DELIVERY ORDER

1. CONTRACT NO.
   N00178-07-D-4954

2. DELIVERY ORDER NO.
   JU01

3. EFFECTIVE DATE
   08/28/2007

4. PURCHASE REQUEST NO.
   N40080-07-NR-55525

5. ISSUED BY
   NAVFAC Washington
   1315 Harwood St SE
   Washington Navy Yard DC 20375
   naomi.melendez@navy.mil 202-685-8051

6. ADMINISTERED BY
   DCMA VIRGINIA
   10500 BATTLEVIEW PARKWAY, SUITE 200
   MANASSAS VA 20109-2342

7. CONTRACTOR
   AOC APPLIED TECHNOLOGIES CORPORATION
   14030 THUNDERBOLT PLACE, SUITE 700
   Chantilly VA 20151

8. DELIVERY DATE
   See Section F

9. CLOSING DATE/TIME
   [Blank]

10. MAIL INVOICES TO
    See Section G

11. SHIP TO
    [Blank]

12. PAYMENT WILL BE MADE BY
    DFAS Columbus Center.South Entitlement Operations
    P.O. Box 182264
    Columbus OH 43213

13. TYPE OF ORDER
    [ ] This delivery order call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.

ACCEPANCE. 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.

AOC APPLIED TECHNOLOGIES CORPORATION

NAME OF CONTRACTOR: Enrich Mendez
SIGNATURE: President
TYPED NAME AND TITLE: DATE SIGNED: 

14. ACCOUNTING AND APPROPRIATION DATA
    See Section G

15. ITEM NO. 16. SCHEDULE OF SUPPLIES/SERVICES 17. QUANTITY ORDERED/ACCEPTED 18. UNIT PRICE 19. UNIT PRICE 20. AMOUNT
   [Blank]

See the Following Pages

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.

21. UNITED STATES OF AMERICA
   By: Dean E Koepp
   08/28/2007
   CONTRACTING/ORDERING OFFICER

22. TOTAL
   $45,848.75

SECTION DESCRIPTION
B SUPPLIES OR SERVICES AND PRICES/COSTS
C DESCRIPTION/SPC/WORK STATEMENT
D PACKAGING AND MARKING
E INSPECTION AND ACCEPTANCE
F DELIVERIES OR PERFORMANCE
G CONTRACT ADMINISTRATION DATA

SECTION DESCRIPTION
H SPECIAL CONTRACT REQUIREMENTS
I CONTRACT CLAUSES
J LIST OF ATTACHMENTS

22. TOTAL
   $45,848.75
SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Supplies/Services Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>The contractor shall provide professional services to support NAVFAC HQ Total Force Directorate in accordance with the government Statement of Work herein. (OTHER)</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>2002</td>
<td>The contractor shall provide professional services to support NAVFAC HQ Total Force Directorate in accordance with the government Statement of Work herein. (OTHER) Option</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>2003</td>
<td>The contractor shall provide professional services to support NAVFAC HQ Total Force Directorate in accordance with the government Statement of Work herein. (OTHER) Option</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>
SECTION C DESCRIPTIONS AND SPECIFICATIONS

STATEMENT OF WORK

Program Analyst/Program Management Support for NAVAL FACILITIES ENGINEERING COMMAND

TOTAL FORCE DIRECTORATE TEMPORARY CONTRACTUAL SUPPORT

BACKGROUND: The Total Force Directorate (TFD) at the Naval Facilities Engineering Command (NAVFAC) is still in its infancy in organizing and staffing up to fulfill the myriad of duties assigned to it. This organization is part of the overall Navy effort to identify its workforce assets including military, civilian and contractor employees. TFD today consists of manpower, human resources and diversity branches. Some of the functions are in the process of being defined, others like the civilian personnel programs are very mature. Diversity is receiving greater emphasis and importance in the TF recruiting planning, and as such, aggressive strategies to attract a talented and diverse workforce are being developed.

SCOPE: This position will provide analytical, database and management support to the Total Force Directorate at NAVFAC. Execution of the tasks listed below includes, but is not limited to, performing the following functions: analysis and assessment of TFD/NAVFAC billet structure and mapping; development and deployment of staffing strategies; user education and orientation; preparation, coordination and publication of Total Force Plan and reports.

Tasks and Deliverables

Task 1 – Provide Analytical and Database Support:

The work effort includes the mapping of military, civilian and contractor support services (CSS) billets into the Chief Naval Operations (CNO's) primary manpower database for billet accountability, the "Intelligent Workbook". This effort requires database management, as well as coordination with NAVFAC component activities (e.g. NAVFAC LANT, NAVFAC PAC and FECs) concerning NAVFAC's products and services, Navy's End Item Products, and Demand Signals associated with each of the billets.

Task 2 – Development of a Total Force Plan for NAVFAC:

The requirements for this support include development, staffing and publishing a Total Force Plan that looks across the entire NAVFAC organization, including its subordinate commands. This plan will describe the mission, vision, guiding principles and actionable objectives for Total Force Alignment, Civilian Community Management and Diversity and Inclusion. Research of existing TF doctrine in place at other Navy and civilian organizations as well as coordination and liaison with affiliated personnel staffs may be required.
**SKILL SET:** Skills required to perform this effort include excellent writing and communication abilities, superior use of the English language, multi-tasking, basic knowledge of manpower and staffing principles (forecasting needs and locating sources of potential employees), logic and analytical prowess, and database management (primarily Oracle).

**LEVEL OF EDUCATION/EXPERIENCE:** The person filling the contractor assistance position must possess at least a bachelor’s degree and have demonstrated abilities in the skills listed above. (three years experience preferred; knowledge of Oracle, Microsoft Office to include Powerpoint and Excel, OPNAV N1 Intelligent Workbook)

**PERIOD OF PERFORMANCE:** This is anticipated to be a temporary position NTE four months in duration.

**PLACE OF PERFORMANCE:** Washington Navy Yard, building 39.

**TRAVEL:** The government will provide reimbursement for approved travel at prevailing rates in accordance with the Joint Travel Regulations at an amount not to exceed $2000.00. Travel receipts must be provided with the invoice. At this time, only local travel is anticipated.

Government-Furnished Items

The Government will furnish at the government location the following for this project:
  a. The Government will supply NMCI computer equipment to include Common Access Cards (CACs).
  b. Telephone, copy machines, FAX and administration equipment and supplies.

**SECURITY REQUIREMENTS:** Contractor Personnel may be required to have a background check.

**SECURITY**

All deliverables provided under this contract are unclassified.

Common Access Card (CAC)

The contractor shall ensure Common Access Cards (CACs) with Public Key Infrastructure (PKI) are obtained for contractor personnel who require logical access to the Department of the Navy’s computer networks and systems.

Contractor personnel shall each coordinate with the Government sponsor to complete and submit an application for a CAC card through the Contractor Verification System (CVS). Within seven (7) days following completion of the contract, the contractor shall return all CACs issued to their personnel to the government authorizing official.

**USER AGENCY POINTS OF CONTACT**

Richard D. Dugan
Total Force Directorate

Headquarters, Naval Facilities Engineering Command
Washington Navy Yard
1322 Patterson Avenue, SE Suite 1000
Washington, DC 20374-5065

(202) 685-9072
DSN 325-9072

E-mail: richard.dugan@navy.mil

LCDR Michael Dysart, CEC, USN, P.E.

Branch Head, Manpower Division, Total Force Directorate
Headquarters, Naval Facilities Engineering Command
Washington Navy Yard
1322 Patterson Avenue, SE Suite 1000 Washington, DC 20374-5065

(202) 685-9277
DSN 325-9277

E-mail: michael.dysart@navy.mil
SECTION D PACKAGING AND MARKING

Best commercial practice is acceptable. Reports/data and invoices shall not be sent through the regular mail. Invoices shall be submitted electronically to the assigned NAVFAC website.
SECTION E INSPECTION AND ACCEPTANCE

Inspection and acceptance will be by the government project manager at destination.
CLIN - DELIVERIES OR PERFORMANCE

CLIN 2002 1 January 2008 - 28 February 2008
CLIN 2003 1 March 2008 - 30 April 2008

The government reserves the right to exercise an option early.
SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
Dean E Koepp, AQ3
1314 Harwood St. SE, Bldg 212
Washington Navy Yard, Washington, DC 20374-5018
dean.koepp@navy.mil
202-685-3218

1. The contract's Administrative Contracting Office is the Naval Facilities Engineering Command Washington, Washington, D.C. Block 6 of the front page is changed to NAVFAC Washington as shown in Block 5 on the front page.

Submission of Invoices-

Invoices shall be submitted electronically to the following email address:

invoiceNFW@navy.mil

A Form 7300 shall be submitted for electronic payment with each invoice. The Form will be provided to the contractor, unless another method of payment is negotiated such as payment made through the Wide Area Work Flow (WAWF).

The DFAS Payment office (shown in Block 12 of the basic order) is changed to read "DFAS-Cleveland, Norfolk Accts Payable, P.O. Box 998022, Cleveland, OH 44199," and the UIC is changed from HQ0338 to read 'NG8732.'
SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA’s 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

1. Security. The contractor shall comply with activity security requirements.

2. Liability Insurance. The contractor shall maintain liability insurance requirements required in accordance with FAR 52.238-7, Insurance-Liability to Third Persons (MAR 1996) and applicable state insurance for Worker’s Compensation.

3. Contract Management. The contractor shall provide the Contracting Officer the name/s of the responsible supervisory person/s authorized to act for the contractor.

4. Subcontracting. The approval of the Contracting Officer is required for any subcontract.

5. OTHER: TRAVEL

At this time, travel is not anticipated. Should travel be required, a CLIN will be added to Section B in the amount of $2,000 as shown in the Statement of Work, or based on estimated travel costs for required travel. Travel costs may be billed at actual, reasonable costs.
SECTION I CONTRACT CLAUSES

Section I clauses are in accordance with the Seaport-e basic contract.

Specific Clauses are:
52.217-8, Option to Extend Services
52.217-9, Option to Extend the Term of the Contract

Funding Clauses apply:
FAR 52.232-18, Availability of Funds
FAR 52.232-19, Availability of Funds for the Next Fiscal Year

Note: Due to application of the funding clauses, CLIN 2001 is awarded at $45,848.75.

FAR 52.239-1, Privacy or Security Safeguards
SECTION J LIST OF ATTACHMENTS