

ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT PURCH ORDER/AGREEMENT NO. GS23F0060K	2. DELIVERY ORDER/CALL NO. DAAE20-03-F-0018	3. DATE OF ORDER/CALL (YYYYMMDD) 2003OCT15	4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE	5. PRIORITY DOA5
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6. ISSUED BY TACOM-ROCK ISLAND AMSTA-AQ-ARCC FAYE TABER (309)782-3796 ROCK ISLAND IL 61299-7630 EMAIL: TABERF@RIA.ARMY.MIL	CODE	W52H09	7. ADMINISTERED BY (if other than 6) TACOM-ROCK ISLAND AMSTA-AQ-ARCC ROCK ISLAND IL 61299-7630	CODE	ZZZZZ5	8. DELIVERY FOB <input type="checkbox"/> DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule if other)
			SCD: A PAS: NONE ADP PT: SC1012			

9. CONTRACTOR GEO-CENTERS, INC. 7 WELLS AVENUE NEWTON CENTRE, MA. 02459-3212 NAME AND ADDRESS TYPE BUSINESS: Large Business Performing in U.S.	CODE	5F565	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE	11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMAN-OWNED
					12. DISCOUNT TERMS	
					13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Block 15	

14. SHIP TO SEE SCHEDULE	CODE		15. PAYMENT WILL BE MADE BY DEFENSE FINANCE & ACCOUNTING SERVIC ROCK ISLAND OPERATING LOCATION ATTN DFAS-RI-ARS BUILDING 68 ROCK ISLAND IL 61299-8401	CODE	W52H1C	MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2
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16. TYPE OF ORDER	DELIVERY/ CALL	<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.
	PURCHASE		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:			

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
SEE SCHEDULE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	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.	24. UNITED STATES OF AMERICA JOYCE L KLEIN /SIGNED/ KLEINJ@RIA.ARMY.MIL (309)782-5051 BY: _____ CONTRACTING/ORDERING OFFICER	25. TOTAL	\$330,174.16
		26. DIFFERENCES	

27a. QUANTITY IN COLUMN 20 HAS BEEN
 INSPECTED RECEIVED ACCEPTED, AND CONFORMS TO CONTRACT EXCEPT AS NOTED

b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	28. SHIP. NO.	29. D.O. VOUCHER NO.	30. INITIALS
	<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	33. AMOUNT VERIFIED CORRECT FOR
f. TELEPHONE NUMBER	g. E-MAIL ADDRESS		34. CHECK NUMBER

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.			
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	35. BILL OF LADING NO.

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
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Name of Offeror or Contractor: GEO-CENTERS, INC.

SUPPLEMENTAL INFORMATION

EXECUTIVE SUMMARY

1. THIS ACTION FORMALIZES LETTER AWARD DATED 26 SEP 2003 (ATTACH 002).

2. THIS ACTION REPRESENTS TASK ORDER DAAE20-03-F-0018 AGAINST GSA MOBIS (SCHEDULE 871-5) CONTRACT GS-23F-0060K. CLIN 0001 IS FOR TECHNICAL SUPPORT SERVICES FOR TOTAL PACKAGE FIELDING (TPF) TECHNICAL SUPPORT SERVICES FOR THE CHEMICAL BIOLOGICAL DEFENSE PRODUCT SUPPORT INTEGRATION DIRECTORATE (CBDSID) LOCATED AT THE ROCK ISLAND ARSENAL, ROCK ISLAND, IL FOR THE PERIOD OF 1 OCT 2003-30 SEP 2004 AND TWO OPTION YEARS, 1 OCT 2004 - 30 SEP 2005 AND 1 OCT 2005 - 30 SEP 2006. 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 TWO (2) ONE-YEAR PERFORMANCE PERIODS. THE CONTRACTOR WILL BE NOTIFIED 30 DAYS PRIOR TO THE END OF EACH CONTRACT PERIOD, IN WRITING, IF THE GOVERNMENT DECIDES TO EXTEND THE PERIOD OF PERFORMANCE.

3. THE TOTAL DOLLAR AMOUNT OF THE FIXED PRICE PORTION (CLIN 0001) OF THIS ACTION IS \$287,876.16. GEO-CENTERS INC SHALL BILL THE GOVERNMENT UTILIZING A DD250. THE DD250 SHALL BE ACCEPTED AT DESTINATION, WHICH IS THE CBDSID AND APPROVED BY THE DESIGNATED CONTRACTING OFFICER'S REPRESENTATIVE OR HIS DELEGATEE. THE CONTRACTOR SHALL BE PAID MONTHLY IN TWELVE EQUAL INSTALLMENTS OF \$23,989.68.

4. THE DOLLAR AMOUNT OBLIGATED AGAINST CLIN 0002 IS \$42,298.00 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. THE CONTRACTOR IS TO NOTIFY THE GOVERNMENT WHEN IT HAS EXPENDED 75 PERCENT OF THE OBLIGATED AMOUNT SO THE GOVERNMENT CAN EVALUATE IF THERE IS ENOUGH MONEY ON THE COST LINE FOR THE REMAINDER OF THE CONTRACT.

5. THE TERMS OF THE GSA CONTRACT AND SOLICITATION DAAE20-03-R-0238 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;

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Name of Offeror or Contractor: GEO-CENTERS, INC.

(4) Summary of your discussions with the buyer/PCO.

(End of clause)

(AS7006)

2 52.233-4503 AMC-LEVEL PROTEST PROGRAM
TACOM-RI

JUN/1998

(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)

Name of Offeror or Contractor: GEO-CENTERS, INC.

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK (SOW)

Total Package Fielding (TPF) SPECIALIST(S)A.1. Scope of Work

This effort shall be limited to nonpersonal services that shall include, but not limited to the following:

A.1.1. Total Package Fielding: The TPF process consists of two distinct phases, planning and execution.

a) The planning phase incorporates all logistic activity including requirements determination, requisitioning and releasing the entire package to a gaining unit or staging site.

b) The execution phase involves the physical activity involved with going to the handoff site, accomplishing minimal deprocessing (if necessary) of end items, pre-inventory of all items provided, coordination with receiving units, joint inventory and physical handoff of equipment with gaining units, delivery of retail level customer documentation, completion of joint inventory forms, preparation of shortage lists, preparation of necessary Supply Discrepancy Report (SDR), Quality Discrepancy Report (QDR), and Transportation Discrepancy Report (TDR).

A.1.2 Deprocessing: On site preparation of equipment prior to fielding or hand-off. Performed prior to initial operation of equipment. May include operator and maintenance Preventive Maintenance Checks & Services (PMCS). True performance verification deprocessing, if necessary, is performed by the equipment specialist.

A.1.3. Preventive Maintenance Checks & Services (PMCS): Inspections centered on detecting defect/deficiencies that would be detrimental to the operation of the equipment. PMCS, if necessary, is performed by the equipment specialist or TPF representative.

A.1.4. Pre-Inventory: Pre-Inventory consists of the primary system with all Components Of End Items (COEI) and associated Basic Issue Items (BII), Associated Support Items of Equipment (ASIOE), special tools and test equipment (STTE), Authorized Stockage List (ASL) initial issue spare/repair parts, technical manuals. All will be identified in Materiel Requirements List (MRL) provided by TPF manager for each fielding. This is to identify any shortages prior to joint inventory, allowing TPF the opportunity to expedite shipment of replacement parts.

A.1.5. Joint Inventory: Joint Inventory consists of a physical inventory with the Gaining Command representative; of the primary system with all component major items and associated basic issue items (BII), ASIOE and associated BII, special tools and test equipment (STTE), computed and authorized ASL initial issue spare/repair parts, technical manuals. All will be identified in Materiel Requirements List (MRL) provided by TPF manager for each fielding.

A.1.6. Retail Level Customer Documentation: Retail Level Customer Documentation consists of supply transactions either in hard copy form or computer disk, this will be provided by TPF manager for each handoff.

A.1.7. Joint Inventory Report: DA form 5684-R, Mar 88, Joint Inventory Report, will be completed, signed, and dated by TPF and gaining command representative.

A.2. Applicable Documents:

A.2.1. DA PAM 700-142, Instructions for Materiel Release, Fielding and Transfer.

A.2.2. AR 700-142, Materiel Release, Fielding, and Transfer

A.3. Government Furnished Property, Facilities, Equipment and Services:

A.3.1. The Government will furnish all facilities, utilities, equipment, furniture, technical manuals, and supplies required to perform the services called for in this contract.

A.3.2. The Contractor is responsible for all Government furnished property (GFP) and shall sign for such property on a DA Form 3161, Request for Issue or Turn-in. All property on short-term loan (used for a specific system), e.g., test equipment will be returned when not in use.

A.3.3. If the Contractor is required to assist in or deprocess the fielded equipment; the Government will provide or make arrangements to provide necessary training on the deprocessing procedures for the respective equipment.

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A.3.4. All accountable property loaned to the Contractor will be returned to the Government upon termination or completion of this Contract. A joint Inventory will be completed to document return of all equipment. The Contractor shall be liable for replacement, or cost for replacement, of any lost non-expendable GFP as determined by Report of Survey conducted by the Government to determine the liability of the lost GFP.

B.1. Background Information

B.1.1. The purpose of Total Package Fielding (TPF) is to provide gaining Major Subordinate Commands (MSCs) and units with new force modernization systems and support equipment without the logistics burdens associated with acquiring and receiving the system and support items.

B.1.2. The Tank-automotive and Armaments Command (TACOM) located in Warren, MI, has an agency, TACOM-RI, located on the Rock Island Arsenal, Rock Island, IL. Some TACOM-RI acquisition personnel are co-located within the Chemical Biological CBU and perform the acquisition functions for the CBU.

B.1.3. The intent of this SOW is to obtain the services of qualified individuals to provide a cost effective means to accomplish the TPF mission within Chemical Biological CBU of TACOM-RI, Rock Island, IL. This Statement of Work defines the general tasks required of the Contractor to provide the specified support. Specific tasks for accomplishment will be identified by individual task order. The level of effort consists of two one-man years. For purposes of this contract, a man-year consists of 260 days per year. The individual(s), under the contract, must be on-site at TACOM-RI at least 234 days per year. The other 26 days include 10 Federal Holidays, listed below. The remaining 16 days are to be used at the discretion of the contractor. For record-keeping purposes, official travel is considered on-site at TACOM-RI. The contract period consists of one basic year with two one-year option periods.

B.1.4. The Government will define the scope of work required for specific systems to include the identity of the system to be fielded, the time, place of handoff, and the quantity of systems and packages to be handed off. Each system/site may vary in complexity and scope of work required.

B.1.5. The contractor shall provide technically qualified personnel, task order management and administration, materials, and equipment other than Government Furnished Property and Government Furnished Equipment to meet the requirements of the contract.

B.1.6. Requirements

B.1.6.1. 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(s) who is/are 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. Contractor personnel shall sign certifications concerning conflicts of interests, nondisclosure and rules of conduct as required during the performance of 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.

C.1. Contractor Furnished Property, Facilities, Equipment and Services:

C.1.1. Contractor furnished property, facilities and equipment are not normally required in the performance of services called for in this contract, except for personal safety items for TPF personnel, such as safety goggles, shoes and ear protectors. The Government assumes no responsibility for Contractor owned property.

C.1.2. The Contractor shall perform assigned TPF hand-offs within the Continental United States (CONUS) and Outside the Continental United States (OCONUS) as required. Passport will be required.

C.1.3. The Government reserves the right to remove any individual from an assignment under this contract for reasons of incompetence, intoxication, controlled substance abuse, misconduct, security risk, or violation of State and/or Federal Laws.

C.1.4. The contract service shall be provided at the Rock Island site. The contractor must perform the TPF duties on site at least 90 percent of the work year. A government work year is defined as 260 days. Travel in support of the TPF mission will be considered on site for the purposes of meeting the 90 percent requirement. The contractor shall be available as necessary to perform the duties as described in the SOW, and will 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.

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C.2.1. Contractor Responsibilities. The Contractor will be responsible for the administration, operation and conduct of employee in providing services under this contract to include:

C.2.1.2. Administration - passport, security clearances, installation badge requirements and training Contractor supplied personnel, as required, to perform services called for under this contract.

C.2.1.2.1 If hand-off is to be conducted overseas, Contractor must ensure he or she have passport and proper visas.

C.2.1.2.2. Contractor shall be experienced and/or trained in methods of TPF. The Contractor shall possess the appropriate technical and computer skills, as required, to perform the services at the level of quality called for in this contract.

C.2.1.3.1. Operation - The Contractor shall be responsible for system schedules as they relate to TPF. It shall be the responsibility of the Contractor to maintain milestones as provided in AR 700-142. Make-up for missed scheduled hand-offs, due to the fault of the Contractor, will be the responsibility of the Contractor. Missed hand-offs due to the fault of the Government will be the responsibility of the Government.

C.2.1.3.2. The Contractor will call the unit/organization point of contact to ensure all equipment, proper hand-off facilities, and all items needed to complete hand-off are on hand prior to hand-off

C.2.1.4. Customer services - the Contractor shall be helpful, timely and courteous in providing TPF hand-off services and dealing with Point Of Contact (POC), unit commanders, Logistics Assistance Officer (LAO), Logistics Assistance Representative (LAR), Force Modernization personnel and warehouse personnel.

C.2.1.4.1. Upon arrival at the hand-off site, meet with the POC or the sponsor of hand-off.

C.2.1.4.2. Register with the appropriate LAO at the installation.

C.2.1.4.3. Call TPF office at TACCOM - RI w/phone numbers at hand off site.

C.2.1.4.4. Be at the hand-off site at least 15 minutes prior to the start of each day of hand-off activities.

C.2.1.4.5. If required, Supply Discrepancy Reports (SDR), Quality Deficiency Reports(QDR), and/or Transportation Discrepancy Reports (TDR) will be completed and submitted upon completion of handoff.

C.2.1.4.6. Unless otherwise directed, be responsible for the cleanup of the hand-off area.

C.2.1.4.7. Ensure that POC complete Customer Feedback Form. The Government will provide the Customer Feedback Form to the Contractor. Customer Feedback Forms will be turned in with Joint Inventory forms, appropriate assumption of command orders, and signature cards, (DA form 1687), and copies of any SDR, QDR, or TDR that may have been necessary during handoff.

C.2.1.4.8. If required, pack and send any excess materiel from the hand-off site, back to appropriate Unit Material Fielding Point (UMFP), or where directed, government will provide any and all fund cites needed to accomplish.

C.2.1.4.9. Out-brief the POC at the gaining command, providing them with final status of hand-off.

C.2.1.5. Closeout - The Contractor will be responsible for all actions needed to closeout system hand off.

C.2.1.5.1. to include any and all rejects in Fielding Requirements (FRET) Database and Commodity Command Standard System (CCSS). Clear all legitimate due-in, due-out, credit balances, etc.

C.2.1.5.2. post the appropriate CCSS Material Receipt Confirmation DRA transactions, enabling documents numbers to clear Document Control File (DCF) and go inactive.

C.2.1.5.3. submit progress reports as required to the COR on significant events or accomplishments, in the Daily Information Summaries (DISUM) format that will be provided.

D.1. Tasks to be Performed:

D.1.1. The Contractor shall comply with the terms of the Statement of Work (SOW) in strict accordance with applicable local policies (installation/Command, unit, TACOM-RI), Department of Army (DA) documents and policies, Department of Defense (DOD) regulations and all updates/changes to this SOW during the life of the contract. The Contractor shall immediately bring to the attention of the Government, for final resolution, any apparent conflict between compliance with the directives, policy, rules and regulations identified in this contract and the execution of this contract.

Name of Offeror or Contractor: GEO-CENTERS, INC.**D.2.1. Assumptions and Constraints**

D.2.2.1. The Contractor shall not under any circumstance, supervise or otherwise direct Government employees or other Contractors employed under other Government contracts.

D.2.2.2. The Government will not directly or indirectly provide supervision or control of Contractor personnel.

D.2.2.3. Informal Communications. The Contractor shall maintain informal communications with the COR for task orders and the basic contract on a weekly basis, or more often if deemed necessary. The Contractor shall provide information only to the KO and COR unless approved by the KO or COR. Any issues or problems that cannot be resolved through these informal conversations shall be addressed at formal IPRs. These informal conversations do not substitute for any contractually required meetings, reviews, or briefings.

D.2.2.4. Government Support. As specified in task orders. Task orders will not be changed without approval from the KO or COR.

D.2.2.5. The Contractor shall have sole responsibility and discretion for the manner and method of performing tasks as specified in this SOW. The Contractor shall coordinate with the COTR and responsible TPF Manager to discuss TPF policies, procedures, and execution of service.

E.1. Key Personnel

E.1.1. The supervision of Contractor employees shall be the responsibility of the Contractor.

E.2. Substitution of Personnel. The Contractor shall assign to each specific task order those persons, whose resumes were submitted with the proposal, who are necessary (key personnel) to fill the requirements of the contract and the task order. No substitutions of key personnel shall be made without prior written approval of the Contracting Officer. All proposed substitutions of key personnel shall be submitted to the Contracting Officer in writing at least 15 calendar days (30 calendar days if a security clearance must be obtained) in advance of the proposed substitutions. All requests for substitutions must include a complete resume of the proposed substitute and any other information requested by the Contracting Officer. All proposed substitutes must have qualifications that are equal to or higher than the qualifications of the position.

E.3. Replacement. If the Contractor removes any key personnel on this contract and/or task order issued against this contract, the Contractor shall immediately notify the Contracting Officer and COR, and replace such personnel with personnel of equal or higher qualifications. The replacement personnel shall submit their resume(s) and the SF85P acceptance sheet to the COR and the Contracting Officer.

F. PERFORMANCE MEASUREMENTS

F.1.1. In Process Reviews (IPRs). The Contractor and the Contracting Officers Representative (COR) specified in the individual task order shall meet and conduct monthly IPRs to discuss and informally evaluate the Contractors efforts and progress in the accomplishment of assigned tasks and resolutions of technical issues, if any. IPRs shall be held at Government furnished facilities. The Contractor shall submit agenda items 3 working days prior to each meeting. The agenda and minutes will be the responsibility of the contractor.

F.1.2 Quarterly Status Report. The contractor shall provide the Government COR a quarterly status report to summarize the current status of all tasks. As a minimum, the report shall identify work completed during the reporting period, deliverables provided, problem areas or concerns requiring Government input or decision, labor hours expended, and work plans, if any, for the next reporting period.

F.1.3. INSPECTION Criteria. The Government will have the right to inspect the Contractors performance under the task orders associated with this contract. The Contracting Officer may conduct such inspection and surveillance of the Contractors performance under the contract as deemed appropriate and necessary.

G.1. Travel - For estimating and planning purposes, a Travel SOW is provided as a separate document.

G.1.1. In support of the Tasks to be Performed paragraph A6, the Contractor shall be required to travel extensively to accomplish the terms of the SOW within the contract. Travel destinations/dates will be determined over time, destinations will include U.S. Army Installations throughout the world. Trips will be for Materiel Requirement Conferences, Coordination meetings, and Equipment Deprocessing and Handoff. The Contractor shall secure approval from the Contracting Officers Representative (COR) prior to the performance of any travel.

G.1.2. All temporary travel shall be arranged by the contractor and be at fair and reasonable costs to the Government. When commercial air carrier and commercial ground transportation are used, they shall be the most reasonable available to accomplish the mission. When the Government gives the contractor sufficient notice, the lowest possible commercial airfare shall be used. The contractor shall strive to stay within established Government Per Diem rates for meals, lodging, and miscellaneous items at the travel destination. Also, mileage rates for personal vehicle use to accomplish temporary of site travel shall comply with established

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Government rates.

G.1.3. The invoice submitted for payment of travel cost shall include a copy of the associated receipts for commercial carrier costs, ground transportation cost, and lodging. In addition, copy of all expense items in the amount of or exceeding \$75 shall be included. The contractor shall provide a copy of each required receipt, with the DD250, to the COR within 10 days after travel completion, for payment, and shall be reimbursed via DD250 which shall be approved by the COR. A copy of the approved DD250 shall be submitted to AMSTA-AQ-ARCC, TACOM - ROCK ISLAND, for the official contract record. The contractor shall keep all backup for travel reimbursements for three years after the end of the last contract period.

G.1.4. The contractor shall document the results of temporary travel by preparing a report of travel. As a minimum, the report shall identify destination, purpose, accomplishments, and open issues/actions. The contractor's format shall be used. Reports of travel shall be submitted to the COR.

H.1. SECURITY

H.1.1. Facility and Personnel Security Clearances. The Contract shall possess, at the time of contract awards, proof that the Contractor and its key personnel have entered the Electronic Personnel Security Questionnaire (EPSQ) at www.dss.mil, and filled out the information, by submission of the validated form SF85P, Application for Public Trust. Access to Government computer equipment and programs is contingent upon submission of this form.

H.1.2. Pass and Identification. The Contractor shall obtain badges and decals from the Government. The badges shall identify the Contractor as a non-Government employee. Parking on post shall be in the open parking areas for non-restricted, non-handicapped employees. The contractor shall provide names of all employees to the COR who will arrange for all Contractor employees to be badged. Such badges and decals shall be returned to the Government upon completion of the contract.

I.1. INSPECTION AND ACCEPTANCE: Inspection and acceptance sites: The inspection and acceptance site for all efforts provided under this contract shall be TACOM-RI at Rock Island, Illinois.

I.2. APPOINTMENT OF CONTRACTING OFFICERS REPRESENTATIVE: The Contracting Officer will designate an individual(s) to act as the COR(s) under this contract. Letter from the Contracting Officer will designate such representative(s) 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.

I.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.

J.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 Section A-4 of this SOW. The Quality and effectiveness of contractor's output will be judged by the quality of written documents, and the progress of the mission, as defined by the SOW. The Contracting Officer's Representative will conduct such surveillance of the Contractor's performance under the contract as determined appropriate and necessary. The Contracting Officer will exercise these responsibilities through its staff and in connection with any related agencies necessary to ensure that the standards set forth herein are met.

J.4.1. The requirements set forth in this contract shall be the criteria by which the Contractor's performance shall be reviewed. These requirements may either be in full text or incorporated by referenced regulations, technical manuals, etc.

J.4.1.2. Government Surveillance personnel will monitor the Contractor's performance by physical inspection, review of reports/documentation, or by the Daily Information Summaries (DISUM) processed.

J.4.1.3. When Government surveillance personnel find deficiencies, the Contractor shall be so advised verbally and in writing. As directed by the Contracting Officer or its representative(s) the Contractor shall promptly take the necessary action to ensure against any future deficiency.

J.4.1.4. Acceptance will be by submission of biweekly DD Forms 250 (Material Inspection and Receiving Reports) and will be F.O.B. Destination.

K. FEDERAL HOLIDAYS

New Years Day - First day in January
Martin Luther King Day - Third Monday in January
Presidents Day - Third Monday in February
Memorial Day - Last Monday in May
Independence Day - Fourth day in July

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Name of Offeror or Contractor: GEO-CENTERS, INC.

Labor Day - First Monday in September
Columbus Day - Second Monday in October
Veterans Day - Eleventh day in November
Thanksgiving Day - Fourth Thursday in November
Christmas Day - Twenty-fifth day in December

*** END OF NARRATIVE C 001 ***

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MOD/AMD

Name of Offeror or Contractor: GEO-CENTERS, INC.

PACKAGING AND MARKING

THERE ARE NO PACKAGING INSTRUCTIONS FOR THIS EFFORT.

*** END OF NARRATIVE D 001 ***

CONTINUATION SHEET**Reference No. of Document Being Continued****Page 12 of 17****PIIN/SIIN** DAAE20-03-F-0018**MOD/AMD****Name of Offeror or Contractor:** GEO-CENTERS, INC.

INSPECTION AND ACCEPTANCE

INSPECTION AND ACCEPTANCE POINTS ARE FOB DESTINATION.

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

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 AIR CARRIER, GROUND TRANSPORTATION AND LODGING, 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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Name of Offeror or Contractor: GEO-CENTERS, INC.

DELIVERIES OR PERFORMANCE

NO TRANSPORTATION CLAUSES APPLY TO THIS REQUIREMENT.

*** END OF NARRATIVE F 001 ***

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MOD/AMD

Name of Offeror or Contractor: GEO-CENTERS, INC.

CONTRACT ADMINISTRATION DATA

LINE	PRON/ AMS CD/ ITEM	OBLG ACRN	STAT	ACCOUNTING CLASSIFICATION	JOB ORDER NUMBER	ACCOUNTING STATION	OBLIGATED AMOUNT	
0001AA	S6367NCTSB 42212400000	AA	2	21 32020000036N6N40P4221242512 S19130	367NCT	W91A2K \$	287,876.16	
0002AA	S637NCT1SB 42212400000	AA	2	21 32020000036N6N40P4221242512 S19130	367NCT	W91A2K \$	42,298.00	
TOTAL							\$	330,174.16

SERVICE NAME	TOTAL BY ACRN	ACCOUNTING CLASSIFICATION	ACCOUNTING STATION	OBLIGATED AMOUNT
Army	AA	21 32020000036N6N40P4221242512 S19130	W91A2K	\$ 330,174.16
TOTAL				\$ 330,174.16

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MOD/AMD

Name of Offeror or Contractor: GEO-CENTERS, INC.

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)

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Name of Offeror or Contractor: GEO-CENTERS, INC.

CONTRACT CLAUSES

	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
1	52.212-4	CONTRACT TERMS AND CONDITIONS- COMMERCIAL ITEMS	OCT/2003
2	52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	OCT/2003
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; 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 36 months.

(End of Clause)

(IF6071)

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Name of Offeror or Contractor: GEO-CENTERS, INC.

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	
Attachment 002	LETTER AWARD	26-SEP-2003	002	