

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE J	PAGE OF PAGES 1   2	
2. AMENDMENT/MODIFICATION NO. 20	3. EFFECTIVE DATE 23-Mar-2009	4. REQUISITION/PURCHASE REQ. NO. N40080-09-MR-58235		5. PROJECT NO. (If applicable) N/A
6. ISSUED BY NAVFAC Washington 1315 Harwood St SE Washington Navy Yard DC 20375	CODE N40080	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)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-05-D-4614-JU02
		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.**

(*)	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.
[X]	FAR 52.243-1
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[ ]	D. OTHER (Specify type of modification and authority)

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

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
	26-Mar-2009	BY _____	26-Mar-2009
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

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## **GENERAL INFORMATION**

The purpose of this modification is to ADD 2 additional SLIN's. Accordingly, said Task Order is modified as follows: SLIN 2040BF and SLIN 2040BG.

All other terms and condition remain unchanged.

A conformed copy of this Task Order is attached to this modification for information purposes only.

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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 Assistant (NAVFAC WASHINGTON) (O&MN,N)	937.0	LH		
2003	Administrative Assistant (Patuxent River, Maryland) (O&MN,N)	805.0	LH		
2004	Administrative Assistant (Quantico, Virginia) (O&MN,N)	644.0	LH		
2005	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	943.0	LH		
2006	Administrative Assistant (NAVFAC Washington Andrews Air Force Base) (O&MN,N)	1994.0	LH		
2007	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	2000.0	LH		
2008	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	2000.0	LH		
2009	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	2000.0	LH		
2010	Administrative Assistant (Indiana Head, Maryland) (O&MN,N)	2000.0	LH		
2011	Administrative Assistant (Indian Head, Maryland)	2000.0	LH		

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(O&MN,N)

2013	Program Analyst (NAVFAC Washington) (O&MN,N)	1327.0 LH
2014	Program Analyst (NAVFAC Washington) (O&MN,N)	600.0 LH
2015	Program Analyst (NAVFAC Washington) (O&MN,N)	27.0 LH
2016	Transportation Equipment Manager (NAVFAC Dahlgren, Virginia) (O&MN,N)	1613.0 LH
2018	Transportation Weight Handling Equipment (Inspect/Repair), Dahlgren, Virginia (O&MN,N)	1430.0 LH
2019	Transportation - Automotive Equipment (Inspector)Dahlgr en, Virigina (O&MN,N)	447.0 LH
2020	Administrative Assistant (Patuxent River Maryland) (O&MN,N)	2000.0 LH
2021	Administrative Assistant (Patuxent River, Maryland) (O&MN,N)	2000.0 LH
2022	PROGRAM/MANAGEMEN T ANALYST FOR NAVFAC WASHINGTON (O&MN,N)	680.0 LH
2023	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	1024.0 LH
2024	Administrative Assistant (Dahlgren Virginia)	1024.0 LH

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(O&MN,N)

2025	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	1024.0 LH
2026	Administrative Assistant (Dahlgren, Virginia) (O&MN,N)	1024.0 LH
2027	PROGRAM/MANAGEMENT ANALYST FOR NAVFAC WASHINGTON (O&MN,N)	816.0 LH
2029	ADMINISTRATIVE ASSISTANT(DAHLGREN, VA) (O&MN,N)	2000.0 LH
2030	ADMINISTRATIVE ASSISTANT(DAHLGREN, VA) (O&MN,N)	2000.0 LH
2031	ADMINISTRATIVE ASSISTANT(DAHLGREN, VA) (O&MN,N)	2000.0 LH
2032	ADMINISTRATIVE ASSISTANT(DAHLGREN, VA) (O&MN,N)	2000.0 LH
2033	ADMINISTRATIVE ASSISTANT(DAHLGREN, VA) (O&MN,N)	2000.0 LH
2034	ADMINISTRATIVE ASSISTANT(DALHGREN, MARYLAND) (O&MN,N)	2000.0 LH
2035	ADMINISTRATIVE ASSISTANT( INDIAN HEAD, MARYLAND) (O&MN,N)	2000.0 LH
2036	ADMINISTRATIVE ASSISTANT( INDIAN HEAD, MARYLAND) (O&MN,N)	2000.0 LH
2037	PROGRAM/MANAGEMENT ANALYST FOR NAVFAC WASHINGTON (O&MN,N)	1100.0 LH
2038	ADMINISTRATIVE ASSISTANT(DALHGREN, MARYLAND) (O&MN,N)	1696.0 LH
2039	ADMINISTRATIVE	1304.0 LH

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ASSISTANT SERVICE  
DESK (DAHLGREN,  
VA) (O&MN,N)

2040	OPTION YEAR 2 - ADMINISTRATIVE ASSISTANT (VARIOUS LOCATIONS)	
2040BA	ADMINISTRATIVE ASSISTANT (DAHLGREN, VA) (O&MN,N)	2000.0 LH
2040BB	ADMINISTRATIVE ASSISTANT (DAHLGREN, VA) (O&MN,N)	2000.0 LH
2040BC	ADMINISTRATIVE ASSISTANT (DAHLGREN, VA) (O&MN,N)	2000.0 LH
2040BD	ADMINISTRATIVE ASSISTANT (WASHINGTON NAVY YARD, DC) (O&MN,N)	2000.0 LH
2040BE	ADMINISTRATIVE ASSISTANT (ANNAPOLIS, MARYLAND (O&MN,N)	1840.0 LH
2040BF	Administrative Assistant (NAVFAC WASHINGTON (O&MN,N)	1080.0 LH
2040BG	Administrative Assistant (NAVFAC WASHINGTON (O&MN,N)	1040.0 LH
2041	OPTION YEAR 2 - PROGRAM/ MANAGEMENT ANALYST FOR NAVFAC WASHINGTON	
2041BA	PROGRAM/MANAGEMENT ANALYST (WASHINGTON NAVY YARD, DC) (O&MN,N)	2000.0 LH
5000	OPTION YEAR 3 - ADMINISTRATIVE ASSISTANT (VARIOUS LOCATIONS)	

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5001 OPTION YEAR 3 -  
PROGRAM/MANAGEMENT  
ANALYST FOR  
NAVFAC  
WASHINGTON, DC

5002 OPTION YEAR 4 -  
ADMINISTRATIVE  
ASSISTANT  
(VARIOUS  
LOCATIONS)

5003 OPTION YEAR 4 -  
PROGRAM/MANAGEMENT  
ANALYST FOR  
NAVFAC  
WASHINGTON, DC

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### ADMINISTRATIVE 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

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#### PERIOD OF PERFORMANCE

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

#### PLACE OF PERFORMANCE

LOCATION –

NAVFAC WASHINGTON, DC

ROICC QUANTIC, VA

PWD SOUTH PATUXENT RIVER, MD

PWD SOUTH BETHESDA, MD

PWD SOUTH DAHLGREN, VA

PWD SOUTH DAHLGREN, VA

PWD SOUTH DAHLGREN, VA

PWD SOUTH DAHLGREN, VA

PWD SOUTH INDIAN HEAD, MD

PWD SOUTH INDIAN HEAD, MD

PWD WASHINGTON ANDREWS AIR FORCE BASE, MD

#### PROGRAM ANALYST

#### BACKGROUND

The primary purpose of the position is to provide managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations

#### SCOPE

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

- a. Performs internal management support services in the areas of program cost monitoring, annual fiscal planning, and development of annual work-plan(s), for procedural and relationship aspects of the organization.
- b. Participates with management in preparing detailed plans, budgets, and/or schedules for assigned programs.
- c. Monitors program funding status (e.g., allotments or reimbursements) through the use of readily available data.
- d. Forecasts funding needed to support objectives of annual work plan, through trapolation and interpolation of current and historical data.
- e. Compiles, analyzes and summarizes financial data for basic expenses of the organization.

Analyzes requests for funds assuring that projects are effectively planned and are within overall program cost and

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schedule.

g. Coordinates review and preparation of actual and projected financial estimates and justifications in support of program goals and objectives; identifies deficiencies, excesses, trends, imbalances, etc. Provides consolidated response to the business office.

h. Conducts management surveys and/or research projects and provides advisory services on procedural and relationship issues that deal with readily observable program conditions.

i. Prepares narrative report containing a statement of observations, options for change and recommendations for action

#### REQUIRED LEVEL OF EDUCATION AND EXPERIENCE

a. Education: BA in Business or Financial Management Degree or an equivalent type of degree is required.

b. Experience: A minimum of five years work experience 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

The period of performance is 6 month.

Normal 40-hour week with working hours established at the field offices

#### PLACE OF PERFORMANCE

LOCATION -

PWD SOUTH (ANDREW AIR FORCE BASE), MD

NAVFAC WASHINGTON NAVY YARD, DC

ROICC QUANTIC, VA

#### TRANSPORTATION EQUIPMENT MANAGER

#### BACKGROUND:

This position is located within the Transportation Department of the Naval Facilities Engineering Command Washington (NAVFAC Washington), South Potomac, Dahlgren, Virginia. Serves as an equipment manager and is responsible for providing technical advice and assistance relating to all phases of automotive and heavy equipment needs to a wide customer base. Responsible for the placement of over 1,000 pieces of transportation equipment

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located at two locations within the South Potomac area of NAVFAC Washington.

#### SCOPE:

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

- a. Performs in-depth reviews of Transportation support programs at selected locations and provides recommendations on GSA and Navy owned passenger carrying, non-passenger carrying, construction, weight handling and material handling equipment and other miscellaneous equipment as required.
- b. Reviews the activities transportation equipment management programs for South Potomac and its customers and forecasts for all future needs. Considerations are given to effective and economical transportation equipment inventory needs, utilization, rental, procurement and placement.
- c. Responsible for development of technical data for determining allowance requirements for Public Works services and mission programs. Serves as the Departments principle technical representative in conjunction with the Transportation Director in determining equipment replacement, inventory levels, and program scheduling for the Transportation Department.
- d. Responsible for overseeing the complete GSA program within the Naval Support Activity, South Potomac area that includes both Dahlgren, Virginia. and Indian Head, Maryland.

#### SKILL SET

- a. 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©.).
- b. Required to be able to communicate well orally and in writing in order to present briefings, explains procedures, and prepares necessary reports.

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required.
- b. Experience: A minimum of two years of comprehensive Fleet Management experience for a large fleet of vehicles is required.

#### SPECIAL REQUIREMENTS

Individual Must:

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

#### PERIOD OF PERFORMANCE

The period of performance is one year.

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

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## PLACE OF PERFORMANCE

LOCATION – NAVFAC WASHINGTON – DAHLGREN, VIRGINIA

## TRANSPORTATION SPECIALIST (FLEET MANAGER)

### BACKGROUND:

This position is located in the Naval Facilities Engineering Command Washington (NAVFAC). The primary purpose of this position is to manage more than 2,500 units of various Navy/GSA owned or commercially leased transportation equipment in the NAVFAC Washington region with a total value of over \$300 million dollars. Incumbent's responsibilities encompass program management, inventory management, Base Support Vehicle and Equipment (BSVE) Commodity budget/rate formulation and analysis and serves as the focal point for providing equipment management, technical services, transportation operations, etc. to activities serviced.

### SCOPE:

#### Base Support Vehicle and Equipment (BSVE) Fleet Inventory Manager

Serves as the BSVE Fleet Manager for NAVFAC Washington., administers and direct all facets comprising the Fleet Management Office, i.e., equipment management and technical services. Coordinates program efforts with activities within and outside of NAVFAC Washington. Plans workload and balances resources using sophisticated software, modern equipment management and work techniques.

- a. Formulates and tracks the BSVE commodity budget for the region. Calculates vehicle rental rates for owned, GSA, and leased equipment. Tracks commodity cost vs. revenue and analyzes deficiencies.
- b. Answers data calls and prepares reports for NAVFAC Atlantic, NAVFAC Headquarters, NAVFAC Washington, other regional commands and Customers. Creates, tracks, analyzes and reports BSVE key performance indicators for the region
- c. Responsible for the equipment management services provided by the Fleet Management Offices for NAVFAC Washington region sites. Establishes allowance for all types of vehicles and equipment.
- d. Responsible to develop annual allowance and requirements reports and develops and implements plans concerning placement requirements and allowances commensurate with transportation equipment support to NAVFAC Washington and customer activities.
- e. Develop standard operating procedures and guides related to managing a fleet inventory for dissemination to use by other organizations.
- f. Plan and conduct surveys for determination of equipment acquisition and disposal requirements and skill in clearly articulating survey findings and in translating findings practical and defensible requirements.
- g. Apply modern business management principles to an internal governmental function, and to develop high quality, cost-effective, responsive services using innovative management techniques. The work involves business management, equipment management, personnel management, and implementation and monitoring of performance improvement systems.
- h. Evaluate customer demands and equipment specifications to plan and order equipment, and ensure that any special required modifications are properly reflected.

### SKILL SET

- a. Required to possess intermediate skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based

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program or higher and other type of office information database software, such as ORACLE®).

b. Required to be able to communicate well orally and in writing in order to present briefings, explains procedures, and prepares necessary reports.

#### LEVEL OF EDUCATION/EXPERIENCE

a. Education: BA/BS in Business or Financial Management or an equivalent type of degree is required.

b. Experience: A minimum of two years of comprehensive Fleet Management experience for a large fleet of vehicles is required.

#### SPECIAL REQUIREMENTS

Individual Must:

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

b. Be able to read, write and speak English fluently

c. Have no outstanding criminal warrants or felony convictions

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

#### PERIOD OF PERFORMANCE

The period of performance is one year with 4 option years.

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

#### PLACE OF PERFORMANCE

LOCATION – NAVFAC WASHINGTON ANACOSTIA ANNEX

#### TRANSPORTATION WEIGHT HANDLING EQUIPMENT (INSPECT/REPAIR)

#### BACKGROUND:

This position is located within the Transportation Department of the Naval Facilities Engineering Command Washington (NAVFAC Washington), South Potomac, Dahlgren, Virginia. Serves as the inspector over a wide variety of weight handling equipment (WHE), material handling equipment (MHE), explosive and or ordnance handling equipment (OHE), utility and high voltage support equipment and heavy equipment used for lifting and moving of specific materials, personnel and supplies. Responsible for over 500 pieces of WHE & MHE located at two locations within the South Potomac area of NAVFAC Washington.

#### SCOPE:

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

a. Prepares shop repair orders to set guidance for mechanics in the performance of each repair operation. Determines at the time of the inspection, by both visual and operational checks, the amount and extent of repair required. Required to diagnose problems in order to properly estimate overhauls and repairs. Decides upon the proper solution and/or repair required. These decisions range from simple adjustments to removal and overhaul, simple or complex repairs, minor adjustments, alignment, any required disassembly, reassembly, calibration, fabrication, machining, modification, balancing, lubrication or complete replacement and finally testing.

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b. Must document and enter into the current automated maintenance tracking system via “Shop Repair Order”, (SRO), and the correct code/task and apply the correct standard time factors relative to the piece of equipment.

c. Maintains follow-up records through this “automated” system (ORACLE©. based) and follows up on assigned projects at varied progressive stages to assure continuity of work, quality of work with a goal to meet assigned priorities and deadlines.

d. Must analyze problems prior to overhauling or repairing electrical, mechanical or hydraulic systems, etc. After thorough examination, makes recommendations as to repairs or adjustments required, on drive trains, electrical systems, fuel systems, steering, engine and hydraulic systems, brakes clutches, lights, signals and safety devices, etc.

e. Makes recommendation to management concerning inspection findings and other corrective actions when inspection reveals unusual damage, deterioration or conditions where repair(s) is economically questionable.

#### SKILL SET

a. Required to have an excellent journeyman mechanical background similar or equal to a heavy equipment or industrial equipment repair mechanic with knowledge of all phases of gasoline and diesel engines. This knowledge must include mechanical, electrical and hydraulic repair capability. Must be familiar with and have the professional ability to operate and use diagnostic and computerized testing equipment such that proper analysis can be performed. Must be well versed in the use of micrometers, calipers and gauges.

b. Must be able to read and write English and interpret specifications, blueprints, drawings, sketches, maintenance manuals, SRO’s and oral instructions. Must have a good knowledge of shop mathematics and the ability to solve daily work problems

c. The inspection process is required to meet federal and state safety mandates.

d. Must have had the specialized actual Navy experience and training in the maintenance and repair of WHE, MHE, OHE and heavy construction equipment. The training as specified is similar to OSHA and ASME safety standards.

#### LEVEL OF EDUCATION/EXPERIENCE

a. Education: High school diploma or equivalent is required.

b. Experience: A minimum of three years of comprehensive WHE and MHE inspection and ten years of maintenance experience for a large industrial complex is required.

#### SPECIAL REQUIREMENTS

##### Individual Must:

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

b. Be able to read, write and speak English fluently

c. Have no outstanding criminal warrants or felony convictions

d. Have valid US driver’s license with good driving record, and be able to drive all types of Government-owned equipment.

#### PERIOD OF PERFORMANCE

The period of performance is one year with 4 option years

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

#### PLACE OF PERFORMANCE

LOCATION – NAVFAC WASHINGTON – DAHLGREN, VIRGINIA

TRANSPORTATION AUTOMOTIVE EQUIPMENT INSPECTOR

#### BACKGROUND:

This position is located within the Transportation Department of the Naval Facilities Engineering Command Washington (NAVFAC Washington), South Potomac, Dahlgren, Virginia. Serves as the automotive and heavy equipment inspector and is responsible for the inspection of a wide variety of automotive and heavy equipment used for the transportation of materials and personnel. Responsible to management for technical and mechanical advice and assistance as it relates to all phases of automotive and heavy equipment systems. Responsible for over 1,000 pieces of transportation equipment located at two locations within the South Potomac area of NAVFAC Washington.

#### SCOPE:

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

- a. Prepares shop repair orders to set guidance for mechanics in the performance of each repair operation. Determines at the time of inspection, by both visual and operational checks, the amount and extent of repair that will be required. Required to diagnose problems, in order to properly estimate overhauls and repairs. Provides repair recommendations on all GSA and Navy owned passenger carrying, non-passenger carrying, construction, and material handling equipment and other miscellaneous equipment as required.
- b. Documents and enters into the current automated maintenance tracking system via “Shop Repair Order”, (SRO), correct codes/tasks and applies the correct standard time factors relative to the piece of equipment.
- c. Maintains follow-up records via an “automated” system (Oracle based) and follows up on assigned projects at varied progressive stages to assure continuity of work, quality of work with a goal to meet assigned priorities and deadlines.
- d. Analyzes problems prior to overhauling, repairing or installing air compressors, governors, fuel pumps, heat exchangers etc. Through examination makes recommendations as to repairs or adjustments, as required, on drive trains, electrical systems, fuel systems, steering, power plants, engine cooling systems, brakes, clutches, lights, signals and safety devices, etc.
- e. Makes recommendation to supervisor concerning inspection findings and other corrective actions when inspection reveals unusual damage, deterioration or conditions where repair(s) is economically questionable.

#### SKILL SET

- a. Required to have a mechanical background as an overall heavy mobile equipment mechanic with knowledge of all phases of transportation equipment repair work. Must be familiar with and have the professional ability to operate and use diagnostic testing and computerized testing equipment such that proper analysis can be performed. Must be well versed in the use of micrometers, calipers, and gauges.
- b. Must be able to read and write English and interpret specifications, blueprints, drawings, sketches, maintenance manuals, SRO’s and oral instructions. Must have a good knowledge of shop mathematics and the ability to solve daily work problems
- c. The automotive inspection process is required to meet federal and state safety mandates.
- d. Required to possess basic skills of office automation software (i.e. MICROSOFT OFFICE © 2003 based program and other type of office information database software, such as ORACLE©. and Mitchell On-Demand shop

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management software).

#### LEVEL OF EDUCATION/EXPERIENCE

- a. Education: High school diploma or equivalent is required. ASE Master Certifications in automotive and heavy duty trucks.
- b. Experience: A minimum of three years of comprehensive fleet equipment inspection and ten years of maintenance experience for a large fleet of vehicles is required.

#### SPECIAL REQUIREMENTS

Individual Must:

- a. Be a United States citizen, with good vision, and physical health/condition.
- b. Be able to read, write and speak English fluently
- c. Have no outstanding criminal warrants or felony convictions
- d. Have valid US commercial drivers license (CDL) with good driving record, and be able to drive all types of Government-owned equipment.

#### PERIOD OF PERFORMANCE

The period of performance is one year with 4 option years.

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

#### PLACE OF PERFORMANCE

LOCATION – NAVFAC WASHINGTON – DAHLGREN, VIRGINIA

#### PROGRAM/MANAGEMENT ANALYST

#### BACKGROUND

The primary purpose of the position is to provide managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations

#### SCOPE

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

- a. Performs internal management support services in the areas of program cost monitoring, annual fiscal planning, and development of annual work-plan(s), for procedural and relationship aspects of the organization.
- b. Participates with management in preparing detailed plans, budgets, and/or schedules for assigned programs.
- c. Monitors program funding status (e.g., allotments or reimbursements) through the use of readily available data.
- d. Coordinates review and preparation of actual and projected financial estimates and justifications in support of program goals and objectives; identifies deficiencies, excesses, trends, imbalances, etc. Provides consolidated response to the business office.

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e. Conducts management surveys and/or research projects and provides advisory services on procedural and relationship issues that deal with readily observable program conditions.

f. Prepares narrative report containing a statement of observations, options for change and recommendations for action

g. Analytical abilities to gather and piece together manpower data to form charts, graphs, and excel spreadsheets to be used by the Management Services Director and Business Manager, Create recruitment packages to send to HRSC and follow recruitments throughout the process until the new employee is onboard

h. Work within MODERN, the DOD personnel system to create Request for Personnel Actions Assist personnel with answering questions concerning benefits and resolution to issues and assist managers with proper recruitment methods and update vacancy information within the command's internal databases

#### REQUIRED LEVEL OF EDUCATION AND EXPERIENCE

a. Education: High School diploma or equivalent type of degree is required.

b. Experience: A minimum of 10 years work experience 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

The period of performance is 4 month. Normal 40-hour week with working hours established at the field offices

#### PLACE OF PERFORMANCE

LOCATION - NAVFAC WASHINGTON, WASHINGTON NAVY YARD, DC

#### ADMINISTRATIVE 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.

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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 6 MONTH (1024 Man Hours)

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

#### PLACE OF PERFORMANCE

LOCATION – Dahlgren, Virginia (4 Position)

#### PROGRAM/MANAGEMENT ANALYST

#### BACKGROUND

The primary purpose of the position is to provide managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations

#### SCOPE

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

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a Performs internal management support services in the areas of program cost monitoring, annual fiscal planning, and development of annual work-plan(s), for procedural and relationship aspects of the organization.

b. Participates with management in preparing detailed plans, budgets, and/or schedules for assigned programs.

c. Monitors program funding status (e.g., allotments or reimbursements) through the use of readily available data.

d. Coordinates review and preparation of actual and projected financial estimates and justifications in support of program goals and objectives; identifies deficiencies, excesses, trends, imbalances, etc. Provides consolidated response to the business office.

e. Conducts management surveys and/or research projects and provides advisory services on procedural and relationship issues that deal with readily observable program conditions.

f. Prepares narrative report containing a statement of observations, options for change and recommendations for action

g. Analytical abilities to gather and piece together manpower data to form charts, graphs, and excel spreadsheets to be used by the Management Services Director and Business Manager, Create recruitment packages to send to HRSC and follow recruitments throughout the process until the new employee is onboard

h. Work within MODERN, the DOD personnel system to create Request for Personnel Actions Assist personnel with answering questions concerning benefits and resolution to issues and assist managers with proper recruitment methods and update vacancy information within the command's internal databases

#### REQUIRED LEVEL OF EDUCATION AND EXPERIENCE

a. Education: High School diploma or equivalent type of degree is required.

b. Experience: A minimum of 10 years work experience 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 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).

LOCATION -NAVAVL FACILITIES ENGINEERING COMMAND WASHINGTON,

WASHINGTON NAVY YARD, DC

TRAVEL/TRAINING IN SUPPORT OF CLIN 2016

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Contractors will be required as directed by NAVFAC Washington AQ 30 to attend a Fleet Card Program Training, and attend an annual GSA's FEDFLEET conference

Travel locations include, but are not limited to, Norfolk, Virginia, and Orlando, Florida. PRE-APPROVED travel expenses shall be reimbursed in accordance with current JTR regulations.

### **OPTION YEAR ONE FROM 01 OCTOBER 2007 -30 SEPTEMBER 2008**

#### **ADMINISTRATIVE 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

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Have no outstanding criminal warrants or felony convictions

**PERIOD OF PERFORMANCE:**

Is one year 01 October 2007 to 30 September 2008. The government reserves the right to exercise 3 additional one year options.

A normal 5 day week = 40-hours Monday to Friday with the core hours between 0900 - 1500. Compressed work schedule is not authorized under this contract

**PLACE OF PERFORMANCE**

**LOCATION –**

Public Works Department (PWD SOUTH), Dahlgren, Virginia (6 Position)

Public Works Department (PWD SOUTH) Indian Head, Maryland (2 Position)

**PROGRAM/MANAGEMENT ANALYST**

**BACKGROUND**

The primary purpose of the position is to provide managers with objectively based information for making decisions on the administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations

**SCOPE**

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

a Performs internal management support services in the areas of program cost monitoring, annual fiscal planning, and development of annual work-plan(s), for procedural and relationship aspects of the organization.

b. Participates with management in preparing detailed plans, budgets, and/or schedules for assigned programs.

c. Monitors program funding status (e.g., allotments or reimbursements) through the use of readily available data.

d. Coordinates review and preparation of actual and projected financial estimates and justifications in support of program goals and objectives; identifies deficiencies, excesses, trends, imbalances, etc. Provides consolidated response to the business office.

e. Conducts management surveys and/or research projects and provides advisory services on procedural and relationship issues that deal with readily observable program conditions.

f. Prepares narrative report containing a statement of observations, options for change and recommendations for action

g. Analytical abilities to gather and piece together manpower data to form charts, graphs, and excel spreadsheets to be used by the Management Services Director and Business Manager, Create recruitment packages to send to HRSC and follow recruitments throughout the process until the new employee is onboard

h. Work within MODERN, the DOD personnel system to create Request for Personnel Actions Assist personnel with answering questions concerning benefits and resolution to issues and assist managers with proper recruitment methods and update vacancy information within the command's internal databases

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## **REQUIRED LEVEL OF EDUCATION AND EXPERIENCE**

- a. Education: High School diploma or equivalent type of degree is required.
- b. Experience: A minimum of 10 years work experience 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 01 October 2007 through 30 September 2008

A normal 5 day week = 40-hours (8,0 hour day) Monday to Friday with the core hours between 0900 - 1500. Compressed work schedule is not authorized under this contract

**LOCATION** –Naval Facilities Engineering Command, Washington Navy Yard, DC (1 Position)

**END:**

## **ADMINISTRATIVE 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**

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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 one year 11 February 2008 to 30 September 2008. The government reserves the right to exercise 3 additional one year options.

A normal 5 day week = 40-hours (8.0 hour day) Monday to Friday with the core hours between 0900 - 1500. Compressed work schedule is not authorized under this contract

**PLACE OF PERFORMANCE**

**LOCATION –**

Public Works Department (PWD SOUTH), Dahlgren, Virginia (1 Position)

\*\*\*\*\*END\*\*\*\*\*

**ADMINISTRATIVE ASSISTANT**

**INTRODUCTION**

These positions are located in the Naval Facilities Engineering Command Washington (NAVFAC) Washington, DC are. This office is responsible for the overall business management for the command to include Human Resources, Business Analysis, and Management Service functions.

**2.0 SCOPE**

**GENERAL DUTIES OF POSITIONS**

Duties: Functions as a team member on assigned projects. Supports the Business Management Department and the Capital Improvements Business Line.

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### **Tasks:**

Required to perform standard clerical duties such as typing, photocopying, filing, receiving and making telephone calls, and setting up interviews.

Typing – Types a variety of documents from draft to final version using automated office systems using a personal computer. Produces report forms, spreadsheets and similar material, and similar material, proofreading for grammatical and spelling errors is required.

Management Information Systems (MIS) – Required to provide data input in support of the above administrative duties. This will require data input into various management systems.

## **4.0 KNOWLEDGE REQUIRED FOR THE POSITION**

Required to possess intermediate skills of office automation software (i.e. MS Office 2003, Excel, Word, Access, PowerPoint) or higher and other types of office information database software such as Oracle.

## **5.0 PERSONNEL QUALIFICATIONS**

The government plans to award a sole-sourced fixed price contract to Telesis Corp. Please submit in a resume format all information on proposed personnel. Expertise is sought after in the following area:

1. Experience – Minimum of ten years of work experience in an office environment is required.
2. Education – High School diploma or equivalent is required.

### **INDIVIDUAL MUST:**

- 1.. Be a US Citizen, with good vision and physical health/condition.
2. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle.
3. Be able to read, write and speak English fluently.
4. Have no outstanding criminal warrants or felony convictions.

Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.

## **6.0 PERIOD OF PERFORMANCE**

6,1 The period of service shall be from date of award for one year, The government reserves the right to exercise additional options years.

6,2 A "Normal" 5 day work week = 40 hour week Monday to Friday, with core hours between 0900-1500. Compressed work schedule is not authorized under this contract.

## **JOB LOCATION**

This position is located at the Naval Facilities Engineering Command Washington Navy Yard in Washington D.C. (2 Positions)

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\*\*\*\*\*END\*\*\*\*\*

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## **SECTION D PACKAGING AND MARKING**

Not applicable

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## **SECTION E INSPECTION AND ACCEPTANCE**

Not applicable

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## 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 6 month to 12 months thereafter, estimated at:

2001	10/2/2006 - 4/1/2007
2003	10/2/2006 - 4/1/2007
2004	10/2/2006 - 4/1/2007
2005	10/2/2006 - 9/30/2007
2006	10/2/2006 - 10/1/2007
2007	10/2/2006 - 10/1/2007
2008	10/2/2006 - 10/1/2007
2009	10/2/2006 - 10/1/2007
2010	10/2/2006 - 10/1/2007
2011	10/2/2006 - 10/1/2007
2013	10/2/2006 - 9/30/2007
2014	10/2/2006 - 4/1/2007
2015	10/2/2006 - 4/1/2007
2016	10/2/2006 - 9/30/2007
2018	10/2/2006 - 9/30/2007
2019	10/2/2006 - 9/30/2007
2020	10/2/2006 - 10/1/2007
2021	10/2/2006 - 10/1/2007
2022	12/19/2006 - 4/20/2007
2023	4/2/2007 - 10/1/2007
2024	4/2/2007 - 10/1/2007
2025	4/2/2007 - 10/1/2007
2026	4/2/2007 - 10/1/2007
2027	5/7/2007 - 10/30/2007
2029	10/1/2007 - 9/30/2008
2030	10/1/2007 - 9/30/2008
2031	10/1/2007 - 9/30/2008
2032	10/1/2007 - 9/30/2008
2033	10/1/2007 - 9/30/2008
2034	10/1/2007 - 9/30/2008
2035	10/1/2007 - 9/30/2008
2036	10/1/2007 - 9/30/2008
2037	10/1/2007 - 5/16/2008
2038	11/26/2007 - 9/30/2008
2039	2/4/2008 - 9/30/2008
2040BA	10/1/2008 - 9/30/2009
2040BB	10/1/2008 - 9/30/2009
2040BC	10/1/2008 - 9/30/2009

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2040BD	10/1/2008 - 9/30/2009
2040BE	11/3/2008 - 9/30/2009
2040BF	3/23/2009 - 9/30/2009
2040BG	3/30/2009 - 9/30/2009
2041BA	10/1/2008 - 9/30/2009











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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

NOT APPLICABLE

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## SECTION I CONTRACT CLAUSES

Stan

### **52.232-18 Availability of Funds.**

As prescribed in [32.705-1\(a\)](#), insert the following clause:

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)

Standard Clauses shall apply

52.222-41 Service Contract Act (1965)

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**SECTION J LIST OF ATTACHMENTS**