

**ORDER FOR SUPPLIES OR SERVICES**

<b>1. CONTRACT PURCH ORDER/AGREEMENT NO.</b> GS10F0296K				<b>2. DELIVERY ORDER/CALL NO.</b> DAAE20-03-F-0016		<b>3. DATE OF ORDER/CALL (YYYYMMDD)</b> 2003SEP23		<b>4. REQUISITION/PURCH REQUEST NO.</b> SEE SCHEDULE		<b>5. PRIORITY</b> DOS1	
<b>6. ISSUED BY</b> TACOM-ROCK ISLAND AMSTA-AQ-ARCC FAYE TABER (309)782-3796 ROCK ISLAND IL 61299-7630 EMAIL: TABERF@RIA.ARMY.MIL				<b>CODE</b> W52H09		<b>7. ADMINISTERED BY (if other than 6)</b> TACOM-ROCK ISLAND AMSTA-AQ-ARCC ROCK ISLAND IL 61299-7630				<b>CODE</b> ZZZZZ5	
<b>9. CONTRACTOR</b> HANCOCK MANAGEMENT L.L.C. 27 HERITAGE HILL ROAD WINDHAM, NH. 03087-1801				<b>CODE</b> 1HVL5		<b>FACILITY</b>		<b>10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD)</b> SEE SCHEDULE		<b>8. DELIVERY FOB</b> <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)	
<b>NAME AND ADDRESS</b>				<b>SCD: C</b>		<b>PAS: NONE</b>		<b>ADP PT: SC1012</b>		<b>11. X IF BUSINESS IS</b> <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED	
<b>14. SHIP TO</b> SEE SCHEDULE				<b>CODE</b>		<b>15. PAYMENT WILL BE MADE BY</b> DEFENSE FINANCE & ACCOUNTING SERVIC ROCK ISLAND OPERATING LOCATION ATTN DFAS-RI-ARS BUILDING 68 ROCK ISLAND IL 61299-8401				<b>CODE</b> W52H1C	
<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2</b>				<b>13. MAIL INVOICES TO THE ADDRESS IN BLOCK</b> See Block 15							
<b>16. TYPE OF ORDER</b>		<b>DELIVERY/ CALL</b> <input checked="" type="checkbox"/>		THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT AGENCY OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT.							
<b>PURCHASE</b>				Reference your <input type="checkbox"/> Oral <input type="checkbox"/> Written Quotation _____, Dated _____, 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.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:											
<b>17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE</b> SEE SCHEDULE											
<b>18. ITEM NO.</b>		<b>19. SCHEDULE OF SUPPLIES/SERVICE</b>				<b>20. QUANTITY ORDERED/ ACCEPTED*</b>		<b>21. UNIT</b>	<b>22. UNIT PRICE</b>		<b>23. AMOUNT</b>
		SEE SCHEDULE CONTRACT TYPE: Firm-Fixed-Price Cost Contract KIND OF CONTRACT: Service Contracts Other									
* 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.				<b>24. UNITED STATES OF AMERICA</b> JOYCE L KLEIN /SIGNED/ KLEINJ@RIA.ARMY.MIL (309)782-5051				<b>25. TOTAL</b>		\$119,080.00	
				BY: _____				<b>26. DIFFERENCES</b>			
<b>27a. QUANTITY IN COLUMN 20 HAS BEEN</b> <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO CONTRACT EXCEPT AS NOTED											
<b>b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE</b>						<b>c. DATE (YYYYMMDD)</b>		<b>d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE</b>			
<b>e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE</b>						<b>28. SHIP. NO.</b>		<b>29. D.O. VOUCHER NO.</b>		<b>30. INITIALS</b>	
<b>f. TELEPHONE NUMBER</b>			<b>g. E-MAIL ADDRESS</b>			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		<b>32. PAID BY</b>		<b>33. AMOUNT VERIFIED CORRECT FOR</b>	
<b>36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.</b>						<b>31. PAYMENT</b> <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		<b>34. CHECK NUMBER</b>		<b>35. BILL OF LADING NO.</b>	
<b>a. DATE (YYYYMMDD)</b>		<b>b. SIGNATURE AND TITLE OF CERTIFYING OFFICER</b>				<b>37. RECEIVED AT</b>		<b>38. RECEIVED BY (Print)</b>		<b>39. DATE RECEIVED (YYYYMMDD)</b>	<b>40. TOTAL CONTAINERS</b>
											<b>41. S/R ACCOUNT NUMBER</b>
											<b>42. S/R VOUCHER NO.</b>

**Name of Offeror or Contractor:** HANCOCK MANAGEMENT L.L.C.

SUPPLEMENTAL INFORMATION

1. THIS ACTION REPRESENTS TASK ORDER DAAE20-03-F-0016 AGAINST GSA MOBIS (SCHEDULE 874-1) CONTRACT GS-10F-0296K. CLIN 0001 IS FOR TECHNICAL SUPPORT SERVICES FOR RESOURCE MANAGEMENT CONSULTANT SERVICES FOR THE ENGINEERING AND CHEMICAL BIOLOGICAL CENTER (ECBC), ROCK ISLAND (RI) SITE FOR THE PERIOD OF 1 OCT 2003 - 30 SEP 2004. CLIN 0002 IS FOR REIMBURSEMENT OF TRAVEL EXPENSES INCURRED BY THE CONTRACTOR IN PERFORMANCE OF THE SOW IN SECTION C OF THE CONTRACT. THE TRAVEL SOW IS AT ATTACHMENT 001. THE GOVERNMENT RESERVES THE RIGHT TO EXTEND THE CONTRACT BY 4 ONE-YEAR PERFORMANCE PERIODS. THE ADDITIONAL PERFORMANCE PERIODS WILL COVER THE PERIODS OF 1 OCT 2004-30 SEP 2005, 1 OCT 2005-30 SEP 2006, 1 OCT 2006-30 SEP 2007, AND 1 OCT 2007-30 SEP 2008. THE CONTRACTOR WILL BE NOTIFIED 30 DAYS PRIOR TO THE END OF THE CONTRACT PERIOD, IN WRITING, IF THE GOVERNMENT DECIDES TO EXTEND THE PERIOD OF PERFORMANCE.
  
2. THE TOTAL DOLLAR AMOUNT OF THE FIXED PRICE PORTION (CLIN 0001) OF THIS ACTION IS \$114,080.00. HANCOCK MANAGEMENT L.L.C. SHALL BILL THE GOVERNMENT UTILIZING A DD250. THE DD250 SHALL BE ACCEPTED AT DESTINATION, WHICH IS ECBC (RI), AND APPROVED BY THE DESIGNATED CONTRACTING OFFICER REPRESENTATIVE OR HIS DELEGATEE. THE CONTRACTOR SHALL BE PAID ON THE 15TH AND THE LAST DAY OF EACH MONTH, WHICH EQUATES TO 23 EQUAL PAYMENTS OF \$4753.33 EACH WITH THE 24TH PAYMENT AT \$4753.41. TERMS ARE NET 14 DAYS.
  
3. THE DOLLAR AMOUNT OBLIGATED FOR CLIN 0002 IS \$5,000.00 ON A COST-REIMBURSABLE BASIS. THE CONTRACTOR IS TO SUBMIT THE INVOICES FOR TRANSPORTATION, HOTEL, RENTAL CAR AND ANY EXPENDITURES OF \$75.00 OR MORE TO THE COR AT ROCK ISLAND, IL. A DD250 STATING THE TOTAL COST OF ALL TRAVEL EXPENSES IS TO ACCOMPANY THE INVOICES. THE COR WILL VALIDATE THE EXPENSES BY APPROVING THE DD250. THE DD250 WILL SERVE AS THE OFFICIAL REQUEST FOR PAYMENT FROM DFAS-RI.
  
4. THE TERMS OF THE GSA CONTRACT APPLY TO THIS TASK ORDER.

\*\*\* END OF NARRATIVE A 001 \*\*\*

<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1 52.201-4501 TACOM-RI	NOTICE ABOUT TACOM-RI OMBUDSMAN	APR/2002

a. We have an Ombudsman Office here at TACOM-RI. Its purpose is to open another channel of communication with TACOM-RI contractors.

b. If you think that this solicitation:

1. has inappropriate requirements; or
2. needs streamlining; or
3. should be changed

you should first contact the buyer or the Procurement Contracting Officer (PCO).

c. The buyer's name, phone number and address are on the cover page of this solicitation.

d. If the buyer or PCO doesn't respond to the problem to your satisfaction, or if you want to make comments anonymously, you can contact the Ombudsman Office. The address and phone number are:

U.S. Army TACOM-RI  
 AMSTA-AQ-AR (OMBUDSMAN)  
 Rock Island IL 61299-7630  
 Phone: (309) 782-3224  
 Electronic Mail Address: ombudsman@ria.army.mil

e. If you contact the Ombudsman, please provide him with the following information:

- (1) TACOM-RI solicitation number;
- (2) Name of PCO;
- (3) Problem description;
- (4) Summary of your discussions with the buyer/PCO.

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(End of clause)

(AS7006)

2            52.204-4506            PUBLIC ACTIVITY INVOLVEMENT            FEB/2003  
                 TACOM-RI

Subcontract opportunities under this solicitation and any resulting contracts are open to competition between Department of Defense activities and private firms. In addition, Army Industrial Facilities are available to sell manufactured articles or to perform work at such Facilities on behalf of Offerors, in certain circumstances and as permitted by law. Rock Island Arsenal, Watervliet Arsenal, Anniston Army Depot, Sierra Army Depot, and Red river Army Depot have expressed interest in securing subcontracting opportunities under this RFP. For information related to the capabilities of these facilities, and Points of Contact, see [www.gsie.army.mil](http://www.gsie.army.mil)

(End of Clause)

AS7005

3            52.233-4503            AMC-LEVEL PROTEST PROGRAM            JUN/1998  
                 TACOM-RI

(OCTOBER 1996)

If you have complaints about this procurement, it is preferable that you first attempt to resolve those concerns with the responsible contracting officer. However, you can also protest to Headquarters, AMC. The HQ, AMC-Level Protest Program is intended to encourage interested parties to seek resolution of their concerns within AMC as an Alternative Dispute Resolution forum, rather than filing a protest with General Accounting Office or other external forum. Contract award or performance is suspended during the protest to the same extent, and within the same time periods, as if filed at the GAO. The AMC protest decision goal is to resolve protests within 20 working days from filing. To be timely, protests must be filed within the periods specified in FAR 33.103. Send protests (other than protests to the contracting officer) to:

HQ Army Materiel Command  
Office of Command Counsel  
ATTN: AMCCC-PL  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001

Facsimile number (703) 617-4999/5680  
Voice Number (703) 617-8176

The AMC-level protest procedures are found at:

<http://www.amc.army.mil/amc/cc/protest.html>

If Internet access is not available contact the contracting officer or HQ, AMC to obtain the AMC-Level Protest Procedures.

(END OF CLAUSE)

(AS7010)



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MOD/AMD

**Name of Offeror or Contractor:** HANCOCK MANAGEMENT L.L.C.

## DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK (SOW)  
PERFORMANCE WORK STATEMENT (PWS)RESOURCE MANAGEMENT AND PROGRAM SUPPORT FOR THE ENGINEERING  
CHEMICAL AND BIOLOGICAL CENTER (ECBC)

## 1.0 OBJECTIVE:

1.1 The objective of this contract is to provide Resource Management and Program Support to the Engineering Chemical and Biological Center (ECBC), Rock Island Site, of the U.S. Army Soldier and Biological Chemical Command (SBCCOM) in the management, coordination, and execution of its resources, engineering, logistics, acquisition, and program management missions.

## 2.0 BACKGROUND:

2.1 The current SBCCOM ECBC is responsible for all aspects of engineering in support of the Army's Chemical Defense Equipment (CDE) mission. In addition, ECBC supports Joint Service CDE programs, plays a vital role in providing state of the art technology and experience, and is part of the leading edge of chemical and biological defense to protect the Armed Forces, the Homeland Defense, Domestic Preparedness and Allies in Chem/Bio warfare. ECBC is an organization that is an integral part of the Homeland Defense and Domestic Preparedness National Programs. The ECBC mission places unique requirements on the SBCCOM ECBC, which dictate the need for a knowledgeable Support Contractor. These requirements are represented by the following major initiatives now in place that will directly impact upon the ECBC management and business processes. Examples are: 1- The design, testing and fabricating Single and Multiple Round Containers for the Stockpile and Non Stockpile programs. 2- Modernizing Chemical Defensive Equipment Legacy systems such as the M12A1 Decon system. 3 - Establishment of technical business processes for Direct Vendor Delivery (DVD). 4 - onsite technical and engineering equipment upgrades various CDE. 5- Performing technical evaluations and supporting litigation of nonconforming products and materials. These examples represent the need for a wide breadth of financial, organizational and program analysis, which the contractor may be tasked to perform or support.

## 3.0 SCOPE OF WORK:

3.1 This contract requires the contractor to provide resource management and program support services. Primary duty station is located at the U.S. Army SBCCOM, Engineering Chemical and Biological Center (ECBC) at Rock Island, IL. The contractor will provide support in the areas of budget, financial review, manpower, business processes, acquisition and program management in an engineering and logistics environment.

## 4.0 DESCRIPTION OF WORK:

4.1 The Contractor shall possess appropriate education, background, and experience to perform tasks in the areas of resource management which includes all aspects of budgetary development and control, manpower allocation and utilization, internal review and auditing; program management to include analyzing and developing new and existing business processes, business master plans, and organization analysis; and financial support of acquisition and logistics operations. Contractor must have experience with the standard Army Financial/Budgeting Systems to include SOMARDS. The contractor must have extensive experience in complex budgetary development and execution for very large programs and organizations, standardized financial accounting systems, working with multi-purpose funding sources, variance analysis for complex financial programs, complex financial reporting, auditing programs, internal review of current operations and procedures, and program management expertise in performing complex organizational analysis' and resource allocation models. Contractor will work in conjunction with Government personnel in support of the following functions:

a. Applies budgetary and programming knowledge in evaluating alternative courses of action and making recommendations for funding strategy to the government manager.

b. Assists IPT team in developing budgets and reprogramming actions to include performance measurement and evaluation.

c. May serve as a task or project leader for reengineering business processes or major organizational initiatives.

d. Prepares organizational documentation such as Continuity of Operations Plan (COOP), Operational Concept Plans, Memorandums of Agreement, Operational Control Plans and Strategic Planning Documents, and Emergency Operations Plan, New Legislation Proposals.

e. Develops and produces schedules of varying complexity ranging from the top level master schedule to low level milestone charts, or other types of schedules such as GANTT, PERT, CPM and Milestone Charts.

f. Performs special studies under guidelines and supervision of Government personnel in support of program management

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initiatives.

g. Assist in the coordination for any joint tasks between ECBC-Rock Island (ECBC(RI)) and all other interested and involved organizations and governments.

h. Assists in the preparation of procurement solicitations.

i. Prepares complex resource allocation models to include optimal manpower utilization, supply and inventory, and distribution of products.

**5.0 GOVERNMENT FURNISHED SUPPLIES, SERVICES, AND INFORMATION:**

5.1 The Government shall make available all documents, publications, directives, and regulations, to include drafts, necessary to accomplish this contract.

5.2 The Government shall make available access and use of on-site office space, desks/modules, chairs, telephones, typewriters, computers, authorized personal computers, authorized personal computer software, Intel terminals, printers, reproduction equipment, and any specialized equipment necessary to perform this contract. Such access and usage will be arranged through the Contracting Officer Representative (COR). Computers, at a minimum, will be equivalent to a Pentium II 133 MHz or higher with a memory of at least 48MB, internal 3 1/2 inch disk drive, hard drive of at least 1G, e-mail capable, attached to a network and capable of interfacing with the local tier one and two systems. The computer will be capable of multi use applications, which will allow access to the Commodity Command Standard System. Software will be authorized PC software, including Microsoft Office or ECBC equivalent, diagnostics, virus, Internet/mosaic, and laser printer connections.

5.3 The Engineering Chemical and Biological Center (ECBC) at Rock Island, IL, shall provide a suitable space located in the ECBC and furnished with office furniture and computer equipment for use during this contract. The Contractor shall also have access to group meeting rooms or the Video Television Center (VTC) or other areas needed to perform the PWS with the approval of the COR.

5.4 The Government shall provide Fire protection, class A and C phone, utilities, custodial and security services, on site at ECBC, Rock Island, to the extent they are provided to the ECBC.

5.5 Reproduction of printed materials: The contractor shall have access to ECBC copying machines for reproduction of material. The Contractor will be required to meet any applicable office procedures regarding use of the copying machines.

5.6 Use of Facsimile Machine: The Contractor shall be able to use ECBC FAX machines to meet the requirements of the PWS.

5.7 The Government shall make available access to Government systems required to perform this contract. Entry to these systems will be controlled by the issuance of passwords and user identification codes. The Contractor shall acquire those controlling elements from the COR.

5.8 The Government shall make available access to facilities/personnel at, SBCCOM-Edgewood and SBCCOM-Rock Island, AMC's Major Subordinate Commands, AMC Headquarters, and any contractor or other location necessary to accomplish this contract.

5.9 The Government shall provide any unique training that is required by the contractor to perform these tasks when it is deemed that Government is the only reasonable source for this training.

**6.0 TRAVEL:**

6.1 In support of the Description of Work, as described in paragraph 4.0, the Contractor may be required to travel. Travel destinations/dates will be determined over time, however, as a minimum, destinations will likely include: SBCCOM-Edgewood, and Headquarters, Army Material Command. Trips will be for coordination and attending special Process Action Team meetings and other work associate with the tasks outlined in paragraph 4.0 above. The Contractor shall secure approval from the COR prior to the performance of any travel. There is a separate Travel SOW.

**7.0 SECURITY:**

7.1 The Contractor shall provide security to a level necessary to meet the requirements of this delivery order and shall be able to obtain a DoD SECRET clearance, if necessary. The products and reports of the Contractor's work effort shall not exceed a classification of "SECRET".

7.2 ID Badges and Vehicle Registration: The contractor shall obtain badges and decals from the Government. The badges shall identify contractor as a non-Government employee. Parking on post shall be in designated 'Contractor' parking spaces. Such badges and decals shall be returned to the Government upon completion of the contract.

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7.3 The contractor shall sign a nondisclosure statement if and when access to Classified, Close Hold, Procurement, or Business Sensitive material is authorized.

8.0 CONDUCT:

8.1 Standards: The offeror must access the web site, www.dss.mil and fill out the form requesting security clearance for itself and for the individual who is to perform the work. Proof of application shall be in the form of submission of the printed web site acceptance sheet.

Contractor personnel shall not release any proprietary information or any source selection information obtained during the course of performance of this SOW. Contractor personnel shall not have any conflict of interest with potential offerors for items/services related to this SOW.

If during the performance of this contract the contractor gains access to proprietary information of other companies, the contractor must agree with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. Copies of these agreements shall be furnished to the contracting officer who will ensure that they are properly executed.

9.0 PERIOD OF PERFORMANCE:

9.1 This is a one-year General Services Administration contract with four one-year options. The options on this contract will be exercised unilaterally.

9.2 Contract performance shall be determined by the requirements in paragraph 4.0 of this Performance Work Statement.

9.3 This is a level of effort task contract for 1840 hours per year.

10.0 LOCATION OF SERVICES

10.1 The Contractor shall perform the services both at a contractor location and on-site at various SBCCOM locations. Primary duty station is the ECBC at Rock Island, IL but the contractor may perform services from an alternate work site that is no more than 50 miles from RIA and no more than 30% of the work year may be worked from the alternate site. Due to the high level of technical interface required between the Government and the Contractor, the Contractor will be collocated with its Government counterpart whenever possible.

10.2 The contract services shall be provided at the ECBC, Rock Island Site, and additional work sites as deemed necessary by the Contractor and the Contracting Officer's Representative (COR).

10.3 Hours of Operation: The contractor shall be available as necessary to perform the duties as described in the Scope of Work. The contractor shall work a tour of duty consistent with the operations of the work site. The contractor shall remain flexible regarding hours to meet extraordinary mission requirements.

10.4 Interact with Government personnel and advise Integrated Product Teams (IPTs), coordinate their activities, and mediate adversarial problems, as required. Interaction does not include supervision of Government employees, or to be supervised by Government employees. Recommends, but does not make decisions.

11.1 INSPECTION AND ACCEPTANCE

11.1 Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be the ECBC at Rock Island, IL. The responsible Government manager will provide input for tasks performed to the COR at Rock Island.

11.2 Appointment of Contracting Officer's Representative: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Such representative(s) will be designated by letter from the Contracting Officer with an information copy to the Contractor. The COR(s) will represent the Contracting Officer in the technical phase of the work, but will not be authorized to change any of the terms and conditions of the contract, or direct work outside of the efforts included in this SOW. Any changes to the SOW must be at the direction of the Contracting Officer.

11.3 Access to Procedures, Records, Data and Facilities: The Contractor shall allow the Contracting Officer or their duly authorized representative(s) access to and rights to examine any documents or records related to this contract.

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11.4 Inspection and Acceptance Procedures: The Government will have the right to conduct surveillance of the Contractor's performance including services rendered and any documentation or written material in support thereof under this contract. The contractor's progress will be evaluated from the Specific Tasks outlined in paragraph 4.0 of this PWS. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, briefing charts, and the progress of the mission, as defined by the IPTs. The Contracting Officer's Technical Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer shall exercise these responsibilities through their staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

11.5 The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be inspected. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

11.6 Government Surveillance personnel will monitor the contractor's performance by physical inspection, review of reports/documentation, and validated input/complaints.

11.7 When deficiencies are found by Government surveillance personnel, the Contractor shall be so advised verbally and in writing. As directed by the contracting officer or their representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.

11.8 Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) at F.O.B. Destination and will be signed by the designated COR. Copies of DD250's will be FAXED, by the Contractor, to the Rock Island Arsenal DFAS-RI-ARS, ATTN: Contractor Accounts Payable Office, FAX 309-782-9994.

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PACKAGING AND MARKING

PACKAGING AND MARKING

PACKAGING INSTRUCTIONS DO NOT APPLY FOR THIS REQUIREMENT.

\*\*\* END OF NARRATIVE D 001 \*\*\*

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INSPECTION AND ACCEPTANCE

THE CONTRACTOR IS TO BE PAID THROUGH DD250 SUBMITTAL TO THE CONTRACTING OFFICER'S REPRESENTATIVE (COR) EITHER BI-WEEKLY OR BIMONTHLY.

TRAVEL COSTS WILL BE REIMBURSED AGAINST A COST LINE OF THE CONTRACT (CLIN 0002). THE CONTRACTOR IS TO SUBMIT A COPY OF ASSOCIATED RECEIPTS FOR THE COMMERCIAL CARRIER, GROUND TRANSPORTATION AND LODGIN, WITH THE DD250, TO THE COR FOR THE COR'S EVALUATION OF FAIR AND REASONABLENESS. IN ADDITION, ANY EXPENSES OVER \$75 WILL BE ITEMIZED ON THE REQUEST FOR PAYMENT. THE CONTRACTOR IS TO SUBMIT THE DD250 FOR TRAVEL, WITHIN 10 DAYS OF THE COMPLETION OF TRAVEL, TO THE COR. THE COR WILL EVALUATE THE RECEIPTS AND SIGN THE DD250 AND RETURN IT TO THE CONTRACTOR FOR SUBMITTAL TO DFAS, ROCK ISLAND.

\*\*\* END OF NARRATIVE E 001 \*\*\*

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DELIVERIES OR PERFORMANCE

NO TRANSPORTATION CLAUSES APPLY TO THIS REQUIREMENT.

\*\*\* END OF NARRATIVE F 001 \*\*\*

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CONTRACT ADMINISTRATION DATA

LINE	PRON/	OBLG						JOB	ACCOUNTING		OBLIGATED
<u>ITEM</u>	<u>AMS CD</u>	<u>ACRN</u>	<u>STAT</u>	<u>ACCOUNTING CLASSIFICATION</u>				<u>ORDER</u>	<u>STATION</u>		<u>AMOUNT</u>
0001AA	S6367M29SB	AA	2	21	32020000036N6N40P4221232512	S19130	367MET	W91A2K	\$	114,080.00	
	42212300000										
0002AA	S6367M30SB	AA	2	21	32020000036N6N40P4221232512	S19130	367MET	W91A2K	\$	5,000.00	
	42212300000										
								TOTAL	\$	119,080.00	

SERVICE	TOTAL BY ACRN		ACCOUNTING CLASSIFICATION				ACCOUNTING	OBLIGATED	
<u>NAME</u>							<u>STATION</u>		<u>AMOUNT</u>
Army	AA	21	32020000036N6N40P4221232512	S19130		W91A2K	\$	119,080.00	
						TOTAL	\$	119,080.00	

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**Name of Offeror or Contractor:** HANCOCK MANAGEMENT L.L.C.

## SPECIAL CONTRACT REQUIREMENTS

	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1	252.247-7023 DFARS	TRANSPORTATION OF SUPPLIES BY SEA	MAY/2002
2	252.247-7024 DFARS	NOTIFICATION OF TRANSPORTATION OF SUPPLIES BY SEA	MAR/2000
3	52.246-4500 TACOM-RI	MATERIAL INSPECTION & RECEIVING REPORTS (DD FORM 250)	NOV/2001

(a) Material Inspection and Receiving Report(s) (DD Form 250), are required to be prepared and furnished to the Government under the clause of this contract entitled 'Material Inspection and Receiving Report'. Distribution of reports to the Purchasing Office (in accordance with DoD FAR Supplement Appendix F) shall be accomplished electronically.

(b) Two copies of the DD Form 250 are required to be submitted to the Purchasing Office. To satisfy this submission requirement electronically, the completed documents may be transmitted via electronic mail, or data fax. The electronic mail address for submission is faye.taber@us.army.mil. The data fax number for submission is 309-782-1218, ATTN: Faye Taber.

(c) Any additional copies required in accordance with Appendix F may be submitted to the addresses identified below via the U. S. Postal Service:

- (1) The FMS/MAP copies may be submitted to:  
N/A

(End of Clause)

(HS6510)

**CONTINUATION SHEET****Reference No. of Document Being Continued**

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**Name of Offeror or Contractor:** HANCOCK MANAGEMENT L.L.C.

## CONTRACT CLAUSES

	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1	52.212-4	CONTRACT TERMS AND CONDITIONS- COMMERCIAL ITEMS	FEB/2002
2	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	MAY/1999
3	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 before the end of the contract period; 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 -3- (months)(years).

(End of Clause)

(IF6071)

**CONTINUATION SHEET**

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**Name of Offeror or Contractor:** HANCOCK MANAGEMENT L.L.C.

LIST OF ATTACHMENTS

<u>List of</u> <u>Addenda</u>	<u>Title</u>	<u>Date</u>	<u>Number</u> <u>of Pages</u>	<u>Transmitted By</u>
Attachment 001	TRAVEL SOW		002	