

2. AMENDMENT/MODIFICATION NO. 10	3. EFFECTIVE DATE 20-Oct-2014	4. REQUISITION/PURCHASE REQ. NO. MOD 10	5. PROJECT NO. (If applicable) N/A
6. ISSUED BY CODE	N39430	7. ADMINISTERED BY (If other than Item 6) CODE	N39430

Naval Facilities Engineering and Expeditionary Warfare Center
Code ACQ- Naval Base Ventura County 1100 23rd Ave-Bldg 1100
PORT HUENEME CA 93043-4301
lynn.torres@navy.mil 805-982-4720

Naval Facilities Engineering and Expeditionary Warfare Center
Code ACQ- Naval Base Ventura County 1100 23rd Ave-Bldg 1100
PORT HUENEME CA 93043-4301

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) BMT Designers and Planners 2120 Washington Blvd, Suite 200 Arlington VA 22204		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. N00178-04-D-4023-EJG1 10B. DATED (SEE ITEM 13) 22-Oct-2009
CAGE CODE 54436 FACILITY CODE		[X]

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)

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 checked="" type="checkbox"/>	43.103(a) Changes Fixed Price
<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 type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ 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)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Lynn M Torres, Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	BY <u>/s/Lynn M Torres</u> (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 20-Oct-2014

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GENERAL INFORMATION

The purpose of this modification is to itemize materials purchase in support of Energy Awareness. Accordingly, said Task Order is modified as follows: Contractor will purchase and deliver to ten regional locations a list of materials priced and itemized in the contractor's quote of 9/10/2014. The materials are within the current ceiling, and no pricing adjustment is necessary. This modification codifies a written order to proceed via email from the NAVFAC contracting officer. 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 [REDACTED] by \$0.00 to [REDACTED]

The total value of the order is hereby increased from [REDACTED] by \$0.00 to [REDACTED]

The Period of Performance of the following line items is hereby changed as follows:

CLIN/SLIN	From	To
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SECTION B SUPPLIES OR SERVICES AND PRICES

CLIN - SUPPLIES OR SERVICES

For FFP Items:

Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
5000	R410	Provide all material and perform all services required in support of the Energy Awareness Program in accordance with section C. (O&MN,N)	1.0	LO	██████████	██████████
5001	R410	Option CLIN - Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. (O&MN,N)	1.0	LO	██████████	██████████
5100	R410	Option Year 1 - Same as CLIN 5000. (O&MN,N)	1.0	LO	██████████	██████████
510001	R410	(O&MN,N)				
510002	R410	(O&MN,N)				
5101	R410	Option CLIN - Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. (O&MN,N)	1.0	LO	██████████	██████████
5200	R410	Option Year 2 - Same as CLIN 5000(O&MN,N)	1.0	LO	██████████	██████████
520001	R410	(O&MN,N)				
520002	R410	(O&MN,N)				
5201	R410	Option CLIN - Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. (O&MN,N) Option	1.0	LO	██████████	██████████
5300	R410	Option Year 3 - Same as CLIN 5000. (O&MN,N)	1.0	LO	██████████	██████████
530001	R410	RC: N6921812RCJ0114 (O&MN,N)				
530002	R410	RC: N6921812RCJ0113 (O&MN,N)				
5301	R410	Option CLIN - Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. (O&MN,N) Option	1.0	LO	██████████	██████████
5400	R410	Option Year 4 - Same as CLIN 5000. (O&MN,N)	1.0	LO	██████████	██████████
540001	R410	RC:N6921813RC10127 (O&MN,N)				
540002	R410	RC:N6921813RC10128 (O&MN,N)				

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Item	PSC	Supplies/Services	Qty	Unit	Unit Price	Total Price
5401	R410	Option CLIN - Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. (O&MN,N)	1.0	LO	██████████	██████████
540101	R410	FUNDING (O&MN,N)				

Section B Text –

Contract Type Summary for Payment Office.

The proposed Task Order type will be **Firm Fixed Price (FFP)**.

SECTION C DESCRIPTIONS AND SPECIFICATIONS

MODIFICATION 10 dated 20 OCT 2014

This modification is generated to codify the contractor's 9/10/2014 proposal which received verbal authorization to proceed from the contracting officer. The contractor agrees to purchase the below items and deliver to 10 regional distribution centers. The logo on the items will be an existing energy awareness graphic. The quantities should be approximately equally divided and sent to the regional centers. The items below have been quoted and confirmed by the contractor to be within the available funds on this contract, and no additional pricing adjustment will result from this modification.

Material	QTY	EA			
Notebooks :	5000	█	█	█	█
Sticky Notes:	5000	█	█	█	█
CD Tool Kit:	350	█	█	█	█
Mouse Pads:	5000	█	█	█	█

Modification Statement of Work dated July 10, 2012
Modification for contract N00178-04-D-4023-EJG1

Modify the current Statement of Work as follows:

3.6.1 Replace all tasking in this section with the following tasks:

Contractor shall attend up to two meetings a week in the Washington D.C. area to support the NAVFAC Energy Office. Attendance at the meetings shall include development of minutes from the meeting and distribution to the NAVFAC Energy Office POC, who will upload the meeting minutes on the portal. Initially the Contractor would have to travel to the Navy Yard to attend the meetings and as they become more familiar with the meetings and all parties involved the Contractor can start dialing into the meetings and not physically attend the meetings. The Contractor may be asked to assist with Agenda development for some of the meetings. Attend all Energy Leadership Forum (ELF) meetings and provide minutes from the meeting and distribute minutes to the NAVFAC Energy Office POC.

3.4.4 Thermometer strips: The contractor shall manufacture and distribute 40,000 promotional thermometer strips with overall dimensions of approximately 4" x 4". This will allow an imprint area above the thermometer strip of approximately 3" H x 3-3/8" W. The contractor shall design the imprint area to include engaging graphics and a motivational slogan. The imprint shall be a minimum of two colors.

Replace thermometer strips tasking with the following:

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The contractor shall design and procure a portable energy display. The display shall use a three panel curved backwall design (Skyline Exhalt Banner Stand with carrying case) or equivalent. The government will provide initial concept design, themes, and photos to select from to develop draft designs for review and approval by the government. The display will be predominantly photos with Energy Logos and tag lines for each panel. Very little text will be used. The Central theme is Energy Security and the other two panels will highlight Energy Efficiency and Renewable Energy. The contractor will submit draft designs to the government for discussion and approval. Upon final design approval, the contractor will order the display and will provide the display to the government for final inspection and approval.

**Statement of Work for
Energy Newsletters, Outreach, Award Ceremony, Awareness Materials, Award Write-ups
and Meetings in Washington, DC**

1.0 INTRODUCTION

The purpose of the Energy Awareness Program is to publicize the goals and accomplishments of the Department of the Navy (DON) Energy Program, increase DON military and civilian employees' knowledge of energy efficiency and conservation, develop programs that shall change the behavior of DON personnel resulting in decreased energy use, and assist DON activities in meeting energy reduction goals through awareness education.

2.0 SCOPE

The purpose of this delivery order is to produce products that support the Energy Awareness Program goals. These products, identified in section 3.0, have been produced in past years and samples of past items are available for review. Although the products developed under section 3.0 are not highly technical in nature, they will sometimes include statements about energy-using and energy-saving mechanical and electrical systems. The contractor is responsible for ensuring that descriptions of and statements about energy-using and energy-saving systems are technically accurate.

3.0 TASKS

3.1 +Energized Newsletter

3.1.1 Develop and publish four issues of the "+Energized" newsletter. This quarterly, newsletter is targeted to energy managers and public affairs officers. The newsletter shall serve as the primary tool for communication and information to keep energy managers abreast of energy awareness activities, media placement, legislation, and success stories. The newsletter shall highlight successful energy awareness programs, lessons learned from various campaigns and programs, and ideas for implementing energy awareness programs. Each newsletter shall relate stories of successful energy projects in dollars spent and dollars saved. Each newsletter shall be eight pages, 8 1/2 by 11 inches, and full color. Prepare and submit proposed articles and a rough draft of each newsletter. Edit draft as per government comments. Edits could include complete replacement of articles with new topics. Contractor shall initiate the article topics based on their own determination of timely articles and information, as well as from periodic

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suggestions received from individual installations, NAVFAC HQ and/or the Naval Facilities Engineering Command Engineering Service Center (NAVFAC ESC). NAVFAC HQ and NAVFAC ESC will make final topic selections. Draft versions of the newsletter shall be submitted in Microsoft Word. The final version shall be submitted in “.pdf” to be distributed by the government. The newsletters shall also be provided in their original desktop publishing software format. The contractor shall create a timeline and schedule the actions necessary to meet the following distribution dates:

Distribution dates for newsletters:

Fall – October 12

Winter – January 12 (Awards Issue)

Spring – April 12

Summer – July 12

3.2 Outreach

3.2.1 Public Service Announcements: As part of the DoN media outreach, contractor shall produce two PRINT Public Service Announcements promoting cost-saving messaging to be used by base energy managers and public affairs officers. Various sizes shall be provided for each PSA topic, including poster size. Poster size for electronic posters to be printed on government printers is 8-1/2 x 11 and 11 x 17. The PSAs shall be provided in PDF format as well as their original desktop publishing software format. The contractor shall provide Initial drafts of PSAs by September 30.

3.2.2 E-Flashes. The contractor shall develop and produce 15 E-Flashes. E flashes are energy tips or motivational themes that have a focus on saving energy or water in the workplace and are appropriate for sending by e-mail to all workers. The text for e-flash content shall be provided for approval before development of the graphic e-flash. The current final file format for e-flashes is pdf. File size must be less than 300 KB to facilitate e-mailing to all hands. 150 KB should be the target file size. An ideal e-flash might take a simple idea such as “turn out the lights” and present it with clever and motivating text and graphics. E-Flashes are distributed electronically by the government approximately monthly. The E-Flashes shall be provided in PDF format as well as their original desktop publishing software format, and in picture formats if requested.

3.2.3 The contractor shall provide a communications plan that includes recommendations for additional outreach tactics the government should consider to further promote energy awareness to DON personnel and to publicize energy program successes within the federal executive community. The plan shall include reasons why the energy program should implement the recommendations and ballpark cost estimates to implement the recommendations.

3.3 Award Ceremony – Navy Memorial in Washington DC

For October 2009. The contractor shall consult with the Navy's incumbent energy awareness contractor, for transition and continuity in producing an award ceremony for the following option period. The contractor shall observe the Oct 2009 award ceremony. It is expected that this effort would involve no more than two days of on-site effort for one or two representatives of the contractor. The contractor would be expected to work with the government and the incumbent contractor on Oct 26 and Oct 27 at the Navy Memorial in Washington, D.C. as an observer. The contractor should plan on a post-ceremony review and Question & Answer session, which could be done by phone conference the week after the ceremony.

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3.3.1 Update ceremony invitation using prior year design which shall include a map to the Navy Memorial, lodging and travel information, dress code. Update a version that is e-mailed to invitees and also a version that can be printed as a 5x7" folded invitation. Update date and times as necessary, and lodging information (contact info for approximately 4 local hotels). Provide in PDF format as well as the original desktop publishing software format. NAVFAC ESC shall be in charge of printing and e-mailing invitations.

NAVFAC ESC shall 1) Finalize the guest list; 2) Outreach and distribute all invitations electronically and by mail/fax/in person; 3) Collect all RSVPs and provide final contact information of all guests attending the ceremony to the contractor for name badges, catering count, seating, etc. And print the invitations.

3.3.2 Prepare and print a Program Booklet to hand out for the Award Ceremony. It shall list names of guest speaker, master of ceremonies, and SECNAV award winners with a description of what they're presenting or accepting. The booklet shall include a list commands receiving "Platinum", "Gold" and "Blue" levels of achievement. The contractor shall provide an initial draft of the Program Booklet design by August 21. Approved program booklets shall be printed in advance of the ceremony and distributed day of the ceremony.

The contractor shall provide graphic design services (design and layout – based on last year's design), copywriting, editing and proofreading for a program booklet, with pictures of SECNAV winning installations. The contractor shall utilize AP style guide for editing. Content shall include narrative on each winning installation. It shall also include program schedule. The contractor shall print 125 program booklets. The contractor shall also provide the program booklet in pdf format and the original desktop publishing software program.

The contractor shall provide photo research which shall involve contacting SECNAV winning installations for the booklet publication.

NAVFAC ESC/NAVFAC shall make several rounds of changes to the graphic design elements and copy.

NAVFAC ESC and/or NAVFAC shall 1) Secure the EMCEE and Special Guest speakers; 2) Assist with collecting photos from energy managers.

3.3.3 Prepare narrative scripts for three speeches. Prepare narrative scripts for the A) guest speaker and B) EMCEE of the SECNAV awards ceremony. The script for the guest speaker shall not exceed 15 minutes and EMCEE's script shall not exceed 10 minutes about the energy and utility dollar saving accomplishments of the DON, with an additional one minute about each winning or platinum command being recognized at the ceremony. C) Prepare a narrative script (maximum 10 minutes) or bullet points for one additional event as requested, which could be: NAVFAC's Energy Awareness Week kickoff event. an additional guest speaker at the SECNAV ceremony or a Navy speaker at the FEMP ceremony. This script shall be a maximum of 10 minutes, shall not be PowerPoint and shall not include any photo requirements. The contractor shall provide initial drafts of speeches required for the SECNAV ceremony by August 31.

Script writing shall include research, development of content, development of appropriate style for each speaker. The SECNAV speeches shall include PowerPoint slides with visual content for the audience. This shall involve graphic design services and copywriting. The contractor shall

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also request photos of the winners.

Multiple Changes: NAVFAC ESC, NAVFAC and PAO offices shall make change requests to the scripts and PowerPoint presentation. Speakers shall also request changes.

NAVFAC ESC and/or NAVFAC shall 1) finalize all guest speakers and 2) provide assistance for the script's subject matter and photos prior to August 7.

3.3.4 Provide hardware, (laptop/printer) to the ceremony location as needed for registration or presentations.

3.3.5 Media Advisory. The contractor shall write a 400 word media advisory for the SECNAV ceremony. Once approved by Navy PAO, contractor shall submit it to PR Newswire's Washington DC circuit. The contractor shall provide an initial draft by September 1.

3.3.6 Press Releases. The contractor shall write press releases for the SECNAV ceremony, the FEMP/Presidential awards ceremonies (with a focus on the Navy's winners). These ceremonies are typically all the third or fourth full week of October. The contractor shall provide initial drafts of press releases by September 1. Once approved for release by the government, the contractor shall submit the press releases to PR Newswire and pitch the SECNAV ceremony to media. The contractor shall provide an initial draft by September 1.

3.3.7 Lunch. Provide a catered, hot buffet lunch at the Navy Memorial in Washington, D.C. for the Award ceremony in anticipation of 125 people. Up to 3 menu choices shall be presented to include multiple dishes (for example; chicken, tofu), salads, fruit, coffee, tea (including decaffeinated), and water. Quality shall be fine dining such as expected in a semi-formal restaurant as opposed to fare in a cafeteria or chain restaurant.

The contractor shall provide menu choices to NAVFAC ESC and NAVFAC HQ by August 15. Based on final selection of menu by NAVFAC ESC/NAVFAC, the contractor shall purchase catering services in advance of the event to accommodate 125 people. Tables, linens, table ware, personnel (captain, waiters, floor waiters, pantry chef) food preparation service and delivery for the reception and luncheon services are included. Each table shall have a simple flower arrangement or other inexpensive centerpiece.

3.3.8 The contractor shall prepare a PowerPoint presentation for the EMCEE of the awards ceremony and a copy of the presentation shall be provided to DoN on a CD. Graphic elements shall include photos collected from the winning energy manager teams and may include existing graphic elements. The contractor shall contact winning and platinum commands for photos as soon as the names are announced, typically in early August. The PowerPoint shall use three to five photo images for each installation. The contractor shall provide the initial draft of the PowerPoint presentation by September 15.

3.3.9 The contractor shall develop 20 16" x 24" posters of SECNAV winners/platinums using photos collected for 3.3.8. The contractor shall provide initial poster design for each poster to NAVFAC ESC by September 15. Final printed posters shall be mounted on a rigid backing and displayed by the contractor on easels at the award ceremony. The contractor shall mail the posters to the SECNAV winners and platinum commands featured in the posters by November 13.

3.3.10 The contractor shall use the standard DON design and produce 80 certificates for the

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Installations recognized with Platinum, Gold or Blue level-of-achievement. Initial design for each certificate category shall be submitted by August 15. Once design is approved, contractor shall print certificates and submit to NAVFAC HQ by September 15 to obtain signatures.

3.3.11 The contractor shall update the “celebration video” with photographs used in the posters. The celebration video is 2-4 minutes of photographs and motivational text with Navy and Marine Corps music. The contractor shall provide initial design to NAVFAC ESC and NAVFAC HQ by September 20 and provide a final “celebration video” one week prior to the ceremony. The celebration video shall be usable throughout the year to show the successes of the DoN Energy Program.

3.3.12 The contractor shall provide a written work plan schedule and provide event planning for the SECNAV Awards ceremony. The work plan shall include due dates and names of those responsible for actions. The work plan will cover the entire ceremony planning, including tasks being performed by the government.

3.3.13 The contractor shall coordinate the practice run-through of the ceremony one day in advance of the actual ceremony. This shall involve final meetings and walk-through as well as technical walk-throughs.

3.3.14 The contractor shall coordinate the award ceremony on the day of the event. This shall involve on-site management for all aspects of the event.

- **Program Manager:** this person shall oversee stage and ceremony management overall, function as a liaison with NAVFAC ESC/NAVFAC and the Navy Band, Color Guard, Navy anthem singer. This person shall assist NAVFAC ESC/NAVFAC needs and energy manager requests.

- **AV/PowerPoint:** this person shall manage the AV equipment and PowerPoint slide show, working with Navy Memorial AV/IT staff.

VIP Scripts; this person shall assist the keynote speakers on scripts and work with the teleprompter; this person shall also assist with stage management/program management details during the awards program.

- **Reception/luncheon;** this person shall direct the caterers, florists, set-up.

- **Registration Manager:** this person shall manage 2 other people at registration, which includes preparing labels not already completed. This person shall also manage media sign-in and assign staff to assist media requests.

- All staff persons listed above shall also breakdown all stage items, pack up posters, certificates, etc. Travel to and from the Navy Memorial is required.

Post-event Review, follow-up tasks and meeting with the NAVFAC ESC/NAVFAC on the day after with photographer.

- Return and store event items, including signage, posters, energy manager certificates (many have to be mailed and special envelopes have to be purchased.)

- Evaluate with NAVFAC ESC/NAVFAC and plan next year’s event and awareness materials.

NAVFAC ESC shall be responsible for overseeing and delivering SECNAV flags and plaques; some stage management, such as ushering winners to stage/seating area; sending a letter to obtain Navy Band services; and coordinating all RSVPs for the event.

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3.3.15 The contractor shall provide photographer and photography equipment at the Navy Memorial for photographing the ceremony. Process and equipment required is as follows:

Photography requirements - Set up 2-3 1000k lights in the theatre for photography. All power is located at the top of the theater. Official photos shall be taken on day of ceremony of the SECNAV and Platinum winners. Photos shall be a 5X7 500 dpi high-resolution, with an external flash on top of the camera. These photos shall be copied onto a CD to be distributed by mail to each winner / platinum command and to NAVFAC ESC and NAVFAC HQ.

Remove all equipment after SECNAV Awards Ceremony is completed. Equipment needs to be removed from theater by 1400 on the day of the ceremony.

3.4 Awareness materials

3.4.1 Contractor shall assist in obtaining pricing and samples for potential awareness materials for FY 2010 purchase. Awareness materials include inexpensive items such as pens and notebooks that are customized with the energy program theme. Approximately ten material categories shall be researched and five specific items selected.

3.4.2 5 x 7 Spiral Notebooks: The contractor shall manufacture and distribute 20,000 5 x 7 spiral notebooks. Notebooks should be soft cover (soft plastic) and with the energy logo and website on the front cover, and energy tips on the inside of the front cover.

3.4.3 Wood pens: The contractor shall manufacture and distribute 72,000 black inked ballpoint pens made of recycled wood, such as the Madeira pen. The exterior of the pens will show a minimum of two colors and display graphics and text about the energy program.

3.4.4 Thermometer strips: The contractor shall manufacture and distribute 40,000 promotional thermometer strips with overall dimensions of approximately 4" x 4". This will allow an imprint area above the thermometer strip of approximately 3" H x 3-3/8" W. The contractor shall design the imprint area to include engaging graphics and a motivational slogan. The imprint shall be a minimum of two colors.

3.4.5 Post-it Notes: The contractor shall manufacture and distribute 80,000 post-it note pads. Note pads shall measure approximately 3" wide x 3" high and approximately 1/4" thick and be designed with a logo and theme on each post-it note. The note pads will contain a minimum of two colors.

3.4.6 Produce and deliver CD-ROMs for Energy Managers and Public Affairs Officers: The contractor shall manufacture and distribute up to 550 CD-ROMs (two to each base) plus another 50 to be sent to NFESC. The CD-ROMs shall contain tools to help energy managers and building energy monitors undertake energy and water-saving campaigns along with a marketing presentation, and provide tools that can be placed with local media. Most tools will be re-used from the previous year. Tools will include:

- Guidelines for running an energy awareness campaign, including how to plan an energy event, how to use awareness materials, and how to use tools in the kit. (update from previous year)
- Certificates & Letters of Appreciation – award certificates customized with the activity or command's name, which can be awarded to contest winners or outstanding achievers. (re-use from previous year)

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- Sticker Campaign – graphic files for stickers and door hangers for energy managers to use to congratulate users for being energy and water conscious and to remind them when they fail to be efficient. Create one new sticker graphic and one new door hanger graphic under this task, and re-use graphics from past years.
- Contest Materials – Puzzles and contest materials designed to assist energy managers in promoting energy awareness.
- Energy-theme children's coloring pages. Create one new coloring page for this task and re-use graphics from past years.
- An energy project section that includes the "Project Execution Guide" produced by NFESC and project info sheets and fact sheets. (to be provided by NFESC) Include newsletter articles on project development/execution.
- Media releases, articles, PSAs, posters, photos and graphics, and logos. Re-use materials from previous years and use materials developed under other tasks in this scope.
- Relevant guidance documents such as EAct 2005 and EO 13423 and 2007 Energy Independence and Security Act, Energy Manager's Guide, Building Energy Monitor Handbook.
- Energy tips and related material from energy website
- May include materials available from FEMP, such as the handbook "Creating an Energy Awareness Program."
- Content messaging will be seasonal and thematic.
- The CD will be introduced with a cover letter that will describe contents and how the kit can be used to reinforce the energy awareness message.

3.4.7 Distribution of awareness materials: Promotional materials for Energy Awareness Week shall be distributed to up to 225 facilities. The government will supply the updated file containing mailing address information. The contractor shall prepare mailing forms, print labels, and sort, package and mail the materials to locations specified in the mailing list. The materials shall arrive at the locations by September 30, 2010.

3.5 Award write-ups. The government shall provide the installation annual energy reports and any available supplemental information for the contractor to put into the award submission. The contractor will evaluate the award criteria and edit information contained in the installation's report to prepare a draft of the award submission. The contractor shall send the draft to the nominee to allow the nominee to edit the nomination. The contractor shall provide the nominee-approved nomination to NAVFAC ESC and NAVFAC HQ, who may make additional edits. The contractor will generally not be expected to re-write the nominations after the initial draft is produced, rather track government edits and ensure the final approved documents are submitted. At least half of the submissions will be prepared in approximately a one-month period after annual energy reports are rated and provided to the contractor and before FEMP/Presidential nominations are due. Approximately half of the remaining nominations will be for other award programs, but will cover the same projects or installations that were submitted for the FEMP/Presidential nominations. The task is to take an extensive write-up from the installation and re-word it to match the award criteria and make a compelling submission.

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3.5.1 Draft up to 30 award submissions for DOE FEMP and similar awards programs. Extract information from installation annual energy reports and other available documentation, which shall be provided by the Government. This task shall include contacting the submitting DON commands to obtain any additional information needed to complete the submission, completing the awards narrative and cover sheet, and verifying information. Contractor is responsible for understanding the selection criteria for the award program and preparing the nomination with the correct focus for the award program. Contractor shall coordinate with submitting commands to obtain their review and concurrence for the submission. Submit approved nominations to FEMP.

3.5.2 Draft up to 3 presidential award nominations for the Government to review. Extract information from installation annual energy reports and other available documentation, which shall be provided by the Government. This task shall include contacting the submitting DON commands to obtain any additional information needed to complete the submission, completing the awards narrative and cover sheet, and verifying information. Contractor is responsible for understanding the selection criteria for the award program and preparing the nomination with the correct focus for the award program. Contractor shall coordinate with submitting commands to obtain their review and concurrence for the submission. Submit approved nominations to FEMP.

3.5.3 Maintain a list of award programs suitable for submissions from the DON energy program. Track submission dates and notify NAVFAC ESC when it's time to consider submitting to a specific award program, typically 60 days prior to the due date. Prepare drafts of nominations and work with submitting commands to obtain their review and concurrence for the submission. Submit approved nominations to the award programs. Award programs shall include but not be limited to:

DOE FEMP Energy and Water Management Awards

Presidential Energy and Water Management Awards

EPA Water Efficiency Leader Awards

Alliance to Save Energy Awards

American Council for an Energy-Efficient Economy Awards

White House Closing the Circle Awards

3.6 Meetings and Miscellaneous Support

3.6.1 Contractor shall attend six meetings in the Washington D.C. area in support of NAVFAC/SECNAV energy planning criteria. Attendance at the meetings shall include development of minutes from the meeting. Each meeting shall be no longer than eight hours.

3.6.2 Contractor shall, on occasion, be required to gather miscellaneous energy program information and respond to short fused requests for support. Total miscellaneous support shall not exceed 40 hours of effort during this delivery order.

3.7 (Option) Research, write, edit and distribute two (2) articles for federal and private sector publications regarding DON Energy Program news and developments. Pitch articles to media once approved to do so by the government. The length of the articles should be 1-2 pages.

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4.0 DELIVERABLES

4.1 Report progress on delivery order in a monthly status report to the government.

5.0 TRAVEL

The Awards Ceremony is located in Washington D.C. Travel is required to support the Awards Ceremony if the contractor is located outside of Washington D.C.

6.0 PERIOD OF PERFORMANCE

Period of performance shall be twelve (12) months from date of award.

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SECTION D PACKAGING AND MARKING

Section D Packaging and Marking –

Packaging and Marking shall be in accordance with Section D of the Sea-Port-e Multiple Award Basic Contract.

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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SECTION E INSPECTION AND ACCEPTANCE

Section E Inspection and Acceptance –

Upon completion of all work and final submission of all data items, the contractor's Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The contractor shall include the fully signed memorandum with its final invoice.

Inspection and Acceptance shall be in accordance with Section E of the SeaPort-e Multiple Award IDIQ Basic Contract for Firm Fixed Price Task Orders.

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SECTION F DELIVERABLES OR PERFORMANCE

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

5000	10/22/2009 - 10/21/2010
5001	10/22/2009 - 10/21/2010
5100	7/1/2010 - 6/30/2011
5101	7/1/2010 - 6/30/2011
5200	7/1/2011 - 6/30/2012
5300	7/1/2012 - 6/30/2013
5400	7/1/2013 - 10/21/2014
5401	7/1/2013 - 10/21/2014

CLIN - DELIVERIES OR PERFORMANCE

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

5000	10/22/2009 - 10/21/2010
5001	10/22/2009 - 10/21/2010
5100	7/1/2010 - 6/30/2011
5101	7/1/2010 - 6/30/2011
5200	7/1/2011 - 6/30/2012
5300	7/1/2012 - 6/30/2013
5400	7/1/2013 - 10/21/2014
5401	7/1/2013 - 10/21/2014

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

5201
5301

Section F Deliveries or Performance –

All provisions and clauses in Section F of the basic contract apply to this task order, unless otherwise specified in this task order.

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Refer to Section B and the SOW for specific deliverables.

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SECTION G CONTRACT ADMINISTRATION DATA

Section G Contract Administration Data –

5252.232-9301 INVOICING PROCEDURES ELECTRONIC (NAVFAC October 2008)

(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 Receipt and Acceptance (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 invoice type, DoDAACs with Extensions when submitting invoices in WAWF:

Note: Supporting documentation must be attach

Initial Document Creation requires the following:	
Contract Number	N0017804D4023
DO/TO/Call Number	EJG1
Cage Code	Fill-in
Pay DoDAAC	N68732
Invoice Type	2-in-1
On the WAWF "Header Tab" the following is required:	
Issue Date of Award	Refer to Award
Issue By DoDAAC	N62583
Admin By DoDAAC	N62583
Inspect By DoDAAC/Ext	N69218
DCAA Auditor DoDAAC	N/A
Ship To Code / Ext or Service Acceptor	N62583
Ship From Code / EXT	"LEAVE BLANK"
LPO DoDACC / EXT	N62583

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Once Submitted, select "Send Additional eMail Notifications"	
Inspector eMail Address	bruce.a.caldwell@navy.mil
Acceptor eMail Address	helaine.stallion@navy.mil
Invoice "Item" Structure	1) NavCon/FMI Invoice 'Item Number' is CLIN, 0001. Invoice amount at CLIN level.

ed. File names cannot contain spaces or special characters, except underscore “_” which is an acceptable character. Maximum limit for size of each file is UNDER 2 megabytes. There is NO Maximum limit for size of files per invoice.

(e) Before closing out of an invoice session in WAWF, but after submitting the invoice, you will be prompted to “Send Additional Email Notifications.” Select "Send More Email Notifications" 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)

G17S TOM APPOINTMENT (AUG 2005)

(a) The Task Order Ordering Officer hereby appoints the following individual as the Task Order Manager (TOM) for this task order: TBD

Name: Melvin Sittel

Telephone: 805-982-3533

(b) The TOM is responsible for those specific functions assigned in the Task Order Administration Plan, attached.

(c) Only the Task Order Ordering Officer has the authority to modify the terms of the task order. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the basic contract or this task order between the contractor and any other person be effective or binding on the Government. If, in the opinion of the contractor, an effort outside the existing scope of this task order is requested, the contractor shall promptly notify the Task Ordering Office in writing. No action shall be taken by the contractor unless the Task Order Ordering Officer, or basic contract PCO has issued a formal modification.

CONTRACTING OFFICER:

Cecilia Marquez 805-982-2172 cecilia.marquez@navy.mil

Specialty Center Acquisitions, NAVFAC (SCAN), Code AQ01, Naval Base Ventura County, NFESC Bldg 1100, Port Hueneme, CA. 93043-4347

CONTRACT SPECIALIST:

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Helaine Stallion 805-982-4414 helaine.stallion@navy.mil

Specialty Center Acquisitions, NAVFAC (SCAN), Code AQ01, Naval Base Ventura County, NFESC Bldg 1100, Port Hueneme, CA. 93043-4347

Accounting Data

SLINID	PR Number	Amount

5000		[REDACTED]
LLA :		
AA 1701804KU2N2536921890688942D00000000010RCJ0006		
Standard Number: N6921810RCJ0006		
5001		[REDACTED]
LLA :		
AA 1701804KU2N2536921890688942D00000000010RCJ0006		
Standard Number: N6921810RCJ0006		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
MOD 02		
510001		[REDACTED]
LLA :		
AB 17011804KU2N0006921890688942D00000000010RCJ0037		
Standard Number: N6921810RCJ0037		
510002		[REDACTED]
LLA :		
AC 1701804KU2N0006921890688942D00000000010RCJ0036		
Standard Number: N6921810RCJ0036		
5101		[REDACTED] 4
LLA :		
AC 1701804KU2N0006921890688942D00000000010RCJ0036		
Standard Number: N6921810RCJ0036		
[REDACTED]		
[REDACTED]		
MOD 03		
520001		[REDACTED]
LLA :		
AD 1711084KU2N0006921890688942D00000000011RCJ0037		
Standard Number: N6921811RCJ0037		
520002		[REDACTED]
LLA :		
AE 1711804KU2N0006921890688942D00000000011RCJ0038		
Standard Number: N6921811RCJ0038		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
MOD 05		

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530001 N6921812RCJ0114 [REDACTED]
LLA :
AF 1721804KU2N0006921890688942D00000000012RCJ0014
Standard Number: N6921812RCJ0114
ACQR: 2664304

530002 N6921812RCJ0113 [REDACTED] 2
LLA :
AG 1721804KU2N0006921890688942D00000000012RCJ0013
Standard Number: N6921812RCJ0113
ACQR: 2664304

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

MOD 07

5400 [REDACTED]
LLA :
AH 97X4930NH5A0007777700692182F00000000013RC10128
Standard Number: N6921813RC10128

5401 [REDACTED]
LLA :
AH 97X4930NH5A0007777700692182F00000000013RC10128

[REDACTED]
[REDACTED]

MOD 08

540001 ACQR 3221620 [REDACTED]
LLA :
AJ 97X4930NH5A0007777700692182F00000000013RC10127
Standard Number: N692181310127

540002 ACQR 3221620 [REDACTED] 9
LLA :
AH 97X4930NH5A0007777700692182F00000000013RC10128
Standard Number: N6921813RC10128

540101 [REDACTED] 1
LLA :
AH 97X4930NH5A0007777700692182F00000000013RC10128

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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SECTION H SPECIAL CONTRACT REQUIREMENTS

Section H Special Contract Requirements –

All provisions and clauses in Section H of the basic contract apply to this task order unless otherwise specified in the task order.

ACCESS TO GOVERNMENT SITES

(a) Contractor personnel shall comply with all current badging and security procedures required to gain access to any government site. The contractor shall ensure that contractor personnel employed on any government site become familiar with and obey activity regulations. Contractor personnel shall not enter restricted areas unless required to do so and until cleared for such entry.

(b) All contractor equipment shall be conspicuously marked for identification. The contractor shall strictly adhere to Federal Occupational Safety and Health Agency (OSHA) Regulations, Environmental Protection Agency (EPA) Regulations, and all applicable state and local requirements.

CONTRACTUAL AUTHORITY AND COMMUNICATIONS

(a) Except as specified in subparagraph (b) below, no order, statement, or conduct of any Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this task order shall constitute a change under the Changes clause of this contract.

(b) The contractor shall not comply with any order, direction or request of government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this task order.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order and, notwithstanding provisions contained elsewhere in this task order, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the task order price to cover any increase in charges incurred as a result thereof.

WORK WEEK

(a) All or a portion of the effort under this contract will be performed on a Government installation. The normal work week shall be Monday through Friday for all straight time worked. No deviation in the normal workweek will be permitted without express advance approval in writing by the designated Ordering Officer(s) with coordination of the using departments. In the event that the contractor fails to observe the normal work week, any resulting costs incurred by the Government shall be chargeable to the contractor. Work on Center shall be performed during the normal work hours at that location unless differing hours are specified at time of task order award. For purposes of scheduling personnel, the contractor is hereby advised that the Government installation will observe all Federal Government holidays. The contractor is further advised that access to the Government installation may be restricted on these holidays.

(b) In the event any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed by the contractor in accordance with the practice as observed by the Government employees at the using activity.

(c) In the event the contractor is prevented from performance as the result of an Executive Order or an administrative leave determination applying to the using activity, such time may be charged to leave or indirect charges in accordance with company policy.

KEY PERSONNEL

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NAVFAC 5252.237-9301 Substitutions of Key Personnel (June 1994)

The contractor shall provide complete resumes for proposed substitutions, and any additional information requested by the Contracting Officer. Proposed substitutions should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the contractor within 15 days after receipt of all required information of the consent of substitutes. No change in fixed prices may occur as a result of key personnel substitution.

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SECTION I CONTRACT CLAUSES

Section I Contract Clauses –

In accordance with the SeaPort-e Multiple Award basic contract for a Firm Fixed Price Task Orders.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

- (a) The Government may extend the term of this task order by written notice to the Contractor on or before the expiration of the task order; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended task order shall be considered to include this option clause.
- (c) The total duration of this task order, including the exercise of any options under this clause, shall not exceed five years.

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SECTION J LIST OF ATTACHMENTS