

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 17	3. EFFECTIVE DATE 22-Dec-2008	4. REQUISITION/PURCHASE REQ. NO. N62470-09-MR-55628		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVFAC ATLANTIC 6506 Hampton Blvd. Norfolk VA 23508-1278	CODE N62470	7. ADMINISTERED BY (If other than Item 6) DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299		CODE S2101A

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Telesis Corporation 1700 Rockville Pike, Suite 370 Rockville MD 20852-1631		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4614-JU01
		10B. DATED (SEE ITEM 13) 30-Sep-2006
CAGE CODE	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

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

**12. ACCOUNTING AND APPROPRIATION DATA (If required)**

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

<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.243-1- CHANGES -- FIXED PRICE (AUG 1987)
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	22-Dec-2008

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 2 of 2	FINAL
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## **GENERAL INFORMATION**

The purpose of this modification is to include additional funding , said Task Order is modified as follows: Add A conformed copy of this Task Order is attached to this modification for information purposes only.

All else remains the same.

Copy to file.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 1 of 28	FINAL
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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services Qty	Unit	Unit Price	Total Price
2001	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	1961.5 LH		
2002	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	1973.0 LH		
2003	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	2000.0 LH		
2004	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (O&MN,N)	2000.0 LH		
2005	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (O&MN,N)	2000.0 LH		
2006	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (O&MN,N)	2000.0 LH		
2007	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	2000.0 LH		
2008	ADMINISTRATIVE/PR OGRAM ASSISTANT NAVAL FACILITIES	1963.0 LH		

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-05-D-4614	JU01	2 of 28	

ENGINEERING  
COMMAND (INLS  
PROGRAM OFFICE)  
MARINETTE, WI  
(OTHER)

2011	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (O&MN,N)	952.0 LH
2012	Administrative Assistant for the Naval Facilities Institute, Port Hueneme, CA (O&MN,N)	837.0 LH
2013	ADMINISTRATIVE ASSISTANT FOR THE NAVAL FACILITIES INSTITUTE, PORT HUENME, CA (O&MN,N)	683.0 LH
2014	Administrative/Program Assistant, Naval Facilities Engineering Command, Office of the IG (O&MN,N)	856.0 LH
2015	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC (O&MN,N)	120.0 LH
2016	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	2000.0 LH
2017	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	2000.0 LH
2018	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER)	2000.0 LH
2019	ADMINISTRATIVE/PROGRAM ASSISTANT (NAVAL FACILITIES	2000.0 LH

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 3 of 28	FINAL
----------------------------------	----------------------------	-----------------	-------

ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)

2020 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)

2021 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)

2022 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ, INLS  
PROGRAM OFFICE  
MARINETTE, WI)  
(OTHER)

2023 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)

2024 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)

2025 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND,  
WASHINGTON NAVY  
YARD, DC) (OTHER)

5001 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5002 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)

5003 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-05-D-4614	JU01	4 of 28	

ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY  
 YARD, DC) (OTHER)

5004 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY  
 YARD, DC) (OTHER)

5005 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY  
 YARD, DC) (OTHER)

500501 (OTHER)

5006 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY  
 YARD, DC) (OTHER)  
 Option

5007 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ, INLS  
 PROGRAM OFFICE  
 MARINETTE, WI)  
 (OTHER)  
 Option

5008 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 INSTITUTE, PORT  
 HUENEME, CA)  
 (OTHER)  
 Option

5009 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 INSTITUTE, PORT  
 HUENEME, CA)  
 (OTHER)  
 Option

5010 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY  
 YARD, DC) (OTHER)

5011 ADMINISTRATIVE/PR 2000.0 LH  
 OGRAM ASSISTANT  
 (NAVAL FACILITIES  
 ENGINEERING  
 COMMAND HQ,  
 WASHINGTON NAVY

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-05-D-4614	JU01	5 of 28	

YARD, DC) (OTHER)  
Option

5012 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5013 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5014 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5015 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5016 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

5017 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ, INLS  
PROGRAM OFFICE  
MARINETTE, WI)  
(OTHER)  
Option

5018 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)  
Option

5019 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-05-D-4614	JU01	6 of 28	

Option

5020	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5021	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5022	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5023	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5024	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5025	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5026	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, WASHINGTON NAVY YARD, DC) (OTHER) Option	2000.0 LH
5027	ADMINISTRATIVE/PR OGRAM ASSISTANT (NAVAL FACILITIES ENGINEERING COMMAND HQ, INLS PROGRAM OFFICE MARINETTE, WI)	2000.0 LH

CONTRACT NO.	DELIVERY ORDER NO.	PAGE	FINAL
N00178-05-D-4614	JU01	7 of 28	

(OTHER)  
Option

5028 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)  
Option

5029 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
INSTITUTE, PORT  
HUENEME, CA)  
(OTHER)  
Option

5030 ADMINISTRATIVE/PR 2000.0 LH  
OGRAM ASSISTANT  
(NAVAL FACILITIES  
ENGINEERING  
COMMAND HQ,  
WASHINGTON NAVY  
YARD, DC) (OTHER)  
Option

Low Cost

This administrative modification corrects typographical errors in the following lines of accounting:

Delete:

CLIN 2013

LLA:

Add:

CLIN 2013

LLA:

Delete:

CLIN 2014

LLA:

Add:

CLIN 2014

LLA:

Delete:

CLIN 2015

LLA:

Add:

CLIN 2015

LLA:

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 8 of 28	FINAL
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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.

- c. Typing - Types a variety of documents from draft to final version using automated

office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.

- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

#### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 9 of 28	FINAL
----------------------------------	----------------------------	-----------------	-------

#### PERIOD OF PERFORMANCE

Normal 40-hour work week, with hours established at each field offices.

#### PLACE OF PERFORMANCE

LOCATION –NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFAC) WASHINGTON NAVY YARD, DC

(A TOTAL OF 7 POSITION FOR WASHINGTON, DC)

NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFAC) WASHINGTON NAVY YARD, DC

(A TOTAL OF 7 POSITION FOR WASHINGTON, DC)

INLS PROGRAM OFFICE, MARINETTE, WI

(1 POSITION FOR MARINETTE, WI)

#### ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.
- c. Typing - Types a variety of documents from draft to final version using automated office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.
- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 10 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## SPECIAL REQUIREMENTS

### Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

PERIOD OF PERFORMANCE 06 November 2006 to 30 April 2007

Normal 40-hour work week, with hours established at NAVFAC HQ offices.

## PLACE OF PERFORMANCE

### LOCATION –

NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFAC) WASHINGTON NAVY YARD, DC

(1 POSITION FOR WASHINGTON, DC)

## PARALEGAL SPECIALIST

### BACKGROUND

The primary purpose of the position is that of a Senior Paralegal Specialist and Office Manager in the Headquarters Litigation Office for the Naval Facilities Engineering Command, located at the NAVFAC Washington. This office is responsible for providing legal advice, representation and coordination of litigation matters that may arise in the areas of construction contracting, service contracting, civilian personnel, and utilities rate intervention for the naval Facilities Engineering Command and its component activities worldwide. This office also provides legal advice and assistance on Naval Facilities Engineering Command matters which are represented by Department of Justice attorneys in various federal courts.

### SCOPE

Specific work shall include, but not be limited to the following:

- a. Coordinates, prepares and files all documentary evidence for all cases before the Armed Services Board of Contract Appeals (Rule 4 preparation) and prepares, gathers and forwards the same to Department of Justice attorneys on all matters before the Court of Federal Claims for this office. This requires coordination and contact with various field offices, potential government witnesses and Navy contracting officers. As such incumbent must readily be able to discern among privileged and nonprivileged material.
- b. Performs independent research on assignments for attorney staff members and uses this data to prepare various motions to support the government position in litigation. This includes studies and analysis of federal and state statutes, court decisions, opinions of the Comptroller General of the United States and the Federal Rules of Civil Procedures and as well as other pertinent rules and regulations.
- c. Have knowledge with the Freedom of Information Act regulations, and instructions on release of official information and employee subpoena matters.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 11 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

- d. Prepares legal administrative correspondence and documents on cases as necessary
- e. Have knowledge of federal and state courts systems, as well as knowledge of the ASBCA administrative procedures.
- f. Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.)...

#### REQUIRED LEVEL OF EDUCATION AND EXPERIENCE

- a. Education: High School Degree or an equivalent type of degree is required.
- b. Experience: A minimum of five years paralegal work experience is required.

#### SPECIAL REQUIREMENTS

##### Individual Must:

- a. Be a United States citizen, with good vision, and physical health/condition.
- b. Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.
- c. Be able to read, write and speak English fluently
- d. . Have no outstanding criminal warrants or felony convictions

#### PERIOD OF PERFORMANCE

The period of performance is from 17 October 2006 to 31 January 2007

This is a part time position not to exceed a 24-hour week.

#### PLACE OF PERFORMANCE

LOCATION -NAVFAC HQ, WASHINGTON NAVY YARD, DC

#### ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 12 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

c. Typing - Types a variety of documents from draft to final version using automated

office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.

d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

a. Education: High school diploma or equivalent is required

b. Experience: A minimum of five years of work experience in an office environment is required.

#### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

#### PERIOD OF PERFORMANCE

From 06 November 2006 to 31 January 2007

Normal 40-hour work week, with hours established at each field offices.

#### PLACE OF PERFORMANCE

LOCATION –

NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFAC) WASHINGTON NAVY YARD, DC

(A TOTAL OF 1 POSITION FOR WASHINGTON, DC)

ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (Including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 13 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.
- c. Typing - Types a variety of documents from draft to final version using automated office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.
- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

#### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

PERIOD OF PERFORMANCE – Is five month (896 man hours)

A normal work week (5 day week = 40-hours), with core hours between 0900 - 1500)

(Compressed work schedule is not allowed under this contract).

#### PLACE OF PERFORMANCE

LOCATION –NAVAL FACILITIES INSTITUTE, PORT HUENME, CALIFORNIA

ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 14 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

This position is located in Naval Facilities Engineering Command Washington. (Including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.

- c. Typing - Types a variety of documents from draft to final version using automated

office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.

- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

#### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

PERIOD OF PERFORMANCE – Is five month (896 man hours)

The government reserves the right to exercise an additional four (4) one (1) year options

A normal work week (5 day week = 40-hours), with core hours between 0900 - 1500)

(Compressed work schedule is not allowed under this contract).

LOCATION –NAVAL FACILITIES INSTITUTE, PORT HUENME, CALIFORNIA

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 15 of 28	FINAL
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## ADMINISTRATIVE/PROGRAM ASSISTANT

### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (Including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.

- c. Typing - Types a variety of documents from draft to final version using automated

office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.

- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

PERIOD OF PERFORMANCE – Is five month (896 man hours)

The government reserves the right to exercise an additional four (4) one (1) year options

A normal work week (5 day week = 40-hours), with core hours between 0900 - 1500)

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 16 of 28	FINAL
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(Compressed work schedule is not allowed under this contract).

LOCATION –NAVAL FACILITIES ENGINEERING COMMAND, Office of the Inspector General WASHINGTON NAVY YARD, DC

ADMINISTRATIVE/PROGRAM ASSISTANT

#### BACKGROUND

This position is located in Naval Facilities Engineering Command Washington. (Including Field Offices). Provides administrative support that includes: typing, mailing, travel orders/claims, training requests, faxing, filing; photocopying, and telephone answering.

#### SCOPE

The Contractor shall provide administrative services including but not limited to the following:

- a. Required to perform standard clerical duties such as typing, faxing, photocopying, filing, picking up and distributing mail, receive telephone calls and visitors. Maintain correspondence files.
- b. Supply Purchases - Prepare request for expenditures for the procurement of general office supplies, contract services, and equipment.

- c. Typing - Types a variety of documents from draft to final version using automated

office systems using a personal computer. Produces memorandum, reports, forms, spreadsheets and similar material, proofreading for grammatical and spelling errors is required.

- d. Management Information Systems (MIS) - Required providing data input in support of the above administrative duties. This will require data input into various management information systems.

#### SKILL SET

Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program or higher and other type of office information database software, such as ORACLE©.).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required
- b. Experience: A minimum of five years of work experience in an office environment is required.

#### SPECIAL REQUIREMENTS

Individual Must:

Be a United States citizen, with good vision, and physical health/condition.

Have valid US driver's license with good driving record, and be able to drive a Government-owned passenger sedan or van.

Be able to read, write and speak English fluently

Have no outstanding criminal warrants or felony convictions

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 17 of 28	FINAL
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PERIOD OF PERFORMANCE – Is from 07 May 2007 through 30 September 2007 (816 man hours)

A normal work week 5 day week = 40-hours with core hours between 0900 – 1500.

(Compressed work schedule is not allowed under this contract).

PLACE OF PERFORMANCE:

LOCATION –NAVAL FACILITIES ENGINEERING COMMAND, WASHINGTON NAVY YARD, DC

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 18 of 28	FINAL
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## **SECTION D PACKAGING AND MARKING**

Not applicable

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 19 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION E INSPECTION AND ACCEPTANCE**

Not applicable

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 20 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

2001	10/2/2006 - 10/1/2007
2002	10/2/2006 - 10/1/2007
2003	10/2/2006 - 10/1/2007
2004	10/2/2006 - 10/1/2007
2005	10/2/2006 - 10/1/2007
2006	10/2/2006 - 10/1/2007
2007	10/2/2006 - 10/1/2007
2008	10/2/2006 - 10/1/2007
2011	11/6/2006 - 4/30/2007
2012	4/24/2007 - 10/1/2007
2013	4/24/2007 - 10/1/2007
2014	5/1/2007 - 10/1/2007
2015	5/7/2007 - 9/30/2007
2016	10/2/2007 - 10/1/2008
2017	10/2/2007 - 10/1/2008
2018	10/2/2007 - 10/1/2008
2019	10/2/2007 - 10/1/2008
2020	10/2/2007 - 10/1/2008
2021	10/2/2007 - 10/1/2008
2022	10/2/2007 - 10/1/2008
2023	10/2/2007 - 10/1/2008
2024	10/2/2007 - 10/1/2008
2025	10/2/2007 - 10/1/2008
5002	10/1/2008 - 9/30/2009
5003	10/1/2008 - 9/30/2009
5004	10/1/2008 - 9/30/2009
5005	10/1/2008 - 9/30/2009
5010	10/1/2008 - 9/30/2009

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

5001	10/2/2008 - 10/1/2009
5006	10/2/2008 - 10/1/2009
5007	10/2/2008 - 10/1/2009

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 21 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

5008	10/2/2008 - 10/1/2009
5009	10/2/2008 - 10/1/2009
5011	10/2/2009 - 10/1/2010
5012	10/2/2009 - 10/1/2010
5013	10/2/2009 - 10/1/2010
5014	10/2/2009 - 10/1/2010
5015	10/2/2009 - 10/1/2010
5016	10/2/2009 - 10/1/2010
5017	10/2/2009 - 10/1/2010
5018	10/2/2009 - 10/1/2010
5019	10/2/2009 - 10/1/2010
5020	10/2/2009 - 10/1/2010
5021	10/2/2010 - 10/1/2011
5022	10/2/2010 - 10/1/2011
5023	10/2/2010 - 10/1/2011
5024	10/2/2010 - 10/1/2011
5025	10/2/2010 - 10/1/2011
5026	10/2/2010 - 10/1/2011
5027	10/2/2010 - 10/1/2011
5028	10/2/2010 - 10/1/2011
5029	10/2/2010 - 10/1/2011
5030	10/2/2010 - 10/1/2011

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 22 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

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### SUBMISSION OF INVOICES

Invoices shall be submitted electronically to the following email addresses:  
invoiceNFW@navy.mil

Invoices will be paid through the Navy's electronic invoice database.  
Therefore, a signed Form 7300 shall be provided electronically with each  
invoice in order to accomplish electronic payment.

Invoices may be submitted monthly based on performance.

For each invoice submitted, the  
contractor shall detail the hours worked, a brief summary of the work  
accomplished,

and bi-weekly time sheets signed by a government official.

### Accounting Data

SLINID	PR Number			Amount				
-----								
LLA :								
AA 97X4930	NH5A	000	77777	0	068894	2F	000000	00007RCE0001
LLA :								
AA 97X4930	NH5A	000	77777	0	068894	2F	000000	00007RCE0001
LLA :								
AB 1771205	2579	0252	94225	0	068732	2D	7RC026	AA40AA10AHS
LLA :								
AC 17712205	2579	0251	94225	0	068732	2D	7RC023	AA40AA10AHSQ
LLA :								
AD 1771205	2579	0252	98225	0	068732	2D	7RC027	AA91CM60SVAQ
LLA :								
AE 1771205	2579	0252	98225	0	068732	2D	7RC024	AA000533MFDQ
LLA :								
AF 1771205	2579	0251	94225	0	068732	2D	7RC021	AA40AA10AHSQ
LLA :								
AA 97X4930	NH5A	000	77777	0	068894	2F	000000	00007RCE0001

MOD 1

2

LLA :

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 23 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

AG 17 07071804 KU2N 0252 62470 8 068732 2D CAQ00C AA004PPBX007

MOD 2

LLA :  
AG 17 07071804 KU2N 0252 62470 8 068732 2D CAQ00C AA004PPBX007

MOD 3

LLA :  
AH 1771804 KC6C 252 47408 068688 2D C12005 474087D110SQ

LLA :  
AJ 1771804 KC6C 252 47408 068688 2D C12005 474087D110SQ

MOD 4

LLA :  
AK 1771205 2579 0252 94225 0 068732 2D 7RC071 AA40AA10AHSQ

MOD 5

LLA :  
AN 1771804 KU2E 252 FA678 S 068342 2D 04B2E0 910SX25210SX

MOD 10

LLA :  
AA 97X4930 NH5A 000 77777 0 068894 2F 000000 00007RCE0001

LLA :  
AA 97X4930 NH5A 000 77777 0 068894 2F 000000 00007RCE0001

LLA :  
AA 97X4930 NH5A 000 77777 0 068894 2F 000000 00007RCE0001

LLA :  
AH 1771804 KC6C 252 47408 068688 2D C12005 474087D110SQ

LLA :  
AH 1771804 KC6C 252 47408 068688 2D C12005 474087D110SQ

MOD 11

LLA :  
AK 1771804 KU2E 252 FA678 S 068342 2D 04B2E0 910SX25210SX

MOD 12

LLA :  
AL 97 XXXX4930 NH5A 0000 77777 0 068894 2F 000000 00008RC00001  
Standard Number: N6921808RC00001

LLA :  
AL 97 XXXX4930 NH5A 0000 77777 0 068894 2F 000000 00008RC00001  
Standard Number: N6921808RC00001

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 24 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

LLA :  
AM 17 08121205 2589 0252 94225 0 068732 2D 8RC006 AA40AA10AHSQ  
Standard Number: N0002508RC00006

LLA :  
AN 17 08121205 2589 0252 94225 0 068732 2D 8RC001 AA40AA10AHSQ  
Standard Number: N0002508RC00001

LLA :  
AP 17 08121205 2589 0252 98225 0 068732 2D 8RC003 AA91CM60SVAQ  
Standard Number: N0002508RC00003

LLA :  
AQ 17 08121205 2589 0252 94225 0 068732 2D 8RC004 AA40AA10AHSQ  
Standard Number: N0002508RC00004

LLA :  
AL 97 XXXX4930 NH5A 0000 77777 0 068894 2F 000000 00008RC00001  
Standard Number: N6921808RC00001

LLA :  
AR 17 08081804 KC6C 0252 47408 068688 2D C12000 474088D110SQ  
Standard Number: N4740808RC12000

LLA :  
AR 17 08081804 KC6C 0252 47408 068688 2D C12000 474088D110SQ  
Standard Number: N4740808RC12000

LLA :  
AS 17 08121205 2589 0252 94225 0 068732 2D 8RC002 AA40AA10AHSQ  
Standard Number: N0002508RC00002

MOD 14

LLA :  
AR 17 08081804 KC6C 0252 47408 068688 2D C12000 474088D110SQ  
Standard Number: N4740808RC12000

MOD 15

LLA :  
AY 97X4930 NH5A 000 77777 0 068894 2F 000000 00009RCH0012  
Standard Number: N6921809WRH0013

LLA :  
AU 1791205 2599 0252 94225 0 068732 2D 9RC006 AA40AA10CIOQ  
Standard Number: N0002509RC00006

LLA :  
AZ 1791205 2599 0252 94225 068732 2D 9RC040 AA40AA10EPOQ  
Standard Number: N0002509RC00012

LLA :  
AW 1791205 2599 0252 98225 0 068732 2D 9RC009 AAP1CM20PPVU  
Standard Number: N0002509RC00009

LLA :  
AX 1791205 2599 0252 94225 0 068732 2D 9RC007 AA40AA10AHSQ  
Standard Number: N0002509RC00007

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 25 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

MOD 17

LLA :  
AY 97X4930 NH5A 000 77777 0 068894 2F 000000 00009RCH0012  
Standard Number: N6921809RCH0012

LLA :  
AU 1791205 2599 0252 94225 0 068732 2D 9RC006 AA40AA10C1OQ  
Standard Number: N0002509RC00006

LLA :  
AZ 1791205 2599 0252 94225 0 068732 2D 9RC040 AA40AA10EPOQ  
Standard Number: N0002509RC00040

LLA :  
AW 1791205 2599 0252 98225 0 068732 2D 9RC009 AAP1CM20PPVU  
Standard Number: N0002509RC00009

LLA :  
AX 1791205 2599 0252 94225 0 068732 2D 9RC007 AA40AA10AHSQ  
Standard Number: N0002509RC00007

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 26 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern 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 size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 27 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

## **SECTION I CONTRACT CLAUSES**

Standard Clauses shall apply.

CONTRACT NO. N00178-05-D-4614	DELIVERY ORDER NO. JU01	PAGE 28 of 28	FINAL
----------------------------------	----------------------------	------------------	-------

**SECTION J LIST OF ATTACHMENTS**