of payment” paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

#### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUL 2005)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

\_\_\_ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

XX \_\_\_(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

\_\_\_(ii) Alternate I (MAR 1999) to 52.219-5.

\_\_\_(iii) Alternate II to (JUNE 2003) 52.219-5.

\_\_\_ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_\_\_ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_\_\_ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_\_\_ (8)(i) 52.219-9, Small Business Subcontracting Plan (JUL 2005) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9

\_\_\_(iii) Alternate II (OCT 2001) of 52.219-9.

\_\_\_ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_\_\_ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUL 2005) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_\_\_ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

XX \_\_\_ (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

XX \_\_\_ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Jun 2004) (E.O. 13126).

XX \_\_\_ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

XX \_\_\_ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

XX \_\_\_ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

XX \_\_\_ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

\_\_\_ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

\_\_\_ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

\_\_\_ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

\_\_\_ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

XX \_\_\_ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_\_\_ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (Jan 2005) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286).

\_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_\_\_ (25) 52.225-5, Trade Agreements (Jan 2005) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_\_\_ (26) 52.225-13, Restrictions on Certain Foreign Purchases (MAR 2005) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

\_\_\_ (27) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

\_\_\_ (28) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

\_\_\_ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

XX \_\_\_ (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

\_\_\_ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

XX \_\_\_\_ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

XX \_\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

XX \_\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

XX \_\_\_\_ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm fixed price labor hour contract resulting from this solicitation.

(End of clause)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30days.

(End of clause)

#### 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 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days 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 60 months.

(End of clause)

#### 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)

(a) It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

(b) The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Definitions. As used in this contract--

HUBZone small business concern means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.

Small disadvantaged business concern means a small business concern that represents, as part of its offer that--

(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B;

(2) No material change in disadvantaged ownership and control has occurred since its certification;

(3) Where the concern is owned by one or more individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(4) It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a HUBZone small business concern, a small disadvantaged business concern, or a women-owned small business concern.

(End of clause)

#### 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

#### 52.232-22 LIMITATION OF FUNDS (APR 1984)

(a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The

notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause--

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of (i) the amount then allotted to the contract by the Government or, (ii) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in subparagraph (f)(2) above, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of (1) the amount previously allotted by the Government or, (2) if this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equalling the percentage of completion of the work contemplated by

this contract.

(End of clause)

252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006)

- (a) Contract line item(s) 0001 through 0033 are incrementally funded. For these item(s), the sum of the total contract award is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.
- (b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit and estimated termination settlement costs for those item(s).
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause, or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "TERMINATION FOR THE CONVENIENCE OF THE GOVERNMENT".
- (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraph (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.
- (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "disputes."
- (f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "DEFAULT." The provisions of this clause are limited to work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) or (e) of this clause.

(h) Nothing in this clause affects the right of the Government to this contract pursuant to the clause of this contract entitled "TERMINATION FOR CONVENIENCE OF THE GOVERNMENT."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

On execution of contract the total contract award amount will be available.

(End of clause)