

**DELIVERY ORDER**

**FINAL**

1. CONTRACT NO. N00178-07-D-5196	2. DELIVERY ORDER NO. JN01	3. EFFECTIVE DATE 08/28/2007	4. PURCHASE REQUEST NO. N62470-07-NR-55511
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5. ISSUED BY NAVFAC ATLANTIC 6506 Hampton Blvd. Norfolk VA 23508-1278 henry.bijak@navy.mil 757-322-4489	CODE N62470	6. ADMINISTERED BY DCMA MARYLAND 217 EAST REDWOOD STREET, SUITE 1800 BALTIMORE MD 21202-5299	CODE S2101A
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7. CONTRACTOR Potomac-Hudson Engineering Inc. 7830 Old Georgetown Road Suite 220 Bethesda MD 20814-2432	CODE OJCB1	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME (hours local time – Block 5 issuing office) SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43213	CODE HQ0338
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13. TYPE OF ORDER	D	X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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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.

Potomac-Hudson Engineering Inc.

\_\_\_\_\_  
NAME OF CONTRACTOR                      SIGNATURE                      TYPED NAME AND TITLE                      DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA  
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA  By: Jennifer L McGuire	08/28/2007  CONTRACTING/ORDERING OFFICER	22. TOTAL  \$175,100.00
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SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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## GENERAL INFORMATION

### SECURITY REQUIREMENTS

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

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

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

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**SECTION B SUPPLIES OR SERVICES AND PRICES**

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	Supplies/Services	Qty	Unit	Unit Price	Total Price
2001	Onsite Environmental Specialist (O&MN,N)	1850.0	LH	\$86.00	\$159,100.00
2002	Program Mangement / QC (O&MN,N)	100.0	LH	\$130.00	\$13,000.00
2003	Travel NTE \$3,000 (in association with CLIN 2001) (O&MN,N)	2.0	Lot	\$1,500.00	\$3,000.00

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

**PERFORMANCE REQUIREMENTS:** Provide full time on-site program management support for Environmental Liabilities audit readiness under NAVFAC's Defense Environmental Response Program (DERP). The contractor shall have a minimum of 5 years experience with the DERP and possess good communication and data management skills. Primary duty location will be at the NAVFAC HQ, Navy Yard, Washington, DC. The contractor shall provide the technical effort in the work areas listed below in accordance with the tasks and their associated schedules as described below. Contractor shall obtain a DoD Common Access Card and PKI certificates to enter facilities and use information management assets and services under this performance work statement.

**Program Management Support.** The contractor will support the investigation and assertion of in-place processes that accurately recognize, report, and document environmental liabilities. Contractor will test that internal controls are in place and affective to ensure accuracy and completeness in reporting of environmental liabilities. Contractor shall provide services including database audit, data analysis, reporting, assistance with corrective action, and project management. Duties shall include:

Conduct formal tests of environmental programs Internal Controls and carryout any corrective actions necessary for test failures. Working with NAVFAC's internal control documentation and Financial Improvement Plan per OMB circular A-123, contractor shall test and determine processes and management controls established to ensure integrity of recognition and reporting of environmental liabilities.

In support of the NAVFAC Cost to Complete Workgroup, investigate and document cost estimates, cost estimate documentation and, models used by NAVFAC remedial project managers to generate cost estimates of DERP environmental liabilities (EL).

Provide the NAVFAC Cost to Complete Workgroup support to integrate aspects of EL recognition and reporting aspects cost estimating – documentation of methods, certification, and training.

Verify that assumptions used to construct cost estimates are documented and archived - if baseline estimates have been changed over time due to factors such as changes in any applicable requirements or technology, an audit trail must be maintained to explain why estimates for the same site changed.

Verify that adequate documentation is maintained to allow an auditor to replicate an estimate from the source documents used (e.g., invoices, cost estimates, parametric factors) to the

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resulting estimate or from the estimate back to the source.

Verify that sufficient documentation is maintained to identify data sources, estimating methodology, rationale used, and the management review process used to review, and approve estimates.

Continue to implement and update processes and documentation of the DERP EL program according to the DON Financial Improvement Plan.

Ensure all DERP EL cost estimators and reviewers are trained in EL. Support the implementation and verification of EL training requirements amongst cost estimate preparers and users through the NORM data base system.

Support HQ records maintenance (hard-copy/ electronic) such as training, database archiving, cost to complete supporting documents, cost to complete Attestations, per SFFAS N0.5, FASAB , FMR, policies and regulations.

Organize and collect a reconciled list of NORM activity names against INFADS activity names for EOY06 and EOY07 data. Coordinate and document a process for adding non-Navy-owned land with environmental cleanup work to the INFADS real property inventory.

Host meetings & conferences as required, prepare and update implementation plans, tracking tools, and briefings on progress and sustainability of audit readiness.

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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 firm items are from date of task order award through 12 months thereafter, estimated at:

2001	8/28/2007 - 8/27/2008
2002	8/28/2007 - 8/27/2008
2003	8/28/2007 - 8/27/2008

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## SECTION G CONTRACT ADMINISTRATION DATA

Delete:

Payment Office  
DFAS Colulmbus Center, South Entitlement Operations

Code HQ0338  
P.O. Box 182264  
Columbus, OH 43213

Add:  
Payment Office  
DFAS  
Code N68732  
P.O. Box 998022  
Cleveland, OH 44199

Task Order Manager  
Jennifer L McGuire, ACQJLM  
6506 Hampton Blvd  
Norfolk, VA 23508

[Jennifer.L.McGuire@navy.mil](mailto:Jennifer.L.McGuire@navy.mil)

757-322-4523

SUBMISSION OF INVOICES

Invoices shall be submitted electronically to the following email addresses:

NFAinvoicesET@navy.mil

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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.

The full amount of \$175,100.00 from document N0002407R3427 should be obligated under ACRN AA.

AA 17 07071804 KU2E 0252 FA678 P 068342 2D 04B2E0 910PX25210PX  
Standard Document Number N0017807D5196

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## **SECTION H SPECIAL CONTRACT REQUIREMENTS**

### **H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS**

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

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## **SECTION I CONTRACT CLAUSES**

Standard Clauses Apply

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**SECTION J LIST OF ATTACHMENTS**