

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE J	PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 10	3. EFFECTIVE DATE 01-Jun-2011	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NAVFAC Washington 1315 Harwood St SE Washington Navy Yard DC 20375 KARIN.HULL@NAVY.MIL 202-685-3190	CODE N40080	7. ADMINISTERED BY (If other than Item 6) NAVFAC Washington 1315 Harwood St SE Washington Navy Yard DC 20375	CODE N40080	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Engineering Management Concepts, Inc. 5051 Verdugo Way Suite 200 Camarillo CA 93012-8658		9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
[X]		10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-06-D-4745-JU01
		10B. DATED (SEE ITEM 13) 01-Jun-2007
CAGE CODE 1DB04	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
SEE SECTION G

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.
<input type="checkbox"/>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR CLAUSE OPTION

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

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

15A. NAME AND TITLE OF SIGNER (Type or print) James E. Bailey, Vice President - Director of Contracts		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KARIN HULL, Contracting Officer	
15B. CONTRACTOR/OFFEROR /s/James E. Bailey (Signature of person authorized to sign)	15C. DATE SIGNED 26-May-2011	16B. UNITED STATES OF AMERICA BY /s/KARIN HULL (Signature of Contracting Officer)	16C. DATE SIGNED 26-May-2011

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GENERAL INFORMATION

The purpose of this modification is to Exercise Option Year 4. Accordingly, said Task Order is modified as follows

1. CLIN 5002; SLIN 5002EA (Washington Navy Yard) and SLIN 5002EB (Dahlgren, Virginia)
2. ADD to **Section I** - CONTRACT CLAUSES FAC 5252.232-9301 Invoicing Procedures Electronic. **INVOICING PROCEDURS ELECTRONIC (Feb 2009)** is hereby added
- 4 All other terms and condition remain unchanged
5. A conformed **copy** of this Task Order is attached to this modification for informational purposes only.

The Line of Accounting information is hereby changed as follows:

The total amount of funds obligated to the task is hereby increased from \$1,269,220.00 by \$408,740.00 to \$1,677,960.00.

CLIN/SLIN	Type Of Fund	From (\$)	By (\$)	To (\$)
5002EA	OTHER	0.00	220,620.00	220,620.00
5002EB	OTHER	0.00	188,120.00	188,120.00

The total value of the order is hereby increased from \$1,269,220.00 by \$408,740.00 to \$1,677,960.00.

CLIN/SLIN	From (\$)	By (\$)	To (\$)
5002EA	0.00	220,620.00	220,620.00
5002EB	0.00	188,120.00	188,120.00

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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
2000	Resource Efficiency Management Services. (O&MN,N)	2000.0	LH	\$98.03	\$196,060.00
2001	OPTION YEAR ONE - RESOUC E EFFICENCY MANAGEMENT SERVICES, (VARIOUS LOCATIONS)				\$288,020.00
2001BA	Resource Efficiency Management Services (Various Locations) (O&MN,N)	2000.0	LH	\$100.97	\$201,940.00
2001BB	Resource Efficiency Management Services (Various Locations) (O&MN,N)	1000.0	LH	\$86.08	\$86,080.00

For ODC Items:

Item	Supplies/Services	Qty	Unit	Est. Cost
3000	OPTION YEAR ONE - TRAVEL			\$3,000.00
3000BA	TRAVEL FOR SLIN 2001BA (NOT TO EXCEED (\$3,000.00) (O&MN,N)	1.0	Lot	\$3,000.00

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	OPTION YEAR TWO - - RESOUC E EFFICENCY MANAGEMENT SERVICES				\$385,300.00
5000CA	RESOUC E EFFICENCY	2000.0	LH	\$103.99	\$207,980.00

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MANAGEMENT
SERVICES (VARIOUS
LOCATIONS)
(O&MN,N)

5000CB	RESOUC EFFICEN CY MANAG EMENT SERVIC ES (VA RIOUS LOCAT IONS (O&M N,N)	2000.0 LH	\$88.66	\$177,320.00
5001	OPTION YEAR THREE - RESOUC EFFICEN CY MANAG EMENT SERVIC ES (VA RIOUS LOCAT IONS			\$396,840.00
5001DA	RESOUC EFFICEN CY MANAG EMENT SERVIC ES (VA RIOUS LOCAT IONS (O&M N,N)	2000.0 LH	\$107.10	\$214,200.00
5001DB	RESOUC EFFICEN CY MANAG EMENT SERVIC ES (VA RIOUS LOCAT IONS (O&M N,N)	2000.0 LH	\$91.32	\$182,640.00
5002	OPTION YEAR FOUR - RESOUC EFFICEN CY MANAG EMENT SERVIC ES (VA RIOUS LOCAT IONS			\$408,740.00
5002EA	RESOUC EFFICEN CY MANAG EMENT SERVIC ES (WASH INGTON NAVY YARD) (OTHER)	2000.0 LH	\$110.31	\$220,620.00
5002EB	RESOUC EFFICEN CY MANAG EMENT SERVIC E (DA HLGRE N VIRGIN IA) (OTHER)	2000.0 LH	\$94.06	\$188,120.00

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

RESOURCE EFFICIENCY MANAGEMENT SERVICES

NAVAL DISTRICT WASHINGTON

BACKGROUND:

The Naval District Washington is the Naval Shore installation management headquarters for the Washington DC metropolitan region consisting of Washington DC, Maryland and Virginia. The Naval District Washington provides coordination of base operating support functions for operating forces throughout the region while the Naval Facilities Engineering Command (NAVFAC) Washington Public Works Utilities and Energy Business Line provide energy management support to shore installations throughout the Washington metropolitan region.

NAVFAC Washington supports six sites based on its site orientation listed below. Installations within this footprint include, but are not limited to the following sites and activities:

NSA Washington includes Washington Navy Yard, Naval Station Anacostia, and National Maritime Intelligence Center (NMIC)

NSA North Potomac includes National Naval Medical Center (NNMC) Bethesda, US Naval Observatory (NOBSY), Naval Surface Warfare Center (NSWC) Carderock, and Arlington Service Center (DISA)

NSA South Potomac includes Naval Surface Warfare Center (NSWC) Indian Head, Naval Surface Warfare Center (NSWC) Dahlgren, and Naval Air Facility Andrews

NSA Annapolis includes Naval Station Annex Annapolis and US Naval Academy

NAS Patuxent River includes Naval Air Station Patuxent River, NAS Webster Field, and NRC Solomons

Naval Research Laboratory includes Naval Research Laboratory Washington DC and Naval Research Laboratory Chesapeake Beach Detachment

SCOPE:

The Contractor shall perform resource efficiency management services at NAVFAC Washington located at 1314 Harwood Street, SE, Washington Navy Yard, DC 20374-5018.

The resultant task order shall include on-site Resource-Efficiency Management services to the herein organization, activities, and installations for the performance period of the task order. The purpose is to evaluate and enable site-specific solutions that will improve energy efficiency and savings. The Contractor shall be responsible for complying with all applicable Federal Acquisition Regulation (FAR), and Department of Defense FAR Supplement (DFARS). Services entail the identification of energy and cost savings opportunities, preparing estimates of cost, savings and environmental benefits and performing on-site analysis of current operations, equipment, and energy purchasing patterns. Resource efficiency management services may be for individual or aggregated buildings in order to maximize resource efficiency. The Contractor will work with the Regional Energy Manager and NAVFAC Washington Public Works, Utilities and Energy Business Line to prioritize resources and to ensure that the REM services meet the activity's requirements.

Contractor will perform REM services to focus and coordinate efforts to address demand reduction and energy, water and other resource conservation programs through the following measures:

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(1) Identification and implementation of easily attained cost savings initiatives in energy, water, and resource conservation

(2) Development of energy, water, and resource conservation projects to reduce costs

(3) Implementation of energy and resource conservation awareness programs. The REM will conduct awareness and training, continual energy awareness activities (including Energy Awareness Week)

(4) Energy management activities and associated energy and cost savings will be documented and summarized in a brief energy management report.

“Energy Projects” when used in this SOW and task order shall encompass projects with the intent of reducing energy consumption, reducing consumption of water and other resources, reducing wastewater flow, lowering the flow, lowering the cost of utilities, maximizing efficiency of utility systems, or furthering the use of renewable or alternative forms of energy. Energy projects include but are not limited to the following: Energy Savings Performance Contracts (ESPC), Demand Side Management (DSM) projects, Utility Energy Service Contracts (UESC), Operations and Maintenance (O&M) Projects and improvements, Energy Conservation Investment Program (ECIP) projects, RDT&E demonstration projects, activity-funded projects, and low-and no-cost energy conservation initiatives.

Specific tasks required under the contract include:

1. Support the Navy’ Energy Awareness Programs. Contractor will develop and conduct the activity’s energy awareness program. Contractor will help plan and carry out continual energy awareness activities (including Energy Awareness Week); provide awareness briefings to the Public Works Offices (PWOs), Building Energy Managers (BEMs), and others by the contracting officer; and develop and propose meaningful awards and other incentive programs.

2. Build, train and maintain an effective network of BEMs in NDW and NAVFAC Washington facilities. Working through NDW and NAVFAC Washington Public Works Officers (PWOs) and other officials, Contractor will develop an effective network of BEMs.

3. Optimize facility operations to minimize utility consumption and cost. Contractor will use quantitative methods to identify the facilities with greatest potential for energy cost savings. Contractor will work with facility operators, maintenance personnel, and management to determine how those buildings are operated and recommend ways to operate more efficiently. Recommendations may include controls on building systems, operation and maintenance measures such as turning off equipment and lights in vacant areas, replacing inefficient equipment, etc. For optimization of new and existing buildings, support services will also include commissioning, retro-commissioning, continuous commissioning, operations and maintenance, and Leadership in Energy and Environmental Design (LEED) review and certification. Contractor will develop, implement, and execute training plan for designers and review design specifications and drawings to insure projects optimize the use of energy efficient designs for facility construction.

4. Identify and develop potential energy projects, programs, and initiatives. Contractor shall conduct audits, field investigations, preliminary assessments, detailed assessments, technology assessments, life cycle cost analysis, and feasibility studies to identify and develop energy conservation opportunities.

5. Apply for rebates, incentives, and grants. Contractor shall apply for all appropriate rebates and grants for energy projects and programs. Contractor shall prepare reports, databases, computer analyses and other documentation; perform cost analyses; perform measurement and verification; submit reports; and otherwise satisfy rebate and grant requirements.

6. Provide energy program management support. Contractor shall provide energy program support to augment and enhance existing agency resources. The Contractor shall make available technical and management resources to support preparation of energy instructions, policy documents, data calls, regional utility budgets, award submissions and briefs including an installation energy management plan, development and coordination of energy programs and initiatives, coordination of energy program activities, the report of energy and facility related data such as DUERS, project analysis and programming, and other support to effectively facilitate and implement the NDW energy program.

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7. The contractor will be required to submit monthly progress reports for each installation to the contracting officer (or their representative) containing the information as described in Items 1 – 6 mentioned above. The government will use these monthly progress reports to determine the progress of the REM service program and direct the contractor’s efforts in the future.

8. As part of the monthly progress report, the contractor will document in a table format the savings achieved under the contract (referred to as a scorecard). Prior to the contractor submitting the first scorecard, the contractor will meet with the Contracting Officer’s Representative to go over what savings can be included in the scorecard and how to account for them within the scorecard, pursuant to accepted industry standards. The scorecard will include implemented projects/initiatives, projects/initiatives under development, avoided costs, as well as non-quantified “value added” initiatives. A separate scorecard will be provided for each installation, as well as a summary roll up of all of the Naval District Washington Scorecards. Where applicable, the scorecard will estimate for each project/initiative: date initiated payback life in years, project cost, annual cost savings, one-time cost savings, and annual energy savings.

SKILL REQUIREMENTS:

The following sections outline the specific requirements of the contract, performance indicators to be submitted to the government, associated standards, and government quality assurance methods. The REM support services will be provided on a full time basis. Support services that are required are outlined in the tasks presented below. The contractor will work with NDW and NAVFAC Washington to prioritize resources and to ensure that the REM support services meet the base’s requirements. When meeting the requirements all actions shall be in accordance applicable Federal / Department of Defense (DoD) / Department of the Navy (DoN) Energy Management guidance and requirements including the Energy Policy Acts of 2005 and 1992, DoD directives, Secretary of the Navy (OPNAV) and Commander Navy Installations (CNI) instructions, NAVFAC Washington Energy Vision and Master Plan.

The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide resource efficiency management (REM) services. The REM will focus and coordinate efforts to address demand reduction and energy, water, and other resource conservation programs. The REM will conduct awareness and training, analyze systems and methods of operation, identify and develop new opportunities to reduce demand and resource consumption, and implement energy and other facility initiatives, projects, and programs to reduce demand and resource consumption. The REM will focus efforts on end user behavior, operation and maintenance practices / technologies, and efficiency upgrades to reduce energy use, help the environment, and save money. The REM will also support the development and implementation of distributed generation projects, and the design, review, and construction of energy efficient structures (new construction and retrofits). The REM will evaluate technical and economic feasibility of energy and resource conservation projects using Navy standard practices, and support of energy and resource conservation awareness programs. Energy management activities and associated energy and cost savings will be documented in the required monthly reports described below. Periodic events where frequency is not specified will be determined through partnering with the contractor and the contracting officer or designated representative.

Contractor will be evaluated based on their success in meeting the following goals of providing REM services to NDW and NAVFAC Washington installations: (1) to generate annual cost savings of greater than 350% of the REM Program costs in the form of utility cost savings, energy project grants, cost avoidances, and other incentive payments; (2) to reduce energy, solid waste, water, and sewer costs; (3) to establish highly visible energy and resource conservation programs through awareness campaigns; (4) to establish strong energy policies within the organization integrating their function into the applicable PW organizations including utilities and facilities operation and maintenance; (5) to establish the REM as a base resource for occupants/tenants, building energy monitors, operations and maintenance staff, and other trade groups; (6) to provide strong educational and motivation components to all occupants at a facility; (7) to develop and review the economic and technical feasibility of energy conservation projects, (8) to support facility operations, compliance programs, and other resource conservation and compliance programs, (9) to help increase recognition of the base energy program through good management practices and preparation of reports, case studies, award submissions and other program documentation and (10) to facilitate the collection and proper recording of data in the appropriate energy information management systems and for the documentation and verification of their work.

LEVEL OF EDUCATION/EXPERIENCE:

A senior level manager is a highly skilled individual who has an acknowledged specialized expertise working as a Project Manager (PM) or in the energy field responsible for multiple tasks. This position requires a minimum of ten

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years of progressively more responsible experience in energy management. Must have a minimum of a Bachelors degree from an accredited university or college in engineering, mathematics, business, or other applicable field, and hold Professional engineering license or CEM (Certified Energy Manager) registration.

Functional Responsibilities:

Serves as the executive level adviser and senior functional leader applying process improvement and re-engineering methodologies and principles to conduct energy savings /conservation measures (ECMs) projects. Must possess senior management ability to exercise strong initiative and ability to work independently under broad conceptual guidelines. Duties include activity and data modeling, developing ECMs, identifying best practices, creating and assessing energy performance measurements, analysis, and employing state of the art decision systems. Applies detailed functional understanding of concepts, analysis, processes, and analytical techniques to the study of systems, subsystems and equipment. Provides group facilitation, site energy surveys, energy training and additional forms of knowledge transfer. Integrates the vision of the organization into a coherent, progressively structured program that is capable of uninterrupted effective and efficient support throughout the energy conservation initiatives.

PERIOD OF PERFORMANCE:

The period of performance covered by this task order shall be from date of award for a period of one year. The Government reserves the right to extend the performance period of the task order for up to four additional 12-month periods.

PLACE OF PERFORMANCE:

On-site performance shall be performed at the address indicated below and field work at the NDW installations:

Naval Facilities Engineering Command Washington

1314 Harwood Street, SE, Washington Navy Yard, DC 20374-5018

TRAVEL:

Travel for on-site Contractor personnel and other direct reimbursements will be in accordance with the Joint Travel Regulations (JTR). The contractor shall be required to travel locally to support the requirements outline above. Travel between bases and other local travel will be contractor provided and will be reimbursed at current JTR rate. All out-of-region trips, greater than 100 miles from place of performance, for which reimbursement from the government will be sought must be approved by Contracting Officer's Representative or designee in writing via either memorandum or e-mail prior to travel. Travel receipts must be provided with the invoice.

*****END*****
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OPTION YEAR ONE 02 JUNE 2008 TO 31 MAY 2009

RESOURCE EFFICIENCY MANAGEMENT SERVICES

NAVAL DISTRICT WASHINGTON

BACKGROUND:

The Naval District Washington is the Naval Shore installation management headquarters for the Washington DC metropolitan region consisting of Washington DC, Maryland and Virginia. The Naval District Washington provides coordination of base operating support functions for operating

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forces throughout the region while the Naval Facilities Engineering Command (NAVFAC) Washington Public Works Utilities and Energy Business Line provide energy management support to shore installations throughout the Washington metropolitan region.

NAVFAC Washington supports six sites based on its site orientation listed below. Installations within this footprint include, but are not limited to the following sites and activities:

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NSA North Potomac includes National Naval Medical Center (NNMC) Bethesda, US Naval Observatory (NOBSY), Naval Surface Warfare Center (NSWC) Carderock, and Arlington Service Center (DISA)

NSA South Potomac includes Naval Surface Warfare Center (NSWC) Indian Head, Naval Surface Warfare Center (NSWC) Dahlgren, and Naval Air Facility Andrews

NSA Annapolis includes Naval Station Annex Annapolis and US Naval Academy

NAS Patuxent River includes Naval Air Station Patuxent River, NAS Webster Field, and NRC Solomons

Naval Research Laboratory includes Naval Research Laboratory Washington DC and Naval Research Laboratory Chesapeake Beach Detachment

SCOPE:

The Contractor shall perform resource efficiency management services at NAVFAC Washington located at 1314 Harwood Street, SE, Washington Navy Yard, DC 20374-5018.

The resultant task order shall include on-site Resource-Efficiency Management services to the herein organization, activities, and installations for the performance period of the task order. The purpose is to evaluate and enable site-specific solutions that will improve energy efficiency and savings. The Contractor shall be responsible for complying with all applicable Federal Acquisition Regulation (FAR), and Department of Defense FAR Supplement (DFARS). Services entail the identification

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of energy and cost savings opportunities, preparing estimates of cost, savings and environmental benefits and performing on-site analysis of current operations, equipment, and energy purchasing patterns. Resource efficiency management services may be for individual or aggregated buildings in order to maximize resource efficiency. The Contractor will work with the Regional Energy Manager and NAVFAC Washington Public Works, Utilities and Energy Business Line to prioritize resources and to ensure that the REM services meet the activity's requirements.

Contractor will perform REM services to focus and coordinate efforts to address demand reduction and energy, water and other resource conservation programs through the following measures:

- (1) Identification and implementation of easily attained cost savings initiatives in energy, water, and resource conservation
- (2) Development of energy, water, and resource conservation projects to reduce costs
- (3) Implementation of energy and resource conservation awareness programs. The REM will conduct awareness and training, continual energy awareness activities (including Energy Awareness Week)
- (4) Energy management activities and associated energy and cost savings will be documented and summarized in a brief energy management report.

“Energy Projects” when used in this SOW and task order shall encompass projects with the intent of reducing energy consumption, reducing consumption of water and other resources, reducing wastewater flow, lowering the flow, lowering the cost of utilities, maximizing efficiency of utility systems, or furthering the use of renewable or alternative forms of energy. Energy projects include but are not limited to the following: Energy Savings Performance Contracts (ESPC), Demand Side Management (DSM) projects, Utility Energy Service Contracts (UESC), Operations and Maintenance (O&M) Projects and improvements, Energy Conservation Investment Program (ECIP) projects, RDT&E demonstration projects, activity-funded projects, and low-and no-cost energy conservation initiatives.

Specific tasks required under the contract include:

1. Support the Navy' Energy Awareness Programs. Contractor will develop and conduct the activity's energy awareness program. Contractor will help

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plan and carry out continual energy awareness activities (including Energy Awareness Week); provide awareness briefings to the Public Works Offices (PWOs), Building Energy Managers (BEMs), and others by the contracting officer; and develop and propose meaningful awards and other incentive programs.

2. Build, train and maintain an effective network of BEMs in NDW and NAVFAC Washington facilities. Working through NDW and NAVFAC Washington Public Works Officers (PWOs) and other officials, Contractor will develop an effective network of BEMs.

3. Optimize facility operations to minimize utility consumption and cost. Contractor will use quantitative methods to identify the facilities with greatest potential for energy cost savings. Contractor will work with facility operators, maintenance personnel, and management to determine how those buildings are operated and recommend ways to operate more efficiently. Recommendations may include controls on building systems, operation and maintenance measures such as turning off equipment and lights in vacant areas, replacing inefficient equipment, etc. For optimization of new and existing buildings, support services will also include commissioning, retro-commissioning, continuous commissioning, operations and maintenance, and Leadership in Energy and Environmental Design (LEED) review and certification. Contractor will develop, implement, and execute training plan for designers and review design specifications and drawings to insure projects optimize the use of energy efficient designs for facility construction.

4. Identify and develop potential energy projects, programs, and initiatives. Contractor shall conduct audits, field investigations, preliminary assessments, detailed assessments, technology assessments, life cycle cost analysis, and feasibility studies to identify and develop energy conservation opportunities.

5. Apply for rebates, incentives, and grants. Contractor shall apply for all appropriate rebates and grants for energy projects and programs. Contractor shall prepare reports, databases, computer analyses and other documentation; perform cost analyses; perform measurement and verification; submit reports; and otherwise satisfy rebate and grant requirements.

6. Provide energy program management support. Contractor shall provide energy program support to augment and enhance existing agency

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resources. The Contractor shall make available technical and management resources to support preparation of energy instructions, policy documents, data calls, regional utility budgets, award submissions and briefs including an installation energy management plan, development and coordination of energy programs and initiatives, coordination of energy program activities, the report of energy and facility related data such as DUERS, project analysis and programming, and other support to effectively facilitate and implement the NDW energy program.

7. The contractor will be required to submit monthly progress reports for each installation to the contracting officer (or their representative) containing the information as described in Items 1 – 6 mentioned above. The government will use these monthly progress reports to determine the progress of the REM service program and direct the contractor's efforts in the future.

8. As part of the monthly progress report, the contractor will document in a table format the savings achieved under the contract (referred to as a scorecard). Prior to the contractor submitting the first scorecard, the contractor will meet with the Contracting Officer's Representative to go over what savings can be included in the scorecard and how to account for them within the scorecard, pursuant to accepted industry standards. The scorecard will include implemented projects/initiatives, projects/initiatives under development, avoided costs, as well as non-quantified "value added" initiatives. A separate scorecard will be provided for each installation, as well as a summary roll up of all of the Naval District Washington Scorecards. Where applicable, the scorecard will estimate for each project/initiative: date initiated payback life in years, project cost, annual cost savings, one-time cost savings, and annual energy savings.

SKILL REQUIREMENTS:

1. The following sections outline the specific requirements of the contract, performance indicators to be submitted to the government, associated standards, and government quality assurance methods. The REM support services will be provided on a full time basis. Support services that are required are outlined in the tasks presented below. The contractor will work with NDW and NAVFAC Washington to prioritize resources and to ensure that the REM support services meet the base's requirements. When meeting the requirements all actions shall be in accordance applicable Federal / Department of Defense (DoD) / Department of the Navy (DoN) Energy Management guidance and requirements including the

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Energy Policy Acts of 2005 and 1992, DoD directives, Secretary of the Navy (OPNAV) and Commander Navy Installations (CNI) instructions, NAVFAC Washington Energy Vision and Master Plan.

2. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide resource efficiency management (REM) services. The REM will focus and coordinate efforts to address demand reduction and energy, water, and other resource conservation programs. The REM will conduct awareness and training, analyze systems and methods of operation, identify and develop new opportunities to reduce demand and resource consumption, and implement energy and other facility initiatives, projects, and programs to reduce demand and resource consumption. The REM will focus efforts on end user behavior, operation and maintenance practices / technologies, and efficiency upgrades to reduce energy use, help the environment, and save money. The REM will also support the development and implementation of distributed generation projects, and the design, review, and construction of energy efficient structures (new construction and retrofits). The REM will evaluate technical and economic feasibility of energy and resource conservation projects using Navy standard practices, and support of energy and resource conservation awareness programs. Energy management activities and associated energy and cost savings will be documented in the required monthly reports described below. Periodic events where frequency is not specified will be determined through partnering with the contractor and the contracting officer or designated representative.

3. Contractor will be evaluated based on their success in meeting the following goals of providing REM services to NDW and NAVFAC Washington installations: (1) to generate annual cost savings of greater than 350% of the REM Program costs in the form of utility cost savings, energy project grants, cost avoidances, and other incentive payments; (2) to reduce energy, solid waste, water, and sewer costs; (3) to establish highly visible energy and resource conservation programs through awareness campaigns; (4) to establish strong energy policies within the organization integrating their function into the applicable PW organizations including utilities and facilities operation and maintenance; (5) to establish the REM as a base resource for occupants/tenants, building energy monitors, operations and maintenance staff, and other trade groups; (6) to provide strong educational and motivation components to all occupants at a facility; (7) to develop and review the economic and technical feasibility of energy conservation projects, (8) to support facility operations,

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compliance programs, and other resource conservation and compliance programs, (9) to help increase recognition of the base energy program through good management practices and preparation of reports, case studies, award submissions and other program documentation and (10) to facilitate the collection and proper recording of data in the appropriate energy information management systems and for the documentation and verification of their work.

LEVEL OF EDUCATION/EXPERIENCE:

1. A senior level manager is a highly skilled individual who has an acknowledged specialized expertise working as a Project Manager (PM) or in the energy field responsible for multiple tasks. This position requires a minimum of ten years of progressively more responsible experience in energy management. Must have a minimum of a Bachelors degree from an accredited university or college in engineering, mathematics, business, or other applicable field, and hold Professional engineering license or CEM (Certified Energy Manager) registration.

Functional Responsibilities:

1. Serves as the executive level adviser and senior functional leader applying process improvement and re-engineering methodologies and principles to conduct energy savings /conservation measures (ECMs) projects. Must possess senior management ability to exercise strong initiative and ability to work independently under broad conceptual guidelines. Duties include activity and data modeling, developing ECMs, identifying best practices, creating and assessing energy performance measurements, analysis, and employing state of the art decision systems. Applies detailed functional understanding of concepts, analysis, processes, and analytical techniques to the study of systems, subsystems and equipment. Provides group facilitation, site energy surveys, energy training and additional forms of knowledge transfer. Integrates the vision of the organization into a coherent, progressively structured program that is capable of uninterrupted effective and efficient support throughout the energy conservation initiatives.

SPECIAL REQUIREMENTS

1. Must be a United States (US) citizen, with good vision and physical health/condition.

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

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3. Be able to read, write and speak English fluently
4. Have no outstanding criminal warrants or felony convictions
5. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.
6. Applicant may be required to attend out of town conference. The Government will provide reimbursement for approved travel at prevailing rates in accordance with the Joint Travel Regulations.

CLIN 3000 is set aside in the not to exceed amount of \$3,000.00. Travel receipts must be provided with the invoice. Travel request must be approved by the Contracting Officer.

TRAVEL:

Travel for on-site Contractor personnel and other direct reimbursements will be in accordance with the Joint Travel Regulations (JTR). The contractor shall be required to travel locally to support the requirements outline above. Travel between bases and other local travel will be contractor provided and will be reimbursed at current JTR rate. All out-of-region trips, greater than 100 miles from place of performance, for which reimbursement from the government will be sought must be approved by Contracting Officer's Representative or designee in writing via either memorandum or e-mail prior to travel. Travel receipts must be provided with the invoice.

SECURITY CLEARANCE

This position does **NOT** require a security clearance.

HOURS OF PERFORMANCE

A normal 5 day week = 40 hour week (8 hour day), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is not authorized

PERIOD OF PERFORMANCE

The period of performance shall 02 June 2008 to 31 May 2009. The government reserves the right to exercise a potential three option years.

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PLACE OF PERFORMANCE:

Naval Facilities Engineering Command Washington, Washington Navy Yard, DC

*****End*****

RESOURCE EFFICIENCY MANAGEMENT SERVICES

BACKGROUND:

The Naval District Washington is the Naval Shore installation management headquarters for the Washington DC metropolitan region consisting of Washington DC, Maryland and Virginia. The Naval District Washington provides coordination of base operating support functions for operating forces throughout the region while the Naval Facilities Engineering Command (NAVFAC) Washington Public Works Utilities and Energy Business Line provide energy management support to shore installations throughout the Washington metropolitan region.

NAVFAC Washington supports six sites based on its site orientation listed below. Installations within this footprint include, but are not limited to the following sites and activities:

NSA Washington includes Washington Navy Yard, Naval Station Anacostia, and National Maritime Intelligence Center (NMIC)

NSA North Potomac includes National Naval Medical Center (NNMC) Bethesda, US Naval Observatory (NOBSY), Naval Surface Warfare Center (NSWC) Carderock, and Arlington Service Center (DISA)

NSA South Potomac includes Naval Surface Warfare Center (NSWC) Indian Head, Naval Surface Warfare Center (NSWC) Dahlgren, and Naval Air Facility Andrews

NSA Annapolis includes Naval Station Annex Annapolis and US Naval Academy

NAS Patuxent River includes Naval Air Station Patuxent River, NAS Webster Field, and NRC Solomons

Naval Research Laboratory includes Naval Research Laboratory Washington DC and Naval Research Laboratory Chesapeake Beach Detachment

SCOPE:

The Contractor shall perform resource efficiency management services at Naval Facilities Engineering Command Washington.

The resultant task order shall include on-site Resource-Efficiency Management services to the herein organization, activities, and installations for the performance period of the task order. The purpose is to evaluate and enable site-specific solutions that will improve energy efficiency and savings. The Contractor shall be responsible for complying with all applicable Federal Acquisition Regulation (FAR), and Department of Defense FAR Supplement (DFARS). Services entail the identification of energy and cost savings opportunities, preparing estimates of cost, savings and environmental benefits and performing on-site analysis of current operations, equipment, and energy purchasing patterns. Resource efficiency management services may be for individual or aggregated buildings in order to maximize resource efficiency. The Contractor will work with the Regional Energy Manager and NAVFAC Washington Public Works, Utilities and Energy Business Line to prioritize resources and to ensure that the REM services meet the activity's requirements.

Contractor will perform REM services to focus and coordinate efforts to address demand reduction and energy, water and other resource conservation programs through the following measures:

- (1) Identification and implementation of easily attained cost savings initiatives in energy, water, and resource conservation
- (2) Development of energy, water, and resource conservation projects to reduce costs
- (3) Implementation of energy and resource conservation awareness programs. The REM will conduct awareness and training, continual energy awareness activities (including Energy Awareness Week)
- (4) Energy management activities and associated energy and cost savings will be documented and summarized in a brief energy management report.

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“Energy Projects” when used in this SOW and task order shall encompass projects with the intent of reducing energy consumption, reducing consumption of water and other resources, reducing wastewater flow, lowering the flow, lowering the cost of utilities, maximizing efficiency of utility systems, or furthering the use of renewable or alternative forms of energy. Energy projects include but are not limited to the following: Energy Savings Performance Contracts (ESPC), Demand Side Management (DSM) projects, Utility Energy Service Contracts (UESC), Operations and Maintenance (O&M) Projects and improvements, Energy Conservation Investment Program (ECIP) projects, RDT&E demonstration projects, activity-funded projects, and low-and no-cost energy conservation initiatives.

Specific tasks required under the contract include:

1. Support the Navy’ Energy Awareness Programs. Contractor will develop and conduct the activity’s energy awareness program. Contractor will help plan and carry out continual energy awareness activities (including Energy Awareness Week); provide awareness briefings to the Public Works Offices (PWOs), Building Energy Managers (BEMs), and others by the contracting officer; and develop and propose meaningful awards and other incentive programs.
2. Build, train and maintain an effective network of BEMs in NDW and NAVFAC Washington facilities. Working through NDW and NAVFAC Washington Public Works Officers (PWOs) and other officials, Contractor will develop an effective network of BEMs.
3. Optimize facility operations to minimize utility consumption and cost. Contractor will use quantitative methods to identify the facilities with greatest potential for energy cost savings. Contractor will work with facility operators, maintenance personnel, and management to determine how those buildings are operated and recommend ways to operate more efficiently. Recommendations may include controls on building systems, operation and maintenance measures such as turning off equipment and lights in vacant areas, replacing inefficient equipment, etc. For optimization of new and existing buildings, support services will also include commissioning, retro-commissioning, continuous commissioning, operations and maintenance, and Leadership in Energy and Environmental Design (LEED) review and certification. Contractor will develop, implement, and execute training plan for designers and review design specifications and drawings to insure projects optimize the use of energy efficient designs for facility construction.
4. Identify and develop potential energy projects, programs, and initiatives. Contractor shall conduct audits, field investigations, preliminary assessments, detailed assessments, technology assessments, life cycle cost analysis, and feasibility studies to identify and develop energy conservation opportunities.
5. Apply for rebates, incentives, and grants. Contractor shall apply for all appropriate rebates and grants for energy projects and programs. Contractor shall prepare reports, databases, computer analyses and other documentation; perform cost analyses; perform measurement and verification; submit reports; and otherwise satisfy rebate and grant requirements.
6. Provide energy program management support. Contractor shall provide energy program support to augment and enhance existing agency resources. The Contractor shall make available technical and management resources to support preparation of energy instructions, policy documents, data calls, regional utility budgets, award submissions and briefs including an installation energy management plan, development and coordination of energy programs and initiatives, coordination of energy program activities, the report of energy and facility related data such as DUERS, project analysis and programming, and other support to effectively facilitate and implement the NDW energy program.
7. The contractor will be required to submit monthly progress reports for each installation to the contracting officer (or their representative) containing the information as described in Items 1 – 6 mentioned above. The government will use these monthly progress reports to determine the progress of the REM service program and direct the contractor’s efforts in the future.
8. As part of the monthly progress report, the contractor will document in a table format the savings achieved under the contract (referred to as a scorecard). Prior to the contractor submitting the first scorecard, the contractor will meet with the Contracting Officer’s Representative to go over what savings can be included in the scorecard and how to account for them within the scorecard, pursuant to accepted industry standards. The scorecard will include implemented projects/initiatives, projects/initiatives under development, avoided costs, as well as non-quantified “value added” initiatives. A separate scorecard will be provided for each installation, as well as a summary roll up of all of the Naval District Washington Scorecards. Where applicable, the scorecard will estimate for each project/initiative: date initiated payback life in years, project cost, annual cost savings, one-time cost savings, and annual energy savings.

SKILL REQUIREMENTS:

1. The following sections outline the specific requirements of the contract, performance indicators to be submitted to the government, associated standards, and government quality assurance methods. The REM support services will be provided on a full time basis. Support services that are required are outlined in the tasks presented below. The contractor will work with NDW and NAVFAC Washington to prioritize resources and to ensure that the REM support services meet the base’s requirements. When meeting the requirements all actions shall be in accordance applicable Federal / Department of Defense (DoD) / Department of the Navy (DoN) Energy Management guidance and requirements including the Energy Policy Acts of 2005 and 1992, DoD directives, Secretary of the Navy (OPNAV) and Commander Navy Installations (CNI) instructions, NAVFAC Washington Energy Vision and Master Plan.
2. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently provide resource efficiency management (REM) services. The REM will focus and coordinate efforts to address demand reduction and energy, water, and other resource conservation programs. The REM will conduct awareness and training, analyze systems and methods of operation, identify and develop new opportunities to reduce demand and resource consumption, and implement energy and other facility initiatives, projects, and programs to reduce demand and resource consumption. The REM will focus efforts on end user behavior, operation and maintenance practices / technologies, and efficiency upgrades to reduce energy use, help the environment, and save money. The REM will also support the development and implementation of distributed generation projects, and the design, review, and construction of energy efficient structures (new construction and retrofits). The REM will evaluate technical and economic feasibility of energy and resource conservation projects using Navy standard practices, and support of energy and resource conservation awareness programs. Energy management activities and associated energy and cost savings will be documented in the required monthly reports described below. Periodic events where frequency is not specified will be determined through partnering with the contractor and the contracting officer or designated representative.

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3. Contractor will be evaluated based on their success in meeting the following goals of providing REM services to NDW and NAVFAC Washington installations: (1) to generate annual cost savings of greater than 350% of the REM Program costs in the form of utility cost savings, energy project grants, cost avoidances, and other incentive payments; (2) to reduce energy, solid waste, water, and sewer costs; (3) to establish highly visible energy and resource conservation programs through awareness campaigns; (4) to establish strong energy policies within the organization integrating their function into the applicable PW organizations including utilities and facilities operation and maintenance; (5) to establish the REM as a base resource for occupants/tenants, building energy monitors, operations and maintenance staff, and other trade groups; (6) to provide strong educational and motivation components to all occupants at a facility; (7) to develop and review the economic and technical feasibility of energy conservation projects, (8) to support facility operations, compliance programs, and other resource conservation and compliance programs, (9) to help increase recognition of the base energy program through good management practices and preparation of reports, case studies, award submissions and other program documentation and (10) to facilitate the collection and proper recording of data in the appropriate energy information management systems and for the documentation and verification of their work.

LEVEL OF EDUCATION/EXPERIENCE:

1. A senior level manager is a highly skilled individual who has an acknowledged specialized expertise working as a Project Manager (PM) or in the energy field responsible for multiple tasks. This position requires a minimum of ten years of progressively more responsible experience in energy management. Must have a minimum of a Bachelors degree from an accredited university or college in engineering, mathematics, business, or other applicable field, and hold Professional engineering license or CEM (Certified Energy Manager) registration.

Functional Responsibilities:

1. Serves as the executive level adviser and senior functional leader applying process improvement and re-engineering methodologies and principles to conduct energy savings /conservation measures (ECMs) projects. Must possess senior management ability to exercise strong initiative and ability to work independently under broad conceptual guidelines. Duties include activity and data modeling, developing ECMs, identifying best practices, creating and assessing energy performance measurements, analysis, and employing state of the art decision systems. Applies detailed functional understanding of concepts, analysis, processes, and analytical techniques to the study of systems, subsystems and equipment. Provides group facilitation, site energy surveys, energy training and additional forms of knowledge transfer. Integrates the vision of the organization into a coherent, progressively structured program that is capable of uninterrupted effective and efficient support throughout the energy conservation initiatives.

SPECIAL REQUIREMENTS

1. Must be a United States (US) citizen, with good vision and physical health/condition.
2. Have valid US driver's license with good driving record and be able to drive a Government owned passenger type sedan or van vehicle.
3. Be able to read, write and speak English fluently
4. Have no outstanding criminal warrants or felony convictions
5. Service provider will be required to complete SF-85-P, Questionnaire for Public Trust Positions.
6. Applicant may be required to attend out of town conference. The Government will provide reimbursement for approved travel at prevailing rates in accordance with the Joint Travel Regulations.

SECURITY CLEARANCE

This position does **NOT** require a security clearance.

HOURS OF PERFORMANCE

A normal 5 day week = 40 hour week (8 hour day), Monday through Friday, with core hours 0900 to 1500. Compressed work schedule is **NOT** authorized

PERIOD OF PERFORMANCE

The period of performance shall 01 December 2008 to 31 May 2009. The government reserves the right to exercise a potential three option years.

PLACE OF PERFORMANCE:

Naval Facilities Engineering Command Washington locations Dahlgren, Virginia.

*****End*****

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

Not Applicable

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

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

2000	6/1/2007 - 5/31/2008
2001BA	6/2/2008 - 5/31/2009
2001BB	12/1/2008 - 5/31/2009
3000BA	6/2/2008 - 5/31/2009
5000CA	6/1/2009 - 5/31/2010
5000CB	6/1/2009 - 5/31/2010
5001DA	6/1/2010 - 5/31/2011
5001DB	6/1/2010 - 5/31/2011
5002EA	6/1/2011 - 5/31/2012
5002EB	6/1/2011 - 5/31/2012

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SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager
Paul Heavey
1314 Harwood St. SE, Bldg 212
Washington Navy Yard, Washington, DC 20374-5018
Paul.Heavey@navy.mil
202-685-3299

SUBMISSION OF INVOICES

Invoices shall be submitted electronically to the following email addresses:

invoicenf@navy.mil

Invoices will be paid through the Navy's electronic invoice database. Therefore, a signed Form 7300 shall be provided electronically with each invoice in order to accomplish electronic payment. Invoices may be submitted monthly based on performance. For each invoice submitted, the contractor shall detail the hours worked, a brief summary of the work accomplished, and bi-weekly time sheets signed by a government official.

Accounting Data

SLINID	PR Number	Amount
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MOD 01

2000	N4008007RCPW040	196060.00
LLA :		
AA 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000620		
Standard Number: N0017806D4745		

MOD 01 Funding 196060.00
Cumulative Funding 196060.00

MOD 03

3000		3000.00
LLA :		
AB 97 4930 NE1L 0000 77777 0 040080 2F 000620 51166078R125		

MOD 03 Funding 3000.00
Cumulative Funding 199060.00

MOD 04

2001		201940.00
LLA :		
AB 97 4930 NE1L 0000 77777 0 040080 2F 000620 51166078R125		

MOD 04 Funding 201940.00
Cumulative Funding 401000.00

MOD 05

2001BB		86080.00
LLA :		

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AC 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000620

MOD 05 Funding 86080.00
Cumulative Funding 487080.00

MOD 07

5000CA 207980.00
LLA :
AD 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000600 51152029R129
Standard Number: N4008009RCPW129

5000CB 177320.00
LLA :
AE 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000600 50852029R129
Standard Number: N4008009RCPW129

MOD 07 Funding 385300.00
Cumulative Funding 872380.00

MOD 08

5001DA 214200.00
LLA :
AA 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000610 51152021R164

5001DB 182640.00
LLA :
AB 97 XXXX4930 NE1L 0000 77777 0 040080 2F 000660 50852021R164

MOD 08 Funding 396840.00
Cumulative Funding 1269220.00

MOD 09 Funding 0.00
Cumulative Funding 1269220.00

MOD 10

5002EA 220620.00
LLA :
AJ 97 XXXX4930/NE1L/0000/77777/0/040080/2F/000000/511520202011
MCCULLUM

5002EB 188120.00
LLA :
AK 97 XXXX4930/NE1L/0000/77777/0/040080/2F/000000/508520202011
CARELOCK

MOD 10 Funding 408740.00
Cumulative Funding 1677960.00

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SECTION H SPECIAL CONTRACT REQUIREMENTS

n/a

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SECTION I CONTRACT CLAUSES

Standard clauses apply

1. ADD: to section I CONTRACT CLAUSES FAC **5252.232-9301 Invoicing Procedures Electronic**.

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-4745
Delivery Order Number	JU01
Cage Code/Ext	1DB04
Pay DoDAAC	N68732
Document Type	Navy Construction / Facilities Management
On the WAWF "Header Tab" the following is required:	
Issue Date	01 JULY 2007
Issue By DoDAAC	N40080 CORE
Admin By DoDAAC	N40080 CORE
Inspect By DoDAAC/Ext	N40080 CORE
Ship To Code/Ext or Service Acceptor or Accept By DoDAAC/Ext	N40080 CORE
Ship From Code/Ext	Not Applicable

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LPO DoDAAC/Ext	N40080 CORE
Once Submitted, "Send More Email Notifications"	
Inspector Email Address	Not Applicable
Accountable Official Email Address	Not Applicable
Operations Assistant (OA) Email Address	Not Applicable
Activity Fund Administrator email Address	Not Applicable

The NAVFAC WAWF point of contact for this contract is Karin Hull and can be reached at karin.hull@navy.mil or (202) 685-3190

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).

(End of clause)

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SECTION J LIST OF ATTACHMENTS