

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS**  
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER  
 W81MNB52382001

PAGE 1 OF 17

2. CONTRACT NO.  
 GS-10F-0234M

3. AWARD/EFFECTIVE DATE  
 29-Sep-2005

4. ORDER NUMBER  
 W9133L-05-F-0288

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:  
 a. NAME

b. TELEPHONE NUMBER (No Collect Calls)

8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY  
 NGB-ZC-AQ - W9133L  
 1411 JEFFERSON DAVIS HWY  
 ARLINGTON VA 22202-3231

CODE W9133L

10. THIS ACQUISITION IS  
 UNRESTRICTED  
 SET ASIDE: % FOR  
 SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  
 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED  
 SEE SCHEDULE

12. DISCOUNT TERMS  
 Net 30 Days

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION  
 RFQ  IFB  RFP

TEL:  
 FAX: 703-607-1742

15. DELIVER TO SEE SCHEDULE  
 N/A  
 N/A A A N/A

CODE SCHED1

16. ADMINISTERED BY  
**SEE ITEM 9**

17a. CONTRACTOR/OFFEROR  
 MILITARY PERSONNEL SERVICES CORPORATION  
 RON TIPPA  
 6059B ARLINGTON BLVD  
 FALLS CHURCH VA 22044

CODE 1R6X3

FACILITY CODE

18a. PAYMENT WILL BE MADE BY  
 DFAS-LEXINGTON-HQ0335  
 5751 BRIAR HILL ROAD, BLDG 1  
 LEXINGTON KY 40516-9721

CODE HQ0335

TEL. 703 532 0800

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

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

25. ACCOUNTING AND APPROPRIATION DATA  
 See Schedule

26. TOTAL AWARD AMOUNT (For Govt. Use Only)  
**\$2,384,735.12**


27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 0 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE quote by R. Tpa  
 OFFER DATED 15-Sep-2005 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE

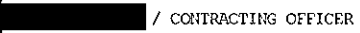
30a. SIGNATURE OF OFFEROR/CONTRACTOR

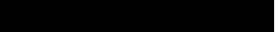
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  


31c. DATE SIGNED  
 27-Sep-2005

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)  
 / CONTRACTING OFFICER

TEL: 703 607-1127 EMAIL: 

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

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

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

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )
		42c. DATE REC'D ( <i>YYMM/DD</i> )

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1,736,735.12	Dollars, U.S.	\$1.00	\$1,736,735.12
	Family Readiness Assistant FFP-LOE Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work PURCHASE REQUEST NUMBER: W81MNB52382001				

NET AMT	\$1,736,735.12
CEILING PRICE	\$0.00
ACRN AA Funded Amount	\$1,736,735.12

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002			Dollars, U.S.		
	Base Year- Travel COST Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				

ESTIMATED COST	\$400,000.00
ACRN AA Funded Amount	\$400,000.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003			Dollars, U.S.		
	Base Year- Other Direct Costs COST				
	Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$248,000.00
	ACRN AA Funded Amount				\$248,000.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001		3,240,137.89	Dollars, U.S.	\$1.00	\$3,240,137.89
OPTION	Option Yr 1- Family Readiness Assistant FFP-LOE				
	Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work PURCHASE REQUEST NUMBER: W81MNB52382001				
				NET AMT	\$3,240,137.89
				CEILING PRICE	\$0.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002			Dollars, U.S.		
OPTION	Option Year 1- Travel COST				
	Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$400,000.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003			Dollars, U.S.		
OPTION	Option Year 1- Other Direct Costs COST				
	Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$248,000.00
	Funded Amount				\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001		3,369,743.40	Dollars, U.S.	\$1.00	\$3,369,743.40
OPTION	Option Year 2-Family Readiness Assistant FFP-LOE				
	Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work PURCHASE REQUEST NUMBER: W81MNB52382001				
				NET AMT	\$3,369,743.40
				CEILING PRICE	\$0.00
	Funded Amount				\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002			Dollars, U.S.		
OPTION	Option Year 2- Travel COST				
	Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$400,000.00
	Funded Amount				\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003			Dollars, U.S.		
OPTION	Option Year 2- Other Direct Costs COST				
	Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$248,000.00
	Funded Amount				\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001		3,504,533.14	Dollars, U.S.	\$1.00	\$3,504,533.14
OPTION	Option Year 3-Family Readiness Assistant FFP-LOE				
	Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work PURCHASE REQUEST NUMBER: W81MNB52382001				
				NET AMT	\$3,504,533.14
				CEILING PRICE	\$0.00
	Funded Amount				\$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002			Dollars, U.S.		
OPTION	Option Year 3- Travel COST Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$400,000.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003			Dollars, U.S.		
OPTION	Option Year 3- Other Direct Costs COST Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$248,000.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001		3,644,714.47	Dollars, U.S.	\$1.00	\$3,644,714.47
OPTION	Option Year 4-Family Readiness Assistant FFP-LOE Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work PURCHASE REQUEST NUMBER: W81MNB52382001				
				NET AMT	\$3,644,714.47
				CEILING PRICE	\$0.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002			Dollars, U.S.		
OPTION	Option Year 4- Travel COST				
	Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$400,000.00
	Funded Amount				\$0.00
	FOB: Destination				

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003			Dollars, U.S.		
OPTION	Option Year 4- Other Direct Costs COST				
	Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. PURCHASE REQUEST NUMBER: W81MNB52382001				
				ESTIMATED COST	\$248,000.00
	Funded Amount				\$0.00
	FOB: Destination				

**INSPECTION AND ACCEPTANCE TERMS**

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government



3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
0002	POP 29-SEP-2005 TO 15-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
0003	POP 29-SEP-2005 TO 15-APR-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1001	POP 16-APR-2006 TO 15-APR-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1002	POP 16-APR-2006 TO 15-APR-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
1003	POP 16-APR-2006 TO 15-APR-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2001	POP 16-APR-2007 TO 15-APR-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2002	POP 16-APR-2007 TO 15-APR-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
2003	POP 16-APR-2007 TO 15-APR-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3001	POP 16-APR-2008 TO 15-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3002	POP 16-APR-2008 TO 15-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
3003	POP 16-APR-2008 TO 15-APR-2009	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4001	POP 16-APR-2009 TO 15-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

4002	POP 16-APR-2009 TO 15-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1
4003	POP 16-APR-2009 TO 15-APR-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	SCHED1

ACCOUNTING AND APPROPRIATION DATA

AA: 215206500005181055131G201A00025126NFP37W81MNB52382001376NFP044220  
 AMOUNT: \$2,384,735.12

STATEMENT OF WORK

**STATEMENT OF WORK (SOW)  
 Family Readiness Assistant (FRA) for the National Guard Bureau J-1**

**1. Background.**

National Guard Bureau recognizes the important link between mission success and the well-being of families at home. Training, communication, and coordination between Unit Commanders, State Family Program Directors, Rear Detachment Commanders (RDC), and volunteer Family Readiness Group (FRG) Leaders must be established prior to deployment and maintained to ensure resilient, stable family members on the home front.

During visits to FORSCOM installations in April/May 03, the then Secretary of the Army, Thomas White asked FRG Leaders how the Army could help them. RDC staffs requested full time Family Readiness Personnel to enhance communication within the Command, RDC, and FRG Leader Team and provide continuity for basic FRG services, e.g. maintaining rosters, telephone trees, and providing regular communications and training, etc. These positions were initially fielded in FY-05.

This requirement includes continued capability to meet current/future deployment requirements and performance objectives and additional training materials.

**2. Scope.** The contractor shall provide up to 58 Family Readiness Assistants (on-site) and 1 Program Manager (off-site). The Family Readiness Assistants will be located in the 54 States and territories (some states require more than one). The distribution of contractor employees will be coordinated with the contractor after award. The number of states requiring a contractor employee may increase or decrease during the life of the contract, depending on the mission within the states. The projected breakdown of the Family Readiness Assistants is the following:

Alabama	1
Alaska	1
Arizona	1
Arkansas	1
California	2
Colorado	1

Connecticut	1
Delaware	1
D.C.	1
Florida	1
Georgia	1
Guam	1
Hawaii	1
Idaho	1
Illinois	1
Indiana	1
Iowa	1
Kansas	1
Kentucky	1
Louisiana	1
Maine	1
Maryland	1
Massachusetts	1
Michigan	1
Minnesota	1
Mississippi	1
Missouri	1
Montana	1
Nebraska	1
Nevada	1
New Hampshire	1
New Jersey	1
New Mexico	1
New York	2
North Carolina	1
North Dakota	1
Ohio	1
Oklahoma	1
Oregon	1
Pennsylvania	2
Puerto Rico	1
Rhode Island	1
South Carolina	1
South Dakota	1
Tennessee	1
Texas	2
Utah	1
Vermont	1
Virginia	1
Virgin Islands	1
Washington	1
West Virginia	1
Wisconsin	1

Wyoming	1
Total	58

### 3. Tasks.

#### 3.1 Family Readiness Assistant Tasks

Facilitates training for RDCs and FRG leaders

Maintain the critical communication link between RDCs and FRG leaders

Ensure the responsiveness of established community resources.

Assist the State Family Program Director in recruiting and training FRG volunteers

Establish and maintain a database of FRG volunteers at the state level and maintain the FRG Leader Roster on the NGB Family Program website.

Coordinate formal training of volunteers and command personnel

Coordinates through local installation resources to work with the family readiness groups, and to instruct and train units, soldiers, and families.

Assists subordinate units with publishing FRG newsletters, developing telephone trees, maintaining rosters, coordinating FRG meetings times and location.

Assists commanders with scheduling pre-deployment and reunion briefings utilizing Operation READY training materials

Work with Rear Detachment Commanders and Family Readiness Liaison Officers (FRLO) to ensure timely and accurate information is relayed to families.

Liaison with National Guard Family Program Office, State Family Program Office and other community agencies.

Plan and schedule technical briefings, orientations and workshops for the command, soldier and family members in the area of family readiness groups, deployment and reunion.

Refers soldiers and family members, as appropriate, for more specialized assistance.

Provide information to soldiers and family members for implementation and organization of family preparedness and readiness groups using existing resources.

Using existing resources develop "user friendly" database to store critical information related to emergency resources, contact numbers, locations of sources, etc.

Provide referrals for clients to the resource database and local community resources.

Provide literature to instruct with the use of resource database.

Coordinate presentations for linking with existing community resources.

Coordinate with State Family Program Office/community to obtain written and visual communication materials to present information to audiences with varying levels of understanding.

Participate in installation mobilization exercises where family assistance is required.

Maintain contact with family members of deployed soldiers using established rosters, keeping them aware of the resources available to meet their needs.

Maintain list of trained Rear Detachment Officers.

Maintain updated roster of military and civilian/volunteer Family Readiness Group leaders/advisors.

### Education and Experience

Two years of college desired.

Experience working in military family program as a volunteer and FRG related experience, or as a paid employee, or military member.

Experience in making oral presentations to various size groups.

Good communication (both verbally and written) skills.

Good interpersonal communication skills.

Public relations – working closing with other external organizations, to include news media.

Ability to plan, organize, and train various personnel.

### **Special Requirements:**

Ability to pass any necessary background investigations.

Must possess a valid state drivers license.

Must be proficient in GFTB and GFAP

Must be proficient in Microsoft word, excel, and PowerPoint

### **3.2 Family Readiness Assistant Program Manager**

The Family Readiness Assistant Program Manager shall provide Supervisory and administrative support to assist the NGB-FP COR in daily operations and to assist the staff at the national program office in meeting their objectives. This includes providing guidance, managing deliverables, providing monthly reports, ensuring all NGB supported data bases are populated with FAC Report information and supporting training events and conferences, briefings, workshops, and other events. The Family Readiness Assistant Program Manager shall manage short and long range calendars which will guide the efforts of the Family Readiness Assistants in each state and territory. Responds to State and Territory family services policy inquiries and program issues. Coordinates with NGB COR, G1, Family Program Office, and State Leadership on where to open, close, or relocate Family Assistance Centers based on deployment surge requirements.

### **Education and Experience**

Two years of college desired.

Experience working in military family program as a volunteer and FRG related experience, or as a paid employee, or military member.

Experience in making oral presentations to various size groups.

Good communication (both verbally and written) skills.

Good interpersonal communication skills.

Public relations – working closing with other external organizations, to include news media.

Ability to plan, organize, and train various personnel.

### **Special Requirements:**

Demonstrated Supervisory Experience

Ability to work independently

Ability to analyze statistical data and brief trend analysis based on the compiled data

Ability to pass any necessary background investigations.

Must possess a valid state drivers license.

Must be proficient in GFTB and GFAP

Must be proficient in Microsoft word, excel, and PowerPoint

### **4.0 Government Furnished Resources**

**4.1. General.** The Government will provide the following resources:

**4.2 Facilities, Supplies, and Services.** Office space, office supplies, computer, classified and unclassified storage, telephone, and reproduction facilities will be provided for the on-site employees.

**4.3. Information.** The Government will provide the following information: Manuals, texts, briefs, and other materials associated with this Statement of Work which support family programs.

## **5.0 Contractor Furnished Resources**

**5.1. General.** The contractor will provide the following resources:

**5.2 Facilities, Supplies, and Services.** The contractor will provide these items for the Family Readiness Assistant Program Manager.

**5.3. Information.** The contractor will coordinate with the government to provide the following information: Manuals, texts, briefs, and other materials associated with this Statement of Work which support family programs.

## **6.0 ADMINISTRATIVE CONSIDERATIONS**

### **6.1. Points of Contact.**

**6.1.1 Contracting Officer's Technical Representative:** Richard Flynn, (703)607-1476.

**6.1.2 Security Officer.** Security will be in accordance with DD Form 254 (Department of Defense Contract Security Classification Specification). Contractor personnel clearances shall be at least at the NAC level. Security Officer is: Ms Sylvia Gravely, National Guard Bureau (NGB-SD), Arlington, VA 22202-3231, phone 703-607-3911.

**6.2 Place of Performance.** Work is to be performed at the Joint Forces Headquarters in each state and territory. The FRA Program Manager will be located at the contractor's location.

**6.3 Hours of Work.** Contractor personnel are expected to conform to customer agency normal operating hours. However, based upon command requirements flex hours are authorized to meet mission needs. There will be occasion to require nights and weekends.

**6.4 Duration of Task.** Duration of this task is 7 1/2 months from the date of award with 4 option years.

### **6.5 Travel and Training**

**6.5.1 Travel.** Actual expenses are limited by the Government Travel Regulations and travel must be pre-approved by the Contracting Officer Representative (COR). Travel to attend a minimum of three training conferences per year and in and around mileage reimbursement within the state or territory assigned is a requirement.

**6.5.2 Training.** At the discretion of the client, training in emerging technology and other areas and processes may be provided within available resources.

### **6.6 Privacy and Security**

**6.6.1 Clearances.** All employees shall have or be in the process of obtaining a NAC security level clearance.

**6.6.2 Privacy Act.** Work on this project requires that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

## 7.0 SPECIAL INSTRUCTIONS

**7.1 General.** All documents and deliverables described in this SOW and amendments or modifications shall be submitted in a professional manner and on the appropriate cover or action sheet in accordance with the ARNG Memo 25-52, or as otherwise specified by the client.

### 7.2 Deliverables.

**7.2.1** The contractor shall train, maintain, and recruit FRG Leaders and train Rear Detachment Commanders. A monthly activity report will be provided and compiled by the FRA Program Manager for submission to NGB. The FRA will also ensure all volunteer activity and data is entered and maintained in the NGB Client Tracking System.

**7.2.2** The contractor shall provide training synopsis, training presentations; reports to support program implementation. For national workshops or symposiums, the contractor shall develop curriculum and provide facilitation and associated services during the course of the event. These items will be coordinated by the COR in advance of the event occurrence.

## 8.0 Period of Performance

Base Period - 29 September 2005 – 15 Apr 2006  
 Option Period #1- 16 Apr 2006 – 15 Apr 2007  
 Option Period #2- 16 Apr 2007 – 15 Apr 2008  
 Option Period #3 - 16 Apr 2008 – 15 Apr 2009  
 Option Period #4- 16 Apr 2009 – 15 Apr 2010

## CONTRACT ADMINISTRATION

In order to expedite administration of this contract, the following delineation of duties is provided. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the function assigned.

### 1. PROCURING CONTRACT OFFICE (PCO)

Contracting Officer (ATTN: [REDACTED])  
 National Guard Bureau  
 1411 Jefferson Davis Hwy  
 NGB-ZC-AQ-JS  
 Arlington, Virginia 22202  
 (703) 607-1127  
 e-mail: [REDACTED]

[REDACTED] is responsible for:

- a) All pre award information, questions or data
- b) Freedom of Information Inquiries
- c) Changes/Questions/Information regarding the scope, terms, or conditions of the basic contract document.
- d) Post Award Conference (if needed)

e) Authority to proceed in an Emergency

## 2. CONTRACT ADMINISTRATION OFFICE

Contracting Officer (ATTN: [REDACTED])  
 National Guard Bureau  
 1411 Jefferson Davis Hwy  
 NGB-ZC-AQ-JS  
 Arlington, Virginia 22202  
 (703) 607-1127  
 e-mail: [REDACTED]

is responsible for:

- a) Matters specified in FAR 42.302 and DFARS 42.302, except in those areas specifically designated as the responsibility of someone else herein.
- b) Monitoring the performance of Contracting Officer representative.
- c) Maintaining the official contract file, including the backup documentation for all modifications thereto.

## 3. PAYING OFFICE

DFAS – DAYTON is responsible for payment of proper invoices following documented acceptance by the Contracting Officer's representative.

## 4. CONTRACTING OFFICER'S REPRESENTATIVE (COR)

[REDACTED]  
 National Guard Bureau  
 111 South George Mason Drive  
 NGB-J1-FP  
 Arlington, Virginia 22204  
 (703) 607-1476  
 e-mail: [REDACTED]

The COR is responsible for:

- a) Liaison between government and contractor personnel
- b) Technical clarification of the Performance Statement of Work
- c) Quality Assurance of services performed and acceptance of services rendered.
- d) Certification of invoice for payment.
- e) Monitoring of cost-reimbursement items to ensure ceiling amounts are not exceeded.
- f) Monitoring of security requirements on government installations.
- g) Administrator for any government furnished property.
- h) Performing a contractor Performance Assessment Report (PAR) within 60 days subsequent to completion of the base period and all exercised option periods.

It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, or task orders issued thereunder, including changes to price, quantity, quality, place of performance and delivery. Therefore, under no circumstances, will any understanding, agreement, modification, change order, or other matter deviating from the awarded terms and conditions, occurring between the contractor and any other person be effective or binding to the government.



When/If, in the opinion of the contractor, an effort outside the existing scope of the contract or task order is requested, the contractor shall promptly notify the PCO in writing. The contractor will take no action unless the PCO or CAO has issued a contractual change.

### **Non-Personal Services**

This solicitation/contract is for non-personal services only. In the execution of this contract, the contractor employees shall not share an employer-employee relationship with Government employees. Contractor employees shall coordinate with Government personnel in order to perform their tasks, however all work directives shall be provided by the Contractor management team.

5. This is a competed FSS award under GS-10F-0234M.
6. The Contractor POC is Ron Tipa, (703)532-0800, ext 102, rjtipa@mpscrc.com.
7. Contractor DUNS Number is 059683727.
8. The Contractor CAGE Code is 1R6X3.
9. The Contractor TIN is 54-1894400.
10. The Contractor address is:  
Military Personnel Services Corporation  
8059B Arlington Blvd  
Falls Church, VA 22044
11. Please be sure to include electronic payment information on the invoice.
12. Please forward the invoice as indicated in Block 18A. However, to insure prompt payment, please provide a copy of the invoice to the COR as listed above in number 4.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	5
2. AMENDMENT/MODIFICATION NO. P00012	3. EFFECTIVE DATE 07-Mar-2008	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO.(If applicable)		
6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231	CODE W9133L	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) MILITARY PERSONNEL SERVICES CORPORATION RON TIPPA 6059B ARLINGTON BLVD FALLS CHURCH VA 22044				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT/ORDER NO. W9133L-05-F-0288	
				X	10B. DATED (SEE ITEM 13) 29-Sep-2005	
CODE 1R6X3	FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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) <b>See Schedule</b>						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.217-9 Option to Extend the Contract						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: starra9008509 A) The purpose of this modification is to Exercise Option Period 3. The Period of Performance is extended to April 15, 2009. B) The government hereby evokes contract clause 52.217-9 to extend the term of the contract to April 15, 2009. All rates listed in the Base Contract for Option Period #3 and revised per this modification are herein effect starting April 16, 2008. C) Upon execution of this supplemental agreement the contractor does release and forever discharge the government, it's officers, agents and employees from all liabilities, obligations and claims, whatsoever, in law and in equity, under and arising out of this exercising of the option year.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
				██████████ CONTRACTING OFFICER TEL: 703 607-1127 EMAIL: ██████████		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
(Signature of person authorized to sign)				BY ██████████		07-Mar-2008
				(Signature of Contracting Officer)		

The following have been modified:

CONTRACT ADMINISTRATION

In order to expedite administration of this contract, the following delineation of duties is provided. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the function assigned.

1. PROCURING CONTRACT OFFICE (PCO)

Contracting Officer (ATTN: [REDACTED])  
National Guard Bureau  
1411 Jefferson Davis Hwy  
NGB-ZC-AQ-JS  
Arlington, Virginia 22202  
(703) 607-1127  
e-mail: [REDACTED]

[REDACTED] is responsible for:

- a) All pre award information, questions or data
- b) Freedom of Information Inquiries
- c) Changes/Questions/Information regarding the scope, terms, or conditions of the basic contract document.
- d) Post Award Conference (if needed)
- e) Authority to proceed in an Emergency

2. CONTRACT ADMINISTRATION OFFICE

Contracting Officer (ATTN: [REDACTED])  
National Guard Bureau  
1411 Jefferson Davis Hwy  
NGB-ZC-AQ-JS  
Arlington, Virginia 22202  
(703) 607-1127  
e-mail: [REDACTED]

is responsible for:

- a) Matters specified in FAR 42.302 and DFARS 42.302, except in those areas specifically designated as the responsibility of someone else herein.
- b) Monitoring the performance of Contracting Officer representative.
- c) Maintaining the official contract file, including the backup documentation for all modifications thereto.

3. PAYING OFFICE

DFAS – INDIANAPOLIS is responsible for payment of proper invoices following documented acceptance by the Contracting Officer’s representative.

4. CONTRACTING OFFICER’S REPRESENTATIVE (COR)/CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR)

**Primary:**  
[REDACTED]

**Alternate:**  
[REDACTED]

1411 Jefferson Davis Hwy  
Arlington, Virginia 22202  
(703) 607-5407  
e-mail: [REDACTED]

1411 Jefferson Davis Hwy  
Arlington, Virginia 22202  
(703) 607-5410  
e-mail: [REDACTED]

The COR/COTR is responsible for:

- a) Liaison between government and contractor personnel
- b) Technical clarification of the Performance Statement of Work
- c) Quality Assurance of services performed and acceptance of services rendered.
- d) Certification of invoice for payment.
- e) Monitoring of cost-reimbursement items to ensure ceiling amounts are not exceeded.
- f) Monitoring of security requirements on government installations.
- g) Administrator for any government furnished property.
- h) Performing a contractor Performance Assessment Report (PAR) within 60 days subsequent to completion of the base period and all exercised option periods.

It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, or task orders issued thereunder, including changes to price, quantity, quality, place of performance and delivery. Therefore, under no circumstances, will any understanding, agreement, modification, change order, or other matter deviating from the awarded terms and conditions, occurring between the contractor and any other person be effective or binding to the government.

When/If, in the opinion of the contractor, an effort outside the existing scope of the contract or task order is requested, the contractor shall promptly notify the PCO in writing. The contractor will take no action unless the PCO or CAO has issued a contractual change.

#### **Non-Personal Services**

This solicitation/contract is for non-personal services only. In the execution of this contract, the contractor employees shall not share an employer-employee relationship with Government employees. Contractor employees shall coordinate with Government personnel in order to perform their tasks, however all work directives shall be provided by the Contractor management team.

5. This is a competed FSS award under GS-10F-0234M.
6. The Contractor POC is Ron Tipa, (703)532-0800, ext 102, rjtipa@mpscrc.com.
7. Contractor DUNS Number is 059683727.
8. The Contractor CAGE Code is 1R6X3.
9. The Contractor TIN is 54-1894400.
10. The Contractor address is:  
  
Military Personnel Services Corporation  
8059B Arlington Blvd  
Falls Church, VA 22044
11. Please be sure to include electronic payment information on the invoice.

12. Please forward the invoice as indicated in Block 18A. However, to insure prompt payment, please provide a copy of the invoice to the COR as listed above in number 4.

(End of Summary of Changes)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	I. CONTRACT ID CODE <b>J</b>	PAGE OF PAGES <b>1   11</b>
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2. AMENDMENT/MODIFICATION NO. <b>P00013</b>	3. EFFECTIVE DATE <b>13-Apr-2009</b>	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE	5. PROJECT NO. (If applicable)
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6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231	CODE <b>W9133L</b>	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>	CODE
---	-----------------------	--	------

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) MILITARY PERSONNEL SERVICES CORPORATION RON TIPPA 6059B ARLINGTON BLVD FALLS CHURCH VA 22044	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	X 10A. MOD. OF CONTRACT/ORDER NO. <b>W9133L-05-F-0288</b>
	X 10B. DATED (SEE ITEM 13) <b>29-Sep-2005</b>

CODE **1R6X3** 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 offer  is extended,  is not extended.

Offer 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 \_\_\_\_\_ copies 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 ACKNOWLEDGMENT 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)**  
**See Schedule**

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

A.	THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B.	THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).
X C.	THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>52.217-9 Option to Extend the Term of the Contract</b>
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.)**  
Modification Control Number: **senios9009782**

A. The purpose of this modification is to exercise Option Period 4. Performance period is extended to 15 April, 2010.

B. All rates listed in the base contract for Option Period #4 and revised per this modification are in effect starting 15 April, 2009. Upon execution of this supplemental agreement, the contractor does release and forever discharge the government, its officers, agents and employees from all liabilities, obligations and claims, whatsoever, in law and in equity, under and arising out of exercising Option Year 4.

C. The total obligated amount is changed from \$14,619,349.55 to \$18,912,054.02, an increase of 4,292,714.47. All other terms & conditions remain the same. See Summary of Changes.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
	[REDACTED] CONTRACT OFFICER		
	TEL: 703-607-1127	EMAIL: [REDACTED]	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY [REDACTED]	28-Apr-2009
		(Signature of Contracting Officer)	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$4,292,714.47 from \$14,619,349.55 to \$18,912,064.02.

SUPPLIES OR SERVICES AND PRICES

CLIN 4001

The option status has changed from Option to Option Exercised.

CLIN 4002

The option status has changed from Option to Option Exercised.

CLIN 4003

The option status has changed from Option to Option Exercised.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$4,292,714.47 from \$14,619,349.55 to \$18,912,064.02.

CLIN 4001:

AK: 219206500009181055131G20190002512376NPFW81MNB905520006NPF37044220 was increased by \$3,644,714.47 from \$0.00 to \$3,644,714.47

The contract ACRN AK has been added.

CLIN 4002:

AK: 219206500009181055131G20190002512376NPFW81MNB905520006NPF37044220 was increased by \$400,000.00 from \$0.00 to \$400,000.00

The contract ACRN AK has been added.

CLIN 4003:

AK: 219206500009181055131G20190002512376NPFW81MNB905520006NPF37044220 was increased by \$248,000.00 from \$0.00 to \$248,000.00

The contract ACRN AK has been added.

The following have been modified:

CONTRACT ADMINISTRATION

In order to expedite administration of this contract, the following delineation of duties is provided. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the function assigned.

1. PROCURING CONTRACT OFFICE (PCO)

Contracting Officer (ATTN: [REDACTED])  
National Guard Bureau  
1411 Jefferson Davis Hwy  
NGB-ZC-AQ-JS  
Arlington, Virginia 22202  
(703) 607-1127  
e-mail: [REDACTED]

[REDACTED] is responsible for:

- a) All pre award information, questions or data
- b) Freedom of Information Inquiries
- c) Changes/Questions/Information regarding the scope, terms, or conditions of the basic contract document.
- d) Post Award Conference (if needed)
- e) Authority to proceed in an Emergency

2. CONTRACT ADMINISTRATION OFFICE

Contracting Officer (ATTN: [REDACTED])  
National Guard Bureau  
1411 Jefferson Davis Hwy  
NGB-ZC-AQ-JS  
Arlington, Virginia 22202  
(703) 607-1127  
e-mail: [REDACTED]

[REDACTED] is responsible for:

- a) Matters specified in FAR 42.302 and DFARS 42.302, except in those areas specifically designated as the responsibility of someone else herein.
- b) Monitoring the performance of Contracting Officer representative.
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4. CONTRACTING OFFICER'S REPRESENTATIVE (COR)/CONTRACTING OFFICER TECHNICAL REPRESENTATIVE (COTR)

**Primary:**  
[REDACTED]

**Alternate:**  
[REDACTED]



1411 Jefferson Davis Hwy  
Arlington, Virginia 22202  
(703) 607-5493  
e-mail: [REDACTED]

1411 Jefferson Davis Hwy  
Arlington, Virginia 22202  
(703) 607-5547  
e-mail: [REDACTED]

The COR/COTR is responsible for:

- a) Liaison between government and contractor personnel
- b) Technical clarification of the Performance Statement of Work
- c) Quality Assurance of services performed and acceptance of services rendered.
- d) Certification of invoice for payment.
- e) Monitoring of cost-reimbursement items to ensure ceiling amounts are not exceeded.
- f) Monitoring of security requirements on government installations.
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5. This is a competed FSS award under GS-10F-0234M.
6. The Contractor POC is Ron Tipa, (703)532-0800, ext 102, rjtipa@mpscrc.com.
7. Contractor DUNS Number is 059683727.
8. The Contractor CAGE Code is 1R6X3.
9. The Contractor TIN is 54-1894400.
10. The Contractor address is:

Military Personnel Services Corporation  
8059B Arlington Blvd  
Falls Church, VA 22044

11. Please be sure to include electronic payment information on the invoice.

12. Please forward the invoice as indicated in Block 18A. However, to insure prompt payment, please provide a copy of the invoice to the COR as listed above in number 4.

STATEMENT OF WORK

**STATEMENT OF WORK (SOW)**

**Family Readiness Assistant (FRA) for the National Guard Bureau J-1**

**1. Background.**

National Guard Bureau recognizes the important link between mission success and the well-being of families at home. Training, communication, and coordination between Unit Commanders, State Family Program Directors, Rear Detachment Commanders (RDC), and volunteer Family Readiness Group (FRG) Leaders must be established prior to deployment and maintained to ensure resilient, stable family members on the home front.

During visits to FORSCOM installations in April/May 03, the then Secretary of the Army, Thomas White asked FRG Leaders how the Army could help them. RDC staffs requested full time Family Readiness Personnel to enhance communication within the Command, RDC, and FRG Leader Team and provide continuity for basic FRG services, e.g. maintaining rosters, telephone trees, and providing regular communications and training, etc. These positions were initially fielded in FY-05.

This requirement includes continued capability to meet current/future deployment requirements and performance objectives and additional training materials.

**2. Scope.** The contractor shall provide up to 58 Family Readiness Assistants (on-site) and 1 Program Manager (off-site). The Family Readiness Assistants will be located in the 54 States and territories (some states require more than one). The distribution of contractor employees will be coordinated with the contractor after award. The number of states requiring a contractor employee may increase or decrease during the life of the contract, depending on the mission within the states. The projected breakdown of the Family Readiness Assistants is the following:

Alabama	1
Alaska	1
Arizona	1
Arkansas	1
California	2
Colorado	1
Connecticut	1
Delaware	1
D.C.	1
Florida	1
Georgia	1
Guam	1
Hawaii	1
Idaho	1
Illinois	1
Indiana	1
Iowa	1
Kansas	1
Kentucky	1
Louisiana	1
Maine	1

Maryland	1
Massachusetts	1
Michigan	1
Minnesota	1
Mississippi	1
Missouri	1
Montana	1
Nebraska	1
Nevada	1
New Hampshire	1
New Jersey	1
New Mexico	1
New York	2
North Carolina	1
North Dakota	1
Ohio	1
Oklahoma	1
Oregon	1
Pennsylvania	2
Puerto Rico	1
Rhode Island	1
South Carolina	1
South Dakota	1
Tennessee	1
Texas	2
Utah	1
Vermont	1
Virginia	1
Virgin Islands	1
Washington	1
West Virginia	1
Wisconsin	1
Wyoming	1
Total	58

### 3. Tasks.

#### 3.1 Family Readiness Assistant Tasks

Facilitates training for RDCs and FRG leaders

Maintain the critical communication link between RDCs and FRG leaders

Ensure the responsiveness of established community resources.

Assist the State Family Program Director in recruiting and training FRG volunteers

Establish and maintain a database of FRG volunteers at the state level and maintain the FRG Leader Roster on the NGB Family Program website.

Coordinate formal training of volunteers and command personnel

Coordinates through local installation resources to work with the family readiness groups, and to instruct and train units, soldiers, and families.

Assists subordinate units with publishing FRG newsletters, developing telephone trees, maintaining rosters, coordinating FRG meetings times and location.

Assists commanders with scheduling pre-deployment and reunion briefings utilizing Operation READY training materials

Work with Rear Detachment Commanders and Family Readiness Liaison Officers (FRLO) to ensure timely and accurate information is relayed to families.

Liaison with National Guard Family Program Office, State Family Program Office and other community agencies. Plan and schedule technical briefings, orientations and workshops for the command, soldier and family members in the area of family readiness groups, deployment and reunion.

Refers soldiers and family members, as appropriate, for more specialized assistance.

Provide information to soldiers and family members for implementation and organization of family preparedness and readiness groups using existing resources.

Using existing resources develop "user friendly" database to store critical information related to emergency resources, contact numbers, locations of sources, etc.

Provide referrals for clients to the resource database and local community resources.

Provide literature to instruct with the use of resource database.

Coordinate presentations for linking with existing community resources.

Coordinate with State Family Program Office/community to obtain written and visual communication materials to present information to audiences with varying levels of understanding.

Participate in installation mobilization exercises where family assistance is required.

Maintain contact with family members of deployed soldiers using established rosters, keeping them aware of the resources available to meet their needs.

Maintain list of trained Rear Detachment Officers.

Maintain updated roster of military and civilian/volunteer Family Readiness Group leaders/advisors.

### **Education and Experience**

Two years of college desired.

Experience working in military family program as a volunteer and FRG related experience, or as a paid employee, or military member.

Experience in making oral presentations to various size groups.

Good communication (both verbally and written) skills.

Good interpersonal communication skills.

Public relations – working closing with other external organizations, to include news media.

Ability to plan, organize, and train various personnel.

### **Special Requirements:**

Ability to pass any necessary background investigations.

Must possess a valid state drivers license.

Must be proficient in GFTB and GFAP

Must be proficient in Microsoft word, excel, and PowerPoint

### **3.2 Family Readiness Assistant Program Manager**

The Family Readiness Assistant Program Manager shall provide Supervisory and administrative support to assist the NGB-FP COR in daily operations and to assist the staff at the national program office in meeting their objectives.

This includes providing guidance, managing deliverables, providing monthly reports, ensuring all NGB supported data bases are populated with FAC Report information and supporting training events and conferences, briefings, workshops, and other events. The Family Readiness Assistant Program Manager shall manage short and long range calendars which will guide the efforts of the Family Readiness Assistants in each state and territory. Responds to State and Territory family services policy inquiries and program issues. Coordinates with NGB COR, GI, Family Program Office, and State Leadership on where to open, close, or relocate Family Assistance Centers based on deployment surge requirements.

## Education and Experience

Two years of college desired.

Experience working in military family program as a volunteer and FRG related experience, or as a paid employee, or military member.

Experience in making oral presentations to various size groups.

Good communication (both verbally and written) skills.

Good interpersonal communication skills.

Public relations – working closing with other external organizations, to include news media.

Ability to plan, organize, and train various personnel.

## Special Requirements:

Demonstrated Supervisory Experience

Ability to work independently

Ability to analyze statistical data and brief trend analysis based on the compiled data

Ability to pass any necessary background investigations.

Must possess a valid state drivers license.

Must be proficient in GFTB and GFAP

Must be proficient in Microsoft Word, excel, and PowerPoint

## 4.0 Government Furnished Resources

**4.1. General.** The Government will provide the following resources:

**4.2 Facilities, Supplies, and Services.** Office space, office supplies, computer, classified and unclassified storage, telephone, and reproduction facilities will be provided for the on-site employees.

**4.3. Information.** The Government will provide the following information: Manuals, texts, briefs, and other materials associated with this Statement of Work which support family programs.

**5.0 Contractor Furnished Resources.** The contractor may provide cell phones and internet access as needed. This must be approved by the COR/COTR.

**5.1. General.** The contractor will provide the following resources:

**5.2 Facilities, Supplies, and Services.** The contractor will provide these items for the Family Readiness Assistant Program Manager.

**5.3. Information.** The contractor will coordinate with the government to provide the following information: Manuals, texts, briefs, and other materials associated with this Statement of Work which support family programs.

## 6.0 ADMINISTRATIVE CONSIDERATIONS

**6.1. Points of Contact.**

**6.1.1 Contracting Officer's Representative:**

**6.1.2 Security Officer.** Security will be in accordance with DD Form 254 (Department of Defense Contract Security Classification Specification). Contractor personnel clearances shall be at least at the NAC level. Security Office can be reached at (703) 607-3911.

**6.2 Place of Performance.** The Family Readiness Assistant is located in the Joint Forces Headquarters in each state and territory. If space is limited or not available in the Joint Forces Headquarters, the State Family Program Director may designate an alternate government facility within their state/territory. This must be coordinated with the

COR/COTR. For the states that are authorized more than 1 Family Readiness Assistant, the State Family Program Director may designate an alternate government facility within their state. This also must be coordinated and approved by the COR/COTR. The FRA Program Manager will be located at the contractor's location.

**6.3 Hours of Work.** Contractor personnel are expected to conform to customer agency normal operating hours. However, based upon command requirements flex hours are authorized to meet mission needs. There will be occasion to require nights and weekends.

**6.4 Duration of Task.** Duration of this task is 7 1/2 months from the date of award with 4 option years.

## 6.5 Travel and Training

**6.5.1 Travel.** Actual expenses are limited by the Government Travel Regulations and travel must be pre-approved by the Contracting Officer Representative (COR). Travel to attend a minimum of three training conferences per year and in and around mileage reimbursement within the state or territory assigned is a requirement.

**6.5.2 Training.** At the discretion of the client, training in emerging technology and other areas and processes may be provided within available resources.

**6.6 Privacy and Security.** All contract employees shall have or be in the process of obtaining a local background check.

**6.6.1 Clearances.** All employees shall have or be in the process of obtaining a NAC security level clearance.

**6.6.2 Privacy Act.** Work on this project requires that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

## 7.0 SPECIAL INSTRUCTIONS

**7.1 General.** All documents and deliverables described in this SOW and amendments or modifications shall be submitted in a professional manner and on the appropriate cover or action sheet in accordance with the ARNG Memo 25-52, or as otherwise specified by the client.

## 7.2 Deliverables.

As a Family Program Training Coordinator several task items would ensure deliverables are met:

1. Establish and coordinate volunteer and FRG training for RDCs:
  - a. Maintain a list of units and associated RDCs on [www.guardfamily.org](http://www.guardfamily.org) (or state developed list maintained by FRA)
  - b. Assist Commanders and RDCs in planning and scheduling technical briefings, orientations and workshops with Family Program volunteer related training
  - c. Provide literature (User Guide located in [www.guardfamily.org](http://www.guardfamily.org)) to units to instruct the use of Guard Family Portal
  - d. Assist RCDs in establishing FRGs
  - e. Volunteer Orientation
2. Assist FRG Leadership in coordinating training.
  - a. Assist units with publishing FRG newsletters and training on the development of telephone trees
  - b. Other training as requested
3. Develop FRG and FRG Leadership Roster:
  - a. Maintain a list of FRGs and FRG Leadership on [www.guarfamily.org](http://www.guarfamily.org) (or state developed list maintained by FRA)
  - b. Provide training on activity tracking for volunteers

4. Establish, coordinate and support training for State Family Program Office:
  - a. Develop and provide recommend training plan for the State Family Program office to the SFPD for approval to include any/or all of the following:
    - i. State Workshops
    - ii. Regional Workshops
    - iii. Unit Specific training
    - iv. Specific training based on needs of the Guard community or by specific requests
  - b. Develop training synopsis and presentations (for various levels of understanding) to be approved by SFPD/WFPC as requested
  - c. Develop presentations on how to effectively utilize community resources with the FRG
  - d. Provide logistical support for training (preparing training manuals, agendas, determining location requirements, technical requirements, etc.)
5. Develop and maintain State Volunteer Training Team
  - a. Recruit training volunteers
  - b. Provide skills enhancement training for selected volunteers
6. National Workshop/Symposium curriculum development and facilitation as well as associated services during the course of event (coordinated by NGB-FP COR prior to event)

As a state Volunteer Coordinator the following task items are recommended:

1. Ensure volunteer activity and data are entered and maintained in [www.guardfamily.org](http://www.guardfamily.org)
2. Maintain a list of FRGs and FRG Leadership on [www.guarfamily.org](http://www.guarfamily.org) (or state developed list maintained by FRA) – also listed above
3. Provide available reports based on volunteer activity available in [www.guardfamily.org](http://www.guardfamily.org) to SFPD/WFPC
4. Assist SFPD/WFPC in recruiting and retaining volunteers
5. Assist SFPD and RDCs in establishing FRGs
6. Assist with Key Spouse program administration as requested by WFPC
7. Participation in state advisory council

#### **Deliverables 7.2 (FRA Program Manager)**

1. Provide compiled monthly report to NGB-FP
2. Provide supervisory and administrative support to assist the NGB-FP COR in daily operations and to assist at the national program office in meeting their objectives. This includes providing guidance, managing deliverables, providing monthly reports, ensuring all NGB supported data bases are updated.
3. Manage short and long range calendars which will guide the efforts of the Family Readiness Assistants in each state and territory.
4. Support NGB-FP training events and conferences, briefings, workshops and other events.

**7.2.1** The contractor shall train, maintain, and recruit FRG Leaders and train Rear Detachment Commanders. A monthly activity report will be provided and compiled by the FRA Program Manager for submission to NGB. The FRA will also ensure all volunteer activity and data is entered and maintained in the NGB Client Tracking System.

**7.2.2** The contractor shall provide training synopsis, training presentations; reports to support program implementation. For national workshops or symposiums, the contractor shall develop curriculum and provide facilitation and associated services during the course of the event. These items will be coordinated by the COR in advance of the event occurrence.

**8.0 Period of Performance**

Base Period - 29 September 2005 – 15 Apr 2006  
Option Period #1- 16 Apr 2006 – 15 Apr 2007  
Option Period #2- 16 Apr 2007 – 15 Apr 2008  
Option Period #3 - 16 Apr 2008 – 15 Apr 2009  
Option Period #4- 16 Apr 2009 – 15 Apr 2010

(End of Summary of Changes)



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1   12	
2. AMENDMENT/MODIFICATION NO. P00014	3. EFFECTIVE DATE 13-Apr-2010	4. REQUISITION/PURCHASE REQ. NO. SEE SCHEDULE		5. PROJECT NO. (If applicable)		
6. ISSUED BY NGB-ZC-AQ - W9133L 1411 JEFFERSON DAVIS HWY ARLINGTON VA 22202-3231	CODE W9133L	7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) MILITARY PERSONNEL SERVICES CORPORATION RON TIPPA 8066 LEESBURG PIKE STE 900 FALLS CHURCH VA 22041-2234				9A. AMENDMENT OF SOLICITATION NO.		
				9B. DATED (SEE ITEM 11)		
				X	10A. MOD. OF CONTRACT/ORDER NO. W9133L-05-F-0288	
				X	10B. DATED (SEE ITEM 13) 29-Sep-2005	
CODE 1R6X3	FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS			
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer 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 _____ copies 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 ACKNOWLEDGMENT 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) <b>See Schedule</b>						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.						
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).						
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR Clause 52.217-9, Option to Extend the Term of the Contract						
D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Modification Control Number: mitchc9010896 A. Pursuant to FAR Clause 52.217-9, Option to Extend the Term of the Contract, the purpose of this modification is to extend the period of performance by 5 months. B. The Period of Performance is extended until 15 SEP 10. C. The total cost of this contract is increased by \$2,030,231.68 from \$18,912,064.02 to \$20,942,295.70. D. All other terms and conditions remain the same. See Summary of Changes for details.						
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.						
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
			/CONTRACT OFFICER TEL: 703-607-1127 EMAIL: [REDACTED]			
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED		
(Signature of person authorized to sign)		BY [REDACTED]		19-Apr-2010		
		(Signature of Contracting Officer)				

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$2,030,231.68 from \$18,912,064.02 to \$20,942,295.70.  
The vendor signature required required has been added.  
The number of award copies required has increased by 1 from 0 to 1.

SUPPLIES OR SERVICES AND PRICES

CLIN 5001 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5001		1,735,231.68	Dollars, U.S.	\$1.00	\$1,735,231.68
EXERCISED OPTION	Extension-Family Readiness Assistant FFP-LOE This line item extends the services provided under CLIN 4001. Family Readiness Assistant for NGB-J1 in accordance with the enclosed Statement of Work. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB00702007				
				NET AMT	\$1,735,231.68
				CEILING PRICE	\$0.00
	ACRN AL CIN: W81MNB007020075001				\$1,735,231.68

CLIN 5002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5002			Dollars, U.S.		\$185,000.00
EXERCISED OPTION	Extension- Travel COST This line item extends Travel provided under CLIN 4002. Travel is cost reimburseable and in accordance with the Joint Travel Regulation. Travel to be coordinated and approved by the Contracting Officer Representative. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB00702007				
				ESTIMATED COST	\$185,000.00
	ACRN AL CIN: W81MNB007020075002				\$185,000.00

CLIN 5003 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
5003			Dollars, U.S.		\$110,000.00
EXERCISED OPTION	Extension- Other Direct Costs COST This line item extends ODCs provided under CLIN 4003. Other Direct Costs are cost reimburseable. Other direct costs are to be coordinated and approved by the Contracting Officer Representative. FOB: Destination PURCHASE REQUEST NUMBER: W81MNB00702007				
				ESTIMATED COST	\$110,000.00
	ACRN AL CIN: W81MNB007020075003				\$110,000.00

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$2,030,231.68 from \$18,912,064.02 to \$20,942,295.70.

CLIN 5001:  
Funding on CLIN 5001 is initiated as follows:

ACRN: AL  
CIN: W81MNB007020075001

Acctng Data: 210206500000181055131G18119002512376NPFW81MNB007020076NPF37044220

Increase: \$1,735,231.68

Total: \$1,735,231.68

CLIN 5002:

Funding on CLIN 5002 is initiated as follows:

ACRN: AL

CIN: W81MNB007020075002

Acctng Data: 210206500000181055131G18119002512376NPFW81MNB007020076NPF37044220

Increase: \$185,000.00

Total: \$185,000.00

CLIN 5003:

Funding on CLIN 5003 is initiated as follows:

ACRN: AL

CIN: W81MNB007020075003

Acctng Data: 210206500000181055131G18119002512376NPFW81MNB007020076NPF37044220

Increase: \$110,000.00

Total: \$110,000.00

#### DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 0002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 0003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 0004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
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The following Delivery Schedule item for CLIN 0005 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 29-SEP-2005 TO 15-APR-2006	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 1001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 1002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 1003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 1004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 18-AUG-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 18-AUG-2006 TO 15-APR-2007	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 2001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
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To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 2002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 2003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1



The following Delivery Schedule item for CLIN 2004 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2007 TO 15-APR-2008	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 3001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 3002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1
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The following Delivery Schedule item for CLIN 3003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2008 TO 15-APR-2009	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 4001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 4002 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item for CLIN 4003 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2009 TO 15-APR-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item has been added to CLIN 5001:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2010 TO 15-SEP-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item has been added to CLIN 5002:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 16-APR-2010 TO 15-SEP-2010	N/A	SEE SCHEDULE N/A N/A AA N/A FOB: Destination	SCHED1

The following Delivery Schedule item has been added to CLIN 5003:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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POP 16-APR-2010 TO N/A  
15-SEP-2010

SEE SCHEDULE  
N/A  
N/A AA N/A  
FOB: Destination

SCHED1

#### INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 5001:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 5002:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following Acceptance/Inspection Schedule was added for CLIN 5003:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
Destination	Government	Destination	Government

The following have been modified:

#### 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

(End of Summary of Changes)