

**ORDER FOR SUPPLIES OR SERVICES (FINAL)**

1. CONTRACT NO. N00178-06-D-4675				2. DELIVERY ORDER NO. JM03		3. EFFECTIVE DATE 2010 Sep 30		4. PURCH REQUEST NO. N/A		5. PRIORITY Unrated		
6. ISSUED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143			CODE N69450	7. ADMINISTERED BY NAVFAC SOUTHEAST Bldg. 902 P.O. Box 143 Jacksonville FL 32212-0143				CODE N69450	8. DELIVERY FOB DESTINATION OTHER (See Schedule if other)			
9. CONTRACTOR Aeolus Systems LLC 2690 Drew St, Unit 301 Clearwater FL 33759			CODE 3PHN5	FACILITY 140534152		10. DELIVER TO FOB POINT BY (Date) See Schedule			11. X IF BUSINESS IS			
						12. DISCOUNT TERMS Net 30 Days WIDE AREA WORK FLOW			X	SMALL		
						13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Section G			X	SMALL DISADVANTAGED		
										WOMEN-OWNED		
14. SHIP TO See Section D			CODE	15. PAYMENT WILL BE MADE BY DFAS Cleveland Anthony J. Celebrezze Federal Building, 1240 East 9th Street Cleveland OH 44199-2055				CODE N68732	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.												
Aeolus Systems LLC				Joseph Philipose CEO								
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		\$109,800.00		
				BY: /s/Dawn M Brown				09/08/2010		26. DIFFERENCES		
				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			
f. TELEPHONE					g. E-MAIL ADDRESS		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					31. PAYMENT COMPLETE				34. CHECK NUMBER			
a. DATE		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			31. PAYMENT 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**

TWO (2) PERSONNEL.

The period of performance is 30 SEP 2010 - 29 SEP 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
5000	ADMINISTRATIVE SUPPORT -REAL ESTATE #1 (OTHER)	2000.0	LH	\$28.00	\$56,000.00
5001	ADMINISTRATIVE SUPPORT -REAL ESTATE #2 (OTHER)	2000.0	LH	\$26.90	\$53,800.00

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## **SECTION C DESCRIPTIONS AND SPECIFICATIONS**

### **STATEMENT OF WORK (SOW) FOR Office Automation Assistant**

#### **SCOPE.**

Under this task order, the contractor will independently provide support services to satisfy the overall operational objectives of the execution of NAVFAC Southeast's broad and diverse mission of facilitating inter-governmental operational requirements. This position will provide Office Automation support to the NAVFAC SE Real Estate Core. The primary objective is to provide contractor services and deliverables through performance of TWO Office Automation Assistants

#### **ORGANIZATION. Naval Facilities Engineering Command, Southeast, Jacksonville, FL**

#### **TASKS/SERVICES.** The contractor shall:

- Assist Realty Specialist in completely inventorying approximately 1000 Real Estate contract files.
- Assist Realty Specialist to identify, correct and verify existing paper data and update new records as required.
- Assist Realty Specialist with current procedures and processes associated with the filing and use of Real Estate data.
- Assist Realty Specialist in converting all Real Estate records to electronic format.
- In addition to the specific tasks identified above, the contractor will support the NAVFAC Southeast Region Realty Specialist on a variety of ad hoc Real Estate projects. These projects will be both short and long-term and cross a variety of disciplines but will center on elimination of the backlog of Real Estate related administrative actions.

#### **DELIVERABLES.**

- 95% of the requirements above should be submitted on time and accurate.

#### **CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED.** The contractor must have:

- Excellent clerical skills.
- The ability to understand basic real estate terms in order to process files.
- The ability to handle critical documents reliably.

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- Ability to manage multiple assignments and remain organized.
- Excellent oral and written communication skills.
- United States Citizen

### **PERIOD OF PERFORMANCE.**

The period of performance is 30 SEP 10 - 29 SEP 11

### **PLACE OF PERFORMANCE.**

The place of performance is **NAS Jacksonville**

### **OPERATIONAL HOURS.**

Work will be performed 40 hours per week during normal business hours, Monday-Friday, excluding Federal holidays.

### **OVERTIME.**

Overtime is not authorized.

### **SAFETY ISSUES.**

**GOVERNMENT-FURNISHED EQUIPMENT, BADGE, KEYS AND/OR FACILITIES PROVIDED. Government will furnish government badge and necessary computer systems as required.**

### **SECURITY CLEARANCE/POLICE CHECK/DRIVING RECORD CHECK.**

Work under this task order is UNCLASSIFIED. The contractor shall comply with all applicable Department of Defense (DoD) security regulations and procedures during the performance of this task order. The contractor shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, and Government personnel work products that are obtained or generated in the performance of this task order. If necessary, the contractor will be required to provide clearances for personnel requiring access to Government computers and workstations.

### **REIMBURSABLE EXPENSES (TRAVEL, CONFERENCE, TRAINING, EQUIPMENT OR MATERIALS, ETC.).**

Travel is not required

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**TASK TYPE.**

Labor-Hour

**NON-PERSONAL SERVICE STATEMENT.**

Contractor employees performing services under this order will be controlled, directed and supervised at all times by management personnel of the contractor. The contractor's management shall ensure that employees properly comply with the performance standards outlined in the Quality Assurance Surveillance Plan (QASP). Contractor employees will perform independent of and without the supervision of any Government official. Actions of contractor employees may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the U.S. Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

**GOVERNMENT PROJECT OFFICER.**

The Government Project Officer will provide general instructions on limitations and deadlines, and is responsible for administration of the task order in compliance with the contract to include inspection and acceptance of deliverables.

Point of Contact: Eric Denfeld  
Phone: (904) 542-6329  
E-Mail: eric.denfeld@navy.mil

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## **SECTION D PACKAGING AND MARKING**

N/A

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## **SECTION E INSPECTION AND ACCEPTANCE**

N/A

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## **SECTION F DELIVERABLES OR PERFORMANCE**

### CLIN - DELIVERIES OR PERFORMANCE

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

5000	9/30/2010 - 9/29/2011
5001	9/30/2010 - 9/29/2011

Services to be performed hereunder will be provided at (insert specific address and building etc.)

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## SECTION G CONTRACT ADMINISTRATION DATA

### 5252.232-9301 INVOICING PROCEDURES ELECTRONIC (FEB 2009)

(a) In accordance with DFARS Clause 252.232-7003 titled "Electronic Submission of Payment Requests", this contract/order requires use of the DoD Wide Area Workflow (WAWF) system for the submission of invoices. This web-based system, located at <https://wawf.eb.mil>, provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment. Invoices rendered under this contract shall be submitted electronically through WAWF. Submission of hard copy DD250/invoices will no longer be accepted for payment.

(b) It is recommended that the person in your company designated as the Central Contractor Registration (CCR) Electronic Business Point of Contact (EBPOC), and anyone responsible for the submission of invoices, use the online training system for WAWF at <http://wawftraining.com>. The Vendor, Group Administrator (GAM), and sections marked with an asterisk in the training system should be reviewed. Vendor Quick Reference Guides also are available at <http://acquisition.navy.mil/navyaos/content/view/full/3521/>. The most useful guides are "Getting Started for Vendors" and "WAWF Vendor Guide".

(c) Within ten (10) days after award, the designated CCR EBPOC is responsible for activating the company's CAGE code in WAWF by calling 1-866-618-5988. Once the company's CAGE code is activated, the CCR EBPOC must self-register under the company's CAGE code on WAWF and follow the instructions for a group administrator. After the company is set-up on WAWF, any additional persons responsible for submitting invoices must self-register under the company's CAGE code at <https://wawf.eb.mil>.

(d) The contractor shall use the following document type, DODAAC codes with corresponding extensions, and inspection and acceptance locations when submitting invoices in WAWF:

Initial Document Creation requires the following:	
Contract Number	N00178-06-D-4675
Delivery Order Number	JM03
Cage Code/Ext	3PHN5
Pay DoDAAC	N68732
Document Type	Navy Construction and Facilities Management Invoice
On the WAWF "Header Tab" the following is required:	
Issue Date	9 SEP 10
Issue By DoDAAC	N69450
Admin By DoDAAC	N69450
Inspect By DoDAAC/Ext	"LEAVE BLANK"
Ship To Code/Ext or Service Acceptor	N69450
Ship From Code/Ext	"LEAVE BLANK"
LPO DoDACC	N69450
Once Submitted, select "Send More Email Notifications"	
Accountable Official Email Address	dawn.m.brown@navy.mil

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The NAVFAC WAWF point of contact for this contract is Dawn M. Brown and can be reached at dawn.m.brown@navy.mil.

Note: Supporting documentation must be attached. File names cannot contain spaces or special characters, except underscore "\_" which is an acceptable character. There is NO maximum to the number of files that can be attached to an invoice, however EACH file is limited to a maximum file size UNDER 2 megabytes.

(e) Before closing out of an invoice session in WAWF, but after submitting the document(s), you will be prompted to "Send More Email Notifications." Select "Send More Email Notification" and add additional email addresses noted above in the first email address blocks. This additional notification to the Government is important to ensure that the specific acceptor/receiver is aware the invoice documents have been submitted into WAWF.

(f) If you have any questions regarding WAWF, please contact the WAWF helpdesk at 866-618-5988 or the NAVFAC WAWF point of contact identified above in section (d).

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Accounting Data
SLINID  PR Number                Amount
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5000                                56000.00
LLA :
AA S 17 10101804 KU2N 0252 62470 8 068732 2D SSVB0Q AA002SFPX010

5001                                53800.00
LLA :
AA S 17 10101804 KU2N 0252 62470 8 068732 2D SSVB0Q AA002SFPX010

BASE Funding 109800.00
Cumulative Funding 109800.00

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **SECURITY REQUIREMENT**

The following is required for all DoD contractor employees working in Government facilities.

DOD 5200.08-R/C3.3: "The CAC shall be the principal identity credential for supporting interoperable access to installations, facilities, buildings, and controlled spaces".

DOD 5200.08-R/C3.3.1.2: "A National Agency Check with Inquiries (NACI) or equivalent national security clearance (e.g. National Agency Checks including credit check (NACLC)) is required for permanent issuance of the credential. The credential may be issued upon favorable return of the FBI fingerprint check, pending final favorable completion of the NACI/equivalent, based on a commander/director risk management decision. An individual holding a valid national security clearance shall not require an additional submission of the NACI/equivalent."

SECNAV M-5510.30/9-24,6: "Commands will include the FAD (facility access determination) program requirements in contract specifications when trustworthiness determinations will be required on the contractor employees". In this case the FAD program requirement is a CAC now required by the regulation above.

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## **SECTION I CONTRACT CLAUSES**

### **STANDARD CLAUSES CONTAINED IN BASIC MAC SHALL APPLY**

#### **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**