


ORDER FOR SUPPLIES OR SERVICES (FINAL)

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1. CONTRACT NO. N00178-08-D-5449				2. DELIVERY ORDER NO. MUTI		3. EFFECTIVE DATE 2011 Sep 28		4. PURCH REQUEST NO. M00264-11-NR-55026		5. PRIORITY Unrated	
6. ISSUED BY RCO Quantico 3250 Catlin Ave Quantico VA 22134-5001				CODE M00264		7. ADMINISTERED BY DCMA Manassas 10500 BATTLEVIEW PARKWAY, SUITE 200 MANASSAS VA 20109-2342				CODE S2404A	
9. CONTRACTOR ICF INC XXXX ICF Incorporated, L.L.C. 9300 Lee Highway Fairfax VA 22031				CODE 5M571		FACILITY		10. DELIVER TO FOB POINT BY (Date) See Schedule		11. X IF BUSINESS IS SMALL	
								12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW		SMALL DISADVANTAGED	
								13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G		WOMEN-OWNED	
14. SHIP TO See Section D				CODE		15. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43218-2264				CODE HQ0338	
										MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	x	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of numbered contract.								
	PURCHASE		Reference your _____ furnish the following on terms specified herein.								
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.											
ICF Incorporated, L.L.C. ICF INC XXXX							F. Michael Gray Vice president, Director of Contracts			10/5/2011	
NAME OF CONTRACTOR			SIGNATURE				TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)	
If this box is marked, supplier must sign Acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE See Schedule											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES					20. QUANTITY ORDERED/ ACCEPTED *	21. UNIT	22. UNIT PRICE		23. AMOUNT	
	See Schedule										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA				25. TOTAL	\$999,212.56
						BY: /s/ Jerri Newton				26. DIFFERENCES	
						09/28/2011				CONTRACTING/ORDERING OFFICER	
27a. QUANTITY IN COLUMN 20 HAS BEEN											
INSPECTED		RECEIVED		ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP NO.		29. D.O. VOUCHER NO.		30. INITIALS	
						PARTIAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
f. TELEPHONE						g. E-MAIL ADDRESS		FINAL			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						31. PAYMENT		34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				COMPLETE					
						PARTIAL		35. BILL OF LADING NO.			
						FULL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

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GENERAL INFORMATION

This award incorporates ICF's proposal dated September 23, 2011.

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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
5001	Labor -- Base Year in Support of the PWS in Section C.			██████████
5001AA	FUNDING SLIN IN SUPPORT OF CLIN 5001 (O&MN,N)	12.0 LM	██████████	██████████
5002	Labor -- Option Year 1 in Support of the PWS in Section C.			██████████
5002AA	FUNDING SLIN IN SUPPORT OF CLIN 5002 (O&MN,N) Option	12.0 LM	██████████	██████████
5003	Labor -- Option Year 2 in Support of the PWS in Section C.			██████████
5003AA	FUNDING SLIN IN SUPPORT OF CLIN 5003 (O&MN,N) Option	12.0 LM	██████████	██████████
5004	Labor OPTION--Base Year--Scientific Technical Support			██████████
5004AA	FUNDING SLIN IN SUPPORT OF CLIN 5004 (O&MN,N)	12.0 LM	██████████	██████████
5005	Labor OPTION--Base Year--Public Affairs Support			██████████
5005AA	FUNDING SLIN IN SUPPORT OF CLIN 5005 (O&MN,N)	12.0 EA	██████████	██████████
5006	Labor OPTION--Option Year 1--Scientific Technical Support			██████████
5006AA	FUNDING SLIN IN	12.0 LM	██████████	██████████

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SUPPORT OF CLIN
5006 (O&MN,N)
Option

5007 Labor [REDACTED]
OPTION--Option
Year 1--Public
Affairs Support

5007AA FUNDING SLIN IN 12.0 LM [REDACTED] [REDACTED]
SUPPORT OF CLIN
5007 (O&MN,N)
Option

5008 Labor [REDACTED]
OPTION--Option
Year
2--Scientific
Technical Support

5008AA FUNDING SLIN IN 12.0 LM [REDACTED] [REDACTED]
SUPPORT OF CLIN
5008 (O&MN,N)
Option

5009 Labor [REDACTED]
OPTION--Option
Year 2--Public
Affairs Support

5009AA FUNDING SLIN IN 12.0 LM [REDACTED] [REDACTED]
SUPPORT OF CLIN
5009 (O&MN,N)
Option

For ODC Items:

Item	Supplies/Services Qty	Unit	Est. Cost
6010	Travel and Other Direct Costs -- Base Year in Accordance with Joint Travel Regulations (JTR)		[REDACTED]
6010AA	FUNDING SLIN IN SUPPORT OF CLIN 6010 (O&MN,N)	1.0 EA	[REDACTED]
6011	Travel and Other Direct Costs -- Option Year 1 in Accordance with Joint Travel Regulations (JTR)		[REDACTED]
6011AA	FUNDING SLIN IN SUPPORT OF CLIN 6011 (O&MN,N) Option	1.0 EA	[REDACTED]

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6012 Travel and Other
Direct Costs --
Option 2 Year in
Accordance with
Joint Travel
Regulations (JTR)



6012AA FUNDING SLIN IN
SUPPORT OF CLIN
6012 (O&MN,N)
Option

1.0 EA



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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Camp Lejeune Historic Drinking Water Support For Headquarters Marine Corps

1. INTRODUCTION

The contractor shall provide support to the U. S. Marine Corps (USMC) for the Camp Lejeune Historic Drinking Water issue. The contractor shall provide comprehensive technical, document management, and outreach support for various aspects and initiatives for this issue as described herein.

1.1 Background. In the early 1980's, solvents (perchloroethylene (PCE), trichloroethylene (TCE), benzene, and other volatile organic compounds (VOCs)), unregulated at the time, were found in two drinking water systems that served portions of Marine Corps Base Camp Lejeune. The groundwater serving certain drinking water wells was later identified as the source of the chemicals. The impacted wells were taken out of service as they were identified through sampling between late 1984 and early 1985. Estimates from the Agency for Toxic Substances and Disease Registry (ATSDR) indicate the water may have been impacted from as early as 1957 to as late as 1987. The Marine Corps has a comprehensive program in place to notify former residents and workers of this issue and is supporting research initiatives to determine whether or not exposure to these chemicals may have caused adverse health effects. The support covered under this statement of work will assist the Marine Corps in meeting these and other similar requirements.

2. TASK REQUIREMENT

The contractor's employees will at all times conduct themselves in a manner compatible with the non-personal services nature of this contractual instrument. The contractor's workforce will not be under the supervision and control of a Government officer or employee. The contractor, as an independent contractor and not as an agent of the Government shall provide the support necessary to provide overall technical assistance and support for the following. The tasks below are non-severable.

2.1 Meetings/Work Plan.

2.1.1 Kickoff Meeting.

The contractor shall participate in a Kickoff Meeting with the USMC to discuss the work to be accomplished under this contract. During the meeting the objectives and deliverables under this contract will be discussed, as well as identify points of contact. The Kickoff meeting will provide the contractor the opportunity to discuss issues, identify the various stakeholders and initiatives, and to identify data sources and procedures to accomplish the objectives. The objectives of the Kickoff Meeting are to:

- Clarify the Marine Corps' program goals for the contract
- Identify Points of Contact (POC)
- Identify the locations of pertinent information and data
- Identify various policy issues
- Determine responsibilities and coordination requirements
- Review the tasks and schedule.

2.1.2 Work Plan

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Based on the kickoff meeting, the contractor shall develop a work plan. The work plan shall address project organization, personnel, and management; technical approach; coordination procedures and activity schedule; and describe the quality assurance and quality control procedures, and activities that will contribute to the successful execution of this task order. The contractor shall also include a section that addresses turn-over of personnel to ensure a smooth transition.

2.1.3 In Progress Review Meetings.

The contractor shall attend In Progress Review (IPR) meetings, as required. IPR Meetings with USMC personnel will take place at Headquarters Marine Corps (HQMC) or other location determined by USMC personnel. The contractor shall prepare and distribute copies of all handouts to meeting attendees and shall utilize slides, overhead projections, or other illustrative techniques. The USMC will be provided a copy of all monthly progress reports.

2.2. Programmatic and Policy Support.

2.2.1 Camp Lejeune Historic Drinking Water Registry and Call Center.

The contractor shall provide comprehensive support for the Camp Lejeune Historic Drinking Water On-Line Registry and Call Center. This registry support includes, but is not limited to: maintaining the on-line registry database to include resolving technical issues; updating required registry fields; and providing registry reports. The call center support includes maintaining a call center that operates from 0830 to 1700 weekdays. The call center shall be staffed with trained, dedicated staff capable of regularly handling approximately 200 calls per week, with a surge capacity of up to 750 calls per week. The call center staff shall have working knowledge of the registry, allowing them to compare caller information with registry information. The call center will also respond to e-mail requests for information, currently averaging fewer than 25 per week. The contractor's staffing plan shall address the skill levels of the call center personnel, turnover and surge capabilities to ensure these requirements are met.

2.2.2 Camp Lejeune Historic Drinking Water Outreach.

The contractor shall provide comprehensive outreach support on the Camp Lejeune Historic Drinking Water issue. This may include, but is not limited to strategic communication plan development/updates; public outreach research and services; market and stakeholder analysis; direct mailings; support for public meetings or hearings; conference or other meeting support (e.g., venue selection and preparation, audio/visual support, minutes recorders, document publication); website or other media (radio, print, posters) design and execution, to include working with Marine Corps Information Technology experts to manage the design and maintenance of the Marine Corps website dedicated to the Camp Lejeune Historic Drinking Water issue; maintenance of an outreach document library; and drafting correspondence and other documents.

2.3 Camp Lejeune Historic Drinking Water Technical Support.

2.3.1 Scientific Technical Support (USMC Option)

During the contract time period, the USMC may request the contractor to provide scientific technical support on the Camp Lejeune Historic Drinking Water issue, including but not limited to support on the health- and scientific-related aspects of this issue such as toxicology, epidemiology, environmental science, and engineering. Support may include reviewing, analyzing, and updating technical information; attending, participating in, and supporting meetings; and providing support in responding to requests for data and other information. Support will most likely be less than 200 hours per year.

2.3.2 Public Affairs Support (USMC Option)

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During the contract time period, the USMC may request the contractor to provide a full-time Public Affairs representative and/or a Social Media Manager to work on the Camp Lejeune Historic Drinking Water issue. The Public Affairs representative responsibilities may include, but are not limited to, working with USMC staff to formulate and draft communication strategies to include interactive communication; draft responses to media inquiries; draft press releases; draft media outreach content; plan, coordinate and draft materials for outreach events; and assist in providing materials for Marine Corps leadership on media and other outreach issues; and oversee the contractor-operated social media efforts, if required. The Social Media Manager responsibilities may include, but are not limited to, managing the social media outreach associated with the Camp Lejeune Historic Drinking Water issue; analyzing social media opportunities for additional outreach, and analyzing the state of other social media sites/venues related to the issue.

3.0 GENERAL INFORMATION

3.1 Project Management.

3.1.1 USMC Project Manager

A Project Manager (PM)) will be assigned by the USMC to serve as POC for the government. Contract deviations, changes, inadequacies of any kind, and any questions related to this contract shall be immediately brought to the attention of the PM for resolution. The PM will also be responsible for coordinating document reviews and other TO requirements with pertinent Marine Corps personnel.

3.1.2 Contractor Project Manager.

The contractor shall provide a PM supported with a technical staff qualified to complete all work described in this contract. The contractor PM shall serve as the single POC and liaison for all work required. All work shall be accomplished with adequate internal controls and review procedures to eliminate conflicts, errors, and omissions and ensure the technical accuracy of all other items listed in this contract.

3.2 Applicable Laws and Regulations.

It shall be the contractor's responsibility to identify the applicable Federal, state, local, USMC and DoD regulations and initiatives and to apply issues, procedures and protocols as required. All work performed under this contract shall comply with the most current issue or version of Federal, state and local environmental statutes and regulations, procedures or protocols in effect.

3.3 LEVEL OF EFFORT

Figure 1 provides an estimate of the annual level of effort anticipated by the government.

Figure 1. FTE

TASK	FTE
Task 2.2 Programatic and Policy Support	4.0
Task 2.3 Technical Support (USMC Option)	2.1
Task 3 Project Management	0.5
Total	4.5-6.6

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3.4 Key Personnel. The following positions have been identified as key personnel and are subject to the substitution requirements as stipulated in the contract. As part of section 2.1.2, the contractor shall also include a management plan addressing turn-over of staff.

3.4.1 Contractor Project Manager. The contractor shall provide a PM supported with a technical staff qualified to complete all work described in this contract. The contractor PM shall serve as the single POC and liaison for all work required. The PM will analyze program requirements and emerging customer priorities, and allocate/reallocate personnel and resources to best meet USMC needs. The Contractor will also serve as a subject matter expert in support of the contract.

- Minimum Education / Experience

- Bachelors Degree and ten years experience in strategic communications and public affairs.

- Strong technical background in environmental toxicology & chemistry with experience in the preparation of human health assessment documents.

- Excellent communication skills.

- Experience in risk communication about environmental contamination at a military installation is considered a plus.

- Three years experience as project lead in developing strategic communications plans and in coordinating and leading teams to implement communication plans and produce communications products.

- Proven ability to work effectively with senior leadership - to include flag officers or senior civilian leadership - in developing communications support for strategic initiatives. Demonstrated ability to successfully lead teams in execution of strategic communications plans, and in the production of creative, high-quality informational and marketing products.

- Detailed knowledge of Marine Corps installations and logistics issues and initiatives is considered a plus.

- Detailed knowledge of environmental management is considered a plus.

- Experience in risk communication about environmental contamination at a military installation is considered a plus

3.4.2 Toxicologist

- Minimum Education / Experience

- Graduate degree in toxicology or related field of study; Ph.D. is preferred.

- At least 3 - 5 years of experience in environmental toxicology and chemistry.

- Strong technical background in environmental toxicology & chemistry with experience in the preparation of human health assessment documents.

- Excellent communication skills.

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- o Experience in risk communication about environmental contamination at a military installation is considered a plus.

● **3.4.3 Epidemiologist.**

● **Minimum Education / Experience**

- o Graduate degree in epidemiology or related field of study; Ph.D. is preferred.
- o At least 3 - 5 years of experience in environmental epidemiology.
- o Experience in public health/epidemiology research.
- o Demonstrated ability to critically review epidemiological literature.
- o Experience in conducting large-scale health surveys is a plus.

3.4.4 Environmental Engineer/Environmental Scientist/Geologist/Hydrogeologist

● **Minimum Education / Experience**

- o Bachelors Degree and ten years experience in environmental engineering, environmental science, geology, and/or hydrology. Graduate degree preferred.
- o Strong experience in the implementation of subsurface investigations, geologic and hydrogeologic studies, and contamination studies.
- o Strong experience in groundwater modeling of historic contamination sites.
- o Ability to critically review technical documents associated with complex groundwater modeling and drinking water system distribution modeling associated with historic contamination.

3.4.5 Public Affairs Support

o **Minimum Education / Experience**

- o Bachelors Degree and ten years experience in strategic communications and public affairs.

Three years experience as project lead in developing strategic communications plans and in coordinating and leading teams to implement communication plans and produce

- o communications products.

Proven ability to work effectively with senior leadership - to include flag officers or senior civilian leadership - in developing communications support for strategic initiatives.

Demonstrated ability to successfully lead teams in execution of strategic communications

- o plans, and in the production of creative, high-quality informational and marketing products.

Detailed knowledge of Marine Corps installations and logistics issues and initiatives is

- o considered a plus.

- o Detailed knowledge of environmental management is considered a plus.

Experience in risk communication about environmental contamination at a military

- o installation is considered a plus.

3.4.6 Social Media Support

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- **Minimum Education / Experience**

- Bachelors Degree and one to two years experience in strategic communications, public affairs, and social media.

- Proven ability to work effectively with senior leadership - to include flag officers or senior civilian leadership - in developing communications support for strategic initiatives. Demonstrated ability to successfully lead teams in execution of strategic communications plans, and in the production of creative, high-quality informational and marketing products.

- Detailed knowledge of Marine Corps installations and logistics issues and initiatives is considered a plus.

- Detailed knowledge of environmental management is considered a plus.

- Experience in risk communication about environmental contamination at a military installation is considered a plus.

3.5 Documentation.

3.5.1 Meeting Minutes.

The contractor shall submit meeting minutes summarizing meeting discussions and significant conference calls, with original meeting notes as an attachment, no later than five (5) days after meeting or conference call completion.

3.5.2 Copies of Work Products.

All copies of work products generated for the execution of this contract shall become the property of HQMC and shall not be released to any other agency or individual without prior approval.

3.6 Project Records.

At the request of the government, and following contract completion, the contractor may be requested to provide a complete set of project records including correspondence, memoranda, reports, submittals, photographs, and any other records or documents generated as a result of this contract.

3.7 Public Disclosures.

The contractor and any subcontractors shall make no public announcements or disclosures relative to information developed from this contract (including future plans or programs resulting from this effort) nor to government-owned information made available to the contractor. All requests for information shall be directed to HQMC and the PM. Information or other related data shall not be released, by either the contractor or any sub contractor(s), to other government agencies (DoD and Non-DoD), private groups, private individuals or private agencies without prior approval from HQMC.

3.8 Submittals.

All submittals under this contract shall generally be sent electronically to the PM and HQMC with a letter of transmittal identifying contents of the submission and review period, if any. Certain submittals (e.g.,

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printed materials) may require mailing or hand delivery, to include distribution to the field or to the public. Work will not be considered officially submitted until it has been received by the PM and HQMC and/or distributed to the field and/or the public. For printed materials, the contractor shall allow for sufficient time to be received by the required date.

3.9 Monthly Status Progress Reports.

The contractor shall provide monthly status/progress reports for this contract. The format for monthly status/progress reports will be discussed and agreed during the kick off meeting. At a minimum the report shall include the following information:

- Complete study title and contract number
- Executive Summary covering specific reporting period
- Delivery Order Progress Report
 - Objectives covered
 - Identification of Government COR and contractor Program Manager
 - Work progress accomplished during the specific reporting period, identified by individual tasks
 - Work Planned for next reporting period
 - Reports, briefing and meetings during the reporting period, identified by individual tasks
 - Problem areas and recommended solutions

Financial status report shall at a minimum include the following:

- Total % complete by task
- Total \$ spent
- Total \$ remaining

4.0 QUALITY CONTROL

The contractor is responsible for the completeness and accuracy of all work performed under this contract, for compliance with all parts of the contract, and with properly identifying the requirements of all laws and regulations. The government is relying upon the professional quality of the work that the contractor shall perform. The final and draft interval review procedures shall be discussed and agreed upon at the kickoff meeting.

4.1 Access to Contractor.

The Government shall be allowed access to all places where the work is performed by the contractor at all reasonable times as requested by the PM and HQMC. This access shall be allowed for all Government purposes, including but not limited to quality assurance, coordination and reviews. This access shall extend to all locations and personnel, including agents, sub contractors and contractors, involved in performing the work, and to all project records obtained or developed in the course of the work. This is in addition to and not a limitation upon any Government rights or authorities granted elsewhere in the contract or otherwise by law or regulation.

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4.2 Completeness of Work.

The contractor shall correct all deficiencies identified by the government, the government representative or in its own quality control review, relating to completeness or accuracy of the work, compliance with the contract, task order, laws or regulations.

4.3 Performance Requirements Summary

The Quality Assurance Surveillance Plan (QASP) provides a quality assurance surveillance strategy for monitoring the professional services for Camp Lejeune Historic Drinking Water support. The QASP establishes the performance standards, method of surveillance, and incentives for each major area of the PBSOW. It provides the Quality Assurance Evaluator (QAE) and the Contracting Officer Representative (COR) a systematic approach for conducting contract surveillance to insure the standards of the contract are met. The Contractor shall satisfy all performance standards within the acceptable quality levels in the QASP and is incorporated as part of the contract (see Attachment 2, QASP).

The performance standards for this PBSOW are stated in the Performance Requirements Summary (PRS) (PRS) below.

PERFORMANCE REQUIREMENTS SURVEY (PRS)

Performance Characteristic	Target Standard	Measurement
<p>Quality of Work Performed: Use of resources to provide acceptable or better results through the following:</p> <ul style="list-style-type: none"> • Technical accuracy, thoroughness of analysis / findings; and • Appropriateness of resources (people, computers, money, time) applied to achieve results. 	<p>< 5% rejection rate of <u>all</u> formal deliverables submitted under the performance provisions of the contract; and</p> <p><10% rejection rate of draft and first time submissions.</p>	<ul style="list-style-type: none"> - Reconciled monthly by Task Leads; - Reconciled monthly by COR / CPM and tracked as a 3-mo. moving average. <p><u>Consequence of Non-compliance</u></p> <ul style="list-style-type: none"> - Options not exercised - Negative CPARs entry - Contractor Consideration
<p>Responsiveness: Effective use of prime and subcontractor resources to meet ongoing (conventional) and discrete work requirements emerging at the Division levels, including:</p> <ul style="list-style-type: none"> • Providing effective responses to requirements / reallocations of labor; • Effective balancing of resources to accomplish work requirements without sacrificing priorities, or creating unstable performance; and • Using suitable benchmarking to 	<p>Response provided to COR within 48-hrs., strategy provided to COR <72-hrs. from notification, including:</p> <ul style="list-style-type: none"> - Approach agreement; - Deliverables; and - Availability of staff. 	<ul style="list-style-type: none"> - Periodic assessment by the COR, HQMC LF Division Task Leads as to the thoroughness of the response; - Reconciled monthly by COR / CPM and tracked as a 3-mo. moving average. <p><u>Consequence of Non-compliance</u></p>

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establish staff allocations and work packages.		<ul style="list-style-type: none"> - Options not exercised - Negative CPARs entry - Contractor Consideration
<p>Staffing: Includes selection of qualified staff to meet requirements:</p> <ul style="list-style-type: none"> · Adequacy of skills, experience of staff to meet program requirements; · Use of team members to ensure most qualified capabilities are applied; and · Responsiveness and use of staff for workload management. 	<p>Staff stability maintained at 90% of target allocation;</p> <p>New hires within 30-days of notification of vacancy; Subcontractor staffing pulls <10-days from notification of vacancy; and</p> <p><14-days backfill for unscheduled staff departures.</p>	<p>Assessment by the COR, HQMC LF and Task Leads;</p> <p>Reconciled monthly by COR / CPM and tracked as a 3-mo. moving average.</p> <p><u>Consequence of Non-compliance</u> – Extended periods of vacancy for staff, or consequential impacts to performance may warrant options not exercised / financial consideration / Negative CPARS entry / Termination</p>
<p>Management and Administration:</p> <p>Includes the following measures of performance and compliance:</p> <ul style="list-style-type: none"> · Deliverables shall be complete, accurate, and prepared to a professional standard; · Quality of the Contractor's overall technical management strategy; · Ability to identify and preclude problems, or resolve issues; and · Effectiveness of their use corporate quality practices, resolution of invoice anomalies, WBS compliance, and effectiveness of their overall subcontract management. 	<p>Aggregation of subordinated areas assessed using progressively more objective criteria – ratings considered:</p> <p><u>Excellent</u> – Exceeded performance expectations and abated, or immediately mitigated known problems;</p> <p><u>Acceptable</u> – Met performance expectations and generally responded to problems in a satisfactory manner; and</p> <p><u>Unacceptable</u> – Areas of inconsistent performance, prolific problems remain unresolved, and two or more performance areas are noted as substandard.</p>	<p>Assessment by the COR, HQMC LF and Task Leads. Performance evaluation at TBD milestones;</p> <p>Reconciled monthly by COR / CPM and tracked as a 3-mo. moving average.</p> <p><u>Consequence of Non-compliance</u> – Irresponsible management with consequential impacts to performance may warrant options not exercised / financial consideration / Negative CPARS entry / Termination</p>

5.0 GOVERNMENT FURNISHED RESOURCES

5.1 GOVERNMENT FURNISHED INFORMATION (GFI)

The Government will provide the Contractor with all reasonable available information requested concerning this SOW. The Contractor shall protect all GFI provided by the Government from public disclosure in accordance with the marking contained thereon. The work to be performed under this Delivery Order involves access to and handling of material at the **Unclassified** level only. All material developed by the

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Contractor during this contract shall become the property of the Headquarters, U.S. Marine Corps. The Contractor shall be required to abide by the disclosure standards set forth in DFARS 252.204-7000 and to complete Employee Confidentiality and Non-Disclosure forms. The Contractor shall not release any information to regulators, media, or other parties. Any information release shall come from USMC Government employees only.

5.2 GOVERNMENT FURNISHED FACILITIES (GFF)/ PROPERTY (GFP)

5.2.1 No Government furnished facilities or workspace will be provided as a matter of routine, however, the Contractor will be afforded access to Government workplaces as may be necessary to provide the support specified herein, which may include occasional, temporary, on-site support. The Contractor shall provide adequate physical protection to such information so as to preclude access by any person or entity not authorized by the Department of the Navy.

5.2.2 In performance of this effort, the contractor will be provided documents, as identified in Section 2.0, data and software associated with the CAC, as may be necessary to provide the support specified herein.

5.2.3 Security Requirements - All tasks will be conducted in full compliance with DoD security regulations. Work performed under this task order involves a security classification of "unclassified". A completed DD Form 254 (DoD Contract Security Classification Specification) will be provided to the Security Office at HQMC LS. The DD-254 will be provided and incorporated into the contract upon award.

5.2.3a The Contractor personnel will be required to access information and data accessed through portals via user accounts and Common Access Cards (CAC) that will be provided by the government. Contractor personnel must meet specific requirements in order to be granted these privileges and maintain these credentials. Compliance with all USMC communications regulations pertaining to network activities is mandatory. Failure to comply with security requirements will result in revocation of access privileges and personnel removal from work under this contract/task order. The contractor shall comply with the following: On August 27, 2004, President Bush signed Homeland Security Presidential Directive 12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors". Based upon this directive, the National Institute for Standards and Technology (NIST) developed Federal Information Processing Standards Publication (FIPS) 201 including a description of the minimum requirements for a Federal Personal Identification Verification (PIV) system. HSPD-12 directs the implementation of a new standardized badging process, which is designed to enhance security, reduce identity fraud, and protect the personal privacy of those issued CAC identification. FIPS PUB 201 is available at: <http://csrc.nist.gov/publications/fips/fips201-1/FIPS-201-1-chng1.pdf> The Office of Management and Budget (OMB) associated guidance, M-05-24 can be found at: <http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-24.pdf>

5.2.3b Contractor personnel providing support under this task order will require background checks in order to obtain user account at the IT level 3 (unclassified network access). The minimum investigation requirement is a National Agency Check with written inquiries (NACI), investigation in process. Contractor personnel must meet HSPD-12 Standards and have the ability to obtain and maintain a favorable NACI is when requesting access to either or both unclassified IT systems and or access to Federal facilities/buildings. The Contractor is advised this process could take 6-12 weeks to complete or longer. An in-person visit with the HQMC Security Officer will be required for contractor personnel to in-process. These visits occur on Tuesday of each week. To accomplish in-processing:

Contractors must have:

- JPAS Visit Request sent to I&L Security Management Office, I&L (SMO Code: 540080084) OR
*** IF UNABLE TO SEND VIA JPAS ONLY ***
- FAX Visit Request (if unable to send VAR via JPAS) to fax 703-695-9142. JPAS is the only acceptable method of receiving a Visit Certification. FAX only if unable to send via JPAS.

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- Contractors must bring:
 - Finalized DD FORM 254, Contract Security Classification Specification form
 - Statement of Work (S.O.W.) (sometimes within the contract or written up as a separate document)

For newly hired, off the street with no previous clearance, Contractors must complete the

 - Questionnaire for Public Trust Positions (SF85P)

7.0 PERIOD OF PERFORMANCE

Base Period: Award Date + 365 days

1st Option Period: Subsequent 12 months

2nd Option Period: Subsequent 12 months

8.0 SERVICE PERFORMANCE HOURS

The Government shall be available during normal working hours of 0730 thru 1630, Monday through Friday, excluding holidays. When necessary, the Contractor shall interact with the Government during normal working hours. The following holidays will be observed:

- | | | |
|----|--------------------------------------|-------------------------------|
| a. | 1 st January | New Year's Day |
| b. | 3 rd Monday of January | Martin Luther King's Birthday |
| c. | 3 rd Monday of February | Presidents Day |
| d. | Last Monday of May | Memorial Day |
| e. | 4 th July | Independence Day |
| f. | 1 st Monday of September | Labor Day |
| g. | 2 nd Monday of October | Columbus Day |
| h. | 11 th November | Veterans Day |
| i. | 4 th Thursday of November | Thanksgiving Day |
| j. | 25 th December | Christmas Day |

Note: If a holiday should fall on a Saturday, it will be observed on the preceding Friday; if it falls on a Sunday, it will be observed on the following Monday. Should this occur, the Contractor is exempt from performing work on these days.

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SECTION D PACKAGING AND MARKING

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

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SECTION E INSPECTION AND ACCEPTANCE

Please refer to the Basic Contract.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

5001AA	9/30/2011 - 9/29/2012
5004AA	9/30/2011 - 9/29/2012
5005AA	9/30/2011 - 9/29/2012
6010AA	9/30/2011 - 9/29/2012

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

5002AA	9/30/2012 - 9/29/2013
5003AA	9/30/2013 - 9/29/2014
5006AA	9/30/2012 - 9/29/2013
5007AA	9/30/2012 - 9/29/2013
5008AA	9/30/2013 - 9/29/2014
5009AA	9/30/2013 - 9/29/2014
6011AA	9/30/2012 - 9/29/2013
6012AA	9/30/2013 - 9/29/2014

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SECTION G CONTRACT ADMINISTRATION DATA

G-1. The TOM will be determined at the time of award. The TOM is responsible for execution of the requirements set forth in the PWS for Contract Performance Review and acceptance/rejection of the Monthly Progress Report.

The contractor is directed to use the 2-in-1 format when processing invoices and receiving reports.

When entering the invoice into WAWF-RA, the contractor shall fill in the following DoDAAC fields or DoDAAC extensions:

The Contracting Office provides the following to assist the contractor with entering data in WAWF-RA, as follows:

Contract Number	N00178-08-D-5449
Delivery Order	MUT1
Cage Code/Ext	5M571
Pay DoDAAC	HQ0338
Issue Date	Refer to Block #31c on the SF 1155
Issue By DoDAAC	M00264
Admin By DoDAAC	S2404A
Ship To Code/Ext	M00088
Ship From Code/Ext	
LPO DoDAAC	"Leave Blank" (Instruct the contractor to leave blank unless Navy Pay Office. If so, insert correct LPO DoDAAC)
Acceptor Email Address	joanna.rockhill@usmc.mil
Inspect By DoDAAC/Ext	"Leave Blank" (Instruct the contractor to leave blank unless inspected at Source-then the source inspection DoDAAC should be entered which is normally a DCMA DoDAAC)

Before closing out of an invoice session in WAWF-RA, but after submitting the document or documents, the contractor will be prompted to send additional email notifications. Contractor shall click on "Send More Email Notification" on the page that appears. Add the acceptor's/receiver's email address (Note this address is their work email address not their WAWF-RA organizational email address) in the first email address block and add any other additional email addresses desired in the following blocks. This additional notification to the Government is important to ensure the acceptor/receiver is aware that the invoice documents have been submitted into the WAWF-RA system.

NOTE: The POCs identified above are for WAWF-RA issues only. Any other contracting questions/problems should be addressed to the Contracting Officer or other person identified in the contract to whom questions are to be addressed.

G-2. Contract Correspondence and Technical Inquiries.

G-2.1. All correspondence/inquiries shall reference the appropriate Contract Number, and shall be submitted to the following address:

Commanding General

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Regional Contracting Office, NCR (C 22)
Attn: N00178-08-D-5449-MUT1
Marine Corps Base
2010 Henderson Road
Quantico, VA 22134-5001
Phone: 703-784-3467
FAX: 703-784-3592

The USMC WAWF-RA POC for this task order is Ms. Anita Lowe, telephone (703) 784-3397.

Accounting Data

SLINID	PR Number	Amount
5001AA	M0008811RCFE094	██████████
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 08811RCFE094		
Standard Number: M0008811RCFE094		
5004AA	M0008811RCFE094	██████████
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 08811RCFE094		
Standard Number: M0008811RCFE094		
5005AA	M0008811RCFE094	██████████
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 08811RCFE094		
Standard Number: M0008811RCFE094		
6010AA	M0008811RCFE094	██████████
LLA :		
AA 1711106BSS1 251 00027 067443 2D BSS1 08811RCFE094		
Standard Number: M0008811RCFE094		

BASE Funding 999212.56
Cumulative Funding 999212.56

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-1 KEY PERSONNELSUBSTITUTION OF KEY PERSONNEL

H-1.1 The Contractor hereby agrees to assign to the contract those persons whose resumes were submitted with this proposal who are necessary to fill requirements of the contract. No substitutions shall be made except in accordance with this clause.

H-1.2 The Contractor agrees that during the first one hundred and twenty (120) days of the contract performance period, no personnel substitutions shall be permitted unless such substitutions are necessitated by an individual's sudden illness, death, or termination of employment. In any of these events, the Contractor shall promptly notify the (KO) Contracting Officer in writing, and provide the information required as stated below. All proposed substitutions shall be submitted in writing to the (KO) Contracting Officer. This written notification shall be submitted at least fifteen (15) days, thirty (30) days if a security clearance is to be obtained, in advance of the proposed substitutions to the (KO) Contracting Officer.

H-1.3 All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitutions; a complete resume for the proposed substitute, and any other information requested by the TOM to approve or disapprove the proposed substitution - without the (KO) Contracting Officer approval, substitutions cannot be made. All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the person being replaced. The (KO) Contracting Officer shall evaluate such requests and promptly notify the Contractor of his recommendation.

H-1.4 In case of unsatisfactory contractor performance, the contractor will take appropriate corrective action within ten (10) business days of formal notification to correct the problem as identified by the TOM. In the event that the problem remains unresolved in excess of ten (10) working days, the (KO) Contracting Officer will be notified by the TOM so that appropriate action is taken, to include employee removal from current contract if warranted. The Program Manager shall ensure that all Government owned property is returned to the TOM should a contractor employee be removed.

H-1.5 Key personnel for this requirement are Contractor Project Manager, Toxicologist, Epidemiologist, Environmental Engineer/Environmental Scientist/Geologist/Hydrogeologist, Public Affairs Support, and Social Media Support.

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SECTION I CONTRACT CLAUSES

09RA 52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2008)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

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

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SECTION J LIST OF ATTACHMENTS

Past Performance Questionnaire

Quality Assurance Surveillance Plan