

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER

PAGE 1 OF 20

2. CONTRACT NO. N00033-01-C-9072

3. AWARD/EFFECTIVE DATE 27-Sep-2001

4. ORDER NUMBER

5. SOLICITATION NUMBER N00033-01-R-9072

6. SOLICITATION ISSUE DATE 16-Aug-2001

7. SOLICITATION INFORMATION CALL:

a. NAME COREY L. SQUIRES

b. TELEPHONE NUMBER (No Collect Calls) (202) 685-5949

8. OFFER DUE DATE/LOCAL TIME 04:30 AM 06 Sep 2001

ED BY MILITARY SEALIFT COMMAND, HQ N102 914 CHARLES MORRIS COURT SE WASHINGTON NAVY YARD DC 20398-5540

CODE N00033

10. THIS ACQUISITION IS UNRESTRICTED SET ASIDE: 100% FOR SMALL BUSINESS SMALL DISADV. BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION RFQ IFB RFP

TEL: FAX:

SIC: 7389 SIZE STANDARD: \$5 Million

15. DELIVER TO

CODE

16. ADMINISTERED BY

CODE

SEE SCHEDULE

SEE ITEM 9

17a. CONTRACTOR/ OFFEROR

CODE 1LUB1

CAMERON CONSULTING GROUP, INC. 1568 SPRING HILL RD STE 222 MCLEAN VA 22102-3052

18a. PAYMENT WILL BE MADE BY

CODE N00033

MILITARY SEALIFT COMMAND, CODE N86, HQ 914 CHARLES MORRIS COURT, S.E. WASHINGTON NAVY YARD DC 20398-5540

TEL. 703-748-3050

FACILITY CODE

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT CHECK ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

ITEM NO.

20. SCHEDULE OF SUPPLIES/ SERVICES

21. QUANTITY

22. UNIT

23. UNIT PRICE

24. AMOUNT

SEE SCHEDULE

25. ACCOUNTING AND APPROPRIATION DATA

See Schedule

26. TOTAL AWARD AMOUNT

\$159,528.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED.

ADDENDA ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED.

ADDENDA ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE

OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

31c. DATE SIGNED

27-Sep-2001

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) RANDY WHITTIER / CONTRACTS

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED CORRECT FOR

PARTIAL FINAL

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE

32c. DATE

36. PAYMENT

COMPLETE PARTIAL FINAL

37. CHECK NUMBER

1a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

38. S/R ACCOUNT NUMBER

39. S/R VOUCHER NUMBER

40. PAID BY

1b. SIGNATURE AND TITLE OF CONTRACTING OFFICER

41c. DATE

42a. RECEIVED BY (Print)

42b. RECEIVED AT (Location)

42c. DATE REC'D (YY/MM/DD)

42d. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION

SECTION SF 1449 CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		12.00	Months	\$13,294.00	\$159,528.00
	BASE YEAR: Mailroom Services FFP				

NET AMT \$159,528.00

ACRN AA Funded Amount \$159,528.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		12.00	Months	\$13,693.00	\$164,316.00
	Option Year 1: Mailroom Services FFP				

NET AMT \$164,316.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		12.00	Months	\$14,104.00	\$169,248.00
	Option Year 2: Mailroom Services FFP				

NET AMT \$169,248.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Option Year 3: Mailroom Services FFP	12.00	Months	\$14,527.00	\$174,324.00

NET AMT \$174,324.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Option Year 4: Mailroom Services FFP	12.00	Months	\$14,963.00	\$179,556.00

NET AMT \$179,556.00

DELIVERY INFORMATION

CLINS	DELIVERY DATE	UNIT OF ISSUE	QUANTITY	FOB	SHIP TO ADDRESS
0001	POP 01-OCT-01 TO 30-SEP-02	Months	12.00	Dest.	
0002	POP 01-OCT-02 TO 30-SEP-03	Months	12.00	Dest.	
0003	POP 01-OCT-03 TO 30-SEP-04	Months	12.00	Dest.	
0004	POP 01-OCT-04 TO 30-SEP-05	Months	12.00	Dest.	
0005	POP 01-OCT-05 TO 30-SEP-06	Months	12.00	Dest.	

ACCOUNTING AND APPROPRIATION DATA

AA: 97X4930ND2A2520003300000332F1013620100002528B100002528B
 AMOUNT: \$159,528.00

100002528B

CLAUSES INCORPORATED BY REFERENCE:

52.204-2	Security Requirements	AUG 1996
52.212-4	Contract Terms and Conditions--Commercial Items	MAY 2001
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.245-1	Property Records	APR 1984
52.245-4	Government-Furnished Property (Short Form)	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7004	Required Central Contractor Registration	MAR 2000
252.232-7007	Limitation Of Governments Obligation (Aug 1993) - Alternate I	AUG 1993

Alt I

CLAUSES INCORPORATED BY FULL TEXT

List of Attachments

The following documents, exhibits, and other attachments that will form a part of this contract are as follows:

Attachments	Description
1. DD Form 254	DoD Contract Security Classification Specification
2. Standard Form 98	DoL Wage Determination

STATEMENT OF WORK

1.0 Scope of Work. The contractor shall provide management, supervision and labor necessary to assure the efficient and effective operation of the Headquarters, Military Sealift Command MailRoom. Specific requirements are provided in Section 3.0.

2.0 Background.

2.1 Military Sealift Command. The Military Sealift Command (MSC) provides sealift for strategic mobility support of national objectives. Specifically, MSC prepares for and provides strategic sealift during mobilization; provides transportation of cargo and petroleum, oil and lubricants (POL); and operates afloat prepositioning, fleet support and special mission ships. MSC discharges its mission through the employment of sealift forces consisting of government and commercial ships. MSC is organized around five key programs representing the Command's primary business operations: Naval Fleet Auxiliary Force; Special Missions; Prepositioning;

Ship Introduction; and Sealift. MSC is a Working Capital Fund organization. It executes its own contracts in support of its missions, and acts as program manager.

2.2 Mailroom. On a daily basis, Mailroom personnel affix approximately 50 address labels, stuff and seal envelopes, and mark envelopes with proper mail handling instructions using U.S. Postal Services stickers/rubber stamps. Additionally, they place envelopes in mailbags, remove mailbags from rack and place in a designated pick-up area. This is a continuing function throughout the day.

2.2.1 Currently the MailRoom uses mostly Microsoft Windows generated programs that are on the Local Area Network (LAN). Other programs developed for and utilized by MSC include the Correspondence Task/Tickler System (CTTS), MSC Locator, and mailing lists.

3.0 Specific Tasks.

3.1 General. The Contractor shall perform all services necessary to operate the mailroom and perform related services described herein. The Mailroom shall be staffed and open for business from 7:30am until 4:30pm. Services shall be performed promptly and courteously. The following shall be applicable to all tasks.

3.1.1 The Contractor shall answer incoming phone calls, take messages, and resolve questions.

3.1.2 The Contractor shall maintain workspace in a neat, orderly fashion. Work areas shall be free of debris and litter. Boxes of printed material awaiting pick-up shall be stacked neatly. All horizontal surfaces shall be clean and free of unbound material (e.g., loose incoming mail) at the end of each working day.

3.1.3 The Contractor shall be capable of operating the Government-furnished equipment specified in Section 9.0. The Government shall provide training should there be an upgrade to a different model of equipment.

3.1.4 The Contractor shall maintain computer files utilizing Windows operating environment, including typical file housekeeping and computer operation. Report to Contracting Officer's Representative (COR), in writing, any instances of equipment failure.

3.1.5 A mass mailing is required approximately twice per month. This is generally a time sensitive issue that requires printing mailing labels, affixing them to envelopes, sealing the envelopes, affixing stickers or stamping handling instructions on the face of the envelopes and placing them in mail bags. This work must be completed within two (2) hours of receipt and is comprised of about 200 pieces of mail per mailing.

3.1.6 Receive incoming mail four times daily at approximately 7:15 AM, 9:30 AM, 10:00 AM and 11:30 AM. This will average about 1,500 to 2,500 pieces of mail per day.

- 3.1.7 Sort incoming mail and distribute to internal offices by placing the correspondence, publications and periodicals into bins located in the MailRoom. Approximately 65% of the mail will contain a specific office code or person's name in the address. The remaining 35% of the mail will not be coded and will require opening to determine (by subject matter) who should receive it. Mail is to be routed within one (1) hour of receipt. A basic understanding of MSC's organizational structure is required to successfully complete this function.
- 3.1.8 Every hour on the hour, deliver any material for the Front Office (Admiral's staff) on a continuing basis throughout the day. Place mail in the incoming basket and pick-up any mail in the outgoing basket.
- 3.1.9 On a daily basis, distribute outgoing correspondence to approximately 30 MSC field activities worldwide by placing correspondence into bins located in the MailRoom. This is known as "pouch mail." Every afternoon, at approximately 2:00 PM, verify the accuracy of mail in these bins, place it into envelopes/boxes, attach proper address labels, determine if it is first class or priority mail, stamp or affix proper mail handling instructions to container, seal container and place in outgoing mail. This function is to be completed in time for it to be dispatched by 9:30 AM the following day.
- 3.1.10 Remove correspondence from the MailRoom's incoming basket. Determine if it is for internal distribution or "pouch mail," and place correspondence in the appropriate bin in the MailRoom. If the mail requires serialization, place it in the appropriate file basket; if it is outgoing mail, place it in the proper mailbag located in the MailRoom. This is a continuing requirement to be performed constantly throughout each workday. No material is to remain in the incoming basket for more than 15 minutes.
- 3.1.11 Receive printed material such as contracts, instructions, notices, periodicals, etc., from the print shop. Sign work requests indicating receipt of material in the MailRoom. Notify the Support Services Division of the job's arrival in the MailRoom. Notification is to be made within five (5) minutes of its receipt in the MailRoom.
- 3.1.12 Upon receiving guidance from the cognizant staff office, distribute printed material. This occurs about three (3) times per week. Assist Support Services Division personnel in moving print jobs from the MailRoom to the storeroom. This task will occur about twice per week and will require carrying between 10-15 boxes of up to 50 pounds each up one flight of stairs if the service elevator is not working. Normally the elevator is available.

3.2 Off-Site Deliveries / Pickups

- 3.2.1 The Contract shall make deliveries/pickups twice daily to offices within the Metropolitan Washington Area, including the locations listed in 3.2.1.1 below. Historically, off-site deliveries/pickups total approximately 250 miles per week.

- 3.2.1.1 Pentagon, Crystal City, Navy Annex, Naval Station Anacostia, Washington Navy Yard, and other Government buildings including the Maritime Administration, Justice Department and offices on Capitol Hill.
- 3.2.2 The Contractor shall obtain a signature for hand delivered, classified and unclassified material; shall maintain a permanent file of receipt cards for classified material; and shall maintain file copies of receipt cards for unclassified material for a period of six (6) months, after which time they shall be destroyed.
- 3.2.3 The Contractor shall notify requestors by phone within 15 minutes of returning to COMSC Headquarters that their package is in the MailRoom for pick-up. The Contractor shall obtain a signature from the requestor indicating receipt of the package and maintain a file of these receipts for six (6) months.

3.3 Process Incoming Mail

- 3.3.1 Receive incoming accountable (registered, certified, insured, and express-overnight) mail, arriving in either single pieces or sealed mailbags (approximately 100 pieces per week).
- 3.3.2 Receive daily, at various times, an average of 50 pieces of express mail delivered to MSC by USPS or various private express mail services. Log receipt in the express mail record book and immediately inform addressee by phone of its arrival. Obtain signature of the person receiving the express mail as it is picked up.
- 3.3.3 For certified and insured mail, enter identifying information into the receipt log. For unclassified, certified mail, notify the addressee of its presence in the MailRoom. This function is to be performed within 15 minutes of its receipt in the mailroom. Obtain a signature from the addressee upon receipt. If classified, follow procedures set forth below for registered classified material.
- 3.3.4 For registered mail only, accurately enter identifying information into registered mail receipt log within 30 minutes of receipt in the MailRoom.
- 3.3.5 Open registered mail to determine if prescribed security classification procedures are required (either Secret or Confidential) to assure proper handling. There will be times when staff members deliver classified material to the MailRoom that they have received from outside meetings or conferences. This material will be treated the same as incoming registered mail. Using the CTTS, prepare route slips for each piece of incoming, classified material after determining who is to receive it. The CTTS generates both route slips and bar code labels. Once a route slip is printed, enter the route slip number in the registered receipt log. Attach two copies of the route slip and a bar code label to the incoming document. Place another copy of the route slip in the classified route slip suspense file. Route slips are to be prepared in this manner within two (2) working hours of receipt in the MailRoom.

- 3.3.6 Maintain classified route slip suspense file. This file contains copies of route slips for all classified correspondence and publications being routed or retained within MSC Headquarters. It shows signatures of persons receiving the materials and is considered to be a crucial element of MSC's classified correspondence control system.
- 3.3.7 Inform cognizant personnel that classified correspondence is ready to be picked up in the MailRoom.
- 3.3.8 Obtain a signature from the person receiving classified mail on the suspense file copy kept in the MailRoom.
- 3.3.9 Sign for classified route slips being returned to the MailRoom for further routing. If material is to be routed to another internal office, annotate the suspense file copy and CTTS and notify the appropriate person that classified material is ready for pick-up in the MailRoom. If the material is being returned for external distribution, annotate suspense file copy and CTTS and prepare for outgoing mail as described below.
- 3.3.10 Prepare classified material (i.e., directives, publications, letters) to be placed into outgoing mail in accordance with SECNAVINST 5510.30A. This includes using double envelopes, records of receipt, classification markings and the application of reinforced tape and registered stickers. Approximately 10 pieces of classified material are mailed each month.
- 3.3.11 Destruction of classified material is accomplished by various offices throughout MSC Headquarters. However, maintenance of an accurate destruction report is the Contractor's responsibility. When a document is destroyed, the route slip is signed and dated by the two (2) individuals performing the destruction who then return the signed route slip to the Mail Room. Upon receiving the signed route slip in the Mail Room, the Contractor shall annotate the CTTS, remove the suspense copy from its file and replace it with the signed route slip.
- 3.3.12 On the first workday of each month, print a destruction report from the CTTS for the previous month. File the report and purge the CTTS of all documents that were destroyed. Destruction reports will be maintained for a period of two (2) years.
- 3.3.13 Upon request, print reports from the CTTS of documents currently being retained by a particular directorate with MSC Headquarters.
- 3.3.14 Upon request from the MSC Security Officer, count the number of documents classified by MSC for the period of time requested. There is no set time frame or frequency of report.
- 3.3.15 Prepare unclassified material to be placed in certified mail. This includes filling out return receipt cards and affixing certified stickers. An average of 10 pieces of unclassified, certified mail is mailed per week.

- 3.3.16 Complete Postal Service Form 3877 for all Registered and Certified mail being dispatched.
- 3.3.17 Complete Postal Service Form 3854 for all Registered mail being dispatched via sealed mailbag.
- 3.3.18 Prepare OPNAV 5511/10 (Record of Receipt) for all Secret and NATO documents being dispatched via Registered mail.
- 3.3.19 Serialize and date approximately 10 pieces of outgoing, classified correspondence (original and copies) per week using a typewriter or mechanical hand stamp.
- 3.3.20 Maintain two (2) copies of outgoing correspondence in classified correspondence files.
- 3.3.21 Maintain a file of classified material receipt cards which have been mailed from MSC. This involves placing a copy of the receipt card in a numerical file and replacing it with the original, signed receipt upon its return to the MailRoom. Additionally, tracer action is to be initiated on receipt cards that have not been returned within 21 days.

3.4 Process Outgoing Mail. The Contractor shall ensure that all mail received prior to 9:00 AM is correctly processed and placed in outgoing mail pickup at 9:30 AM. The Contractor shall arrange an unscheduled mail pickup for emergencies with Navy Mail and Messenger Services.

- 3.4.1 Review. Prior to serialization, the Contractor shall review all outgoing unclassified correspondence for accuracy and proper format using the MSC Correspondence Manual. If correspondence format is incorrect, mailroom personnel shall return to sender of correspondence to correct the format.
- 3.4.2 Serialization. The Contractor shall serialize and date original outgoing, unclassified correspondence and copies thereof. Historically, approximately 30 pieces of outgoing correspondence require serialization per day.

Proper format shall be the following: original correspondence, two (2) central file copies, sufficient copies for "copy to" and "via" addressees. Place the two file copies into the appropriate baskets for filing. Place the original correspondence (including enclosures if any) and copies into appropriate envelopes (if provided by originator), ensuring address is typed in the proper format and if using a label, placed correctly on the envelope. Seal the envelopes and place in outgoing mailbags. Serialization is accomplished by use of a mechanical hand stamp.

- 3.4.3 Filing. The Contractor shall file copies of outgoing correspondence in central files as described below. File shall be performed daily and without error. The Contractor shall be capable of retrieving requested correspondence within five (5) minutes of request. One copy (green) of each outgoing letter is filed.

- 3.4.4 Maintain one (1) copy of all outgoing correspondence serialized during the current week. Each Monday and Friday, or when requested by the COR, attach a routing sheet to this file and give it to the COR for review. The COR will review the file and place the file in routing. Upon completion of routing, the file will be returned to the MailRoom.
- 3.4.5 Separate the file's contents by originating code, clip together and return to originator.
- 3.4.6 Prepare unclassified correspondence files that are two (2) years old for scanning on CDs. This involves verifying that copies of all serialized correspondence are in the files, removing staples, counting the number of pages, and preparing an index. The files and index are then delivered to Support Services print shop for processing. This function is to be performed at least twice per year, once in early January and again in early July. Approximately 3,500 pieces of correspondence, varying in length from one to ten pages each, will be scanned at these times.
- 3.4.7 Express Mail: Using the FEDEX Powership 2 program, or equal, prepare outgoing Federal Express (or current GSA approved express mail contract holder) forms after verifying that the requester has an approved Overnight Mail Service Justification (MSC 5112/4) signed by the Program Manager/Functional Director/Special Assistant. The average usage is about 15 – 20 pieces per day. Print a computer-generated invoice and submit it to the COR for signature. Make copies of the certified invoice and distribute it to the appropriate office for payment. Act as the central point of contact for resolving problems associated with tracking express mail using the FEDEX Powership 2, or equal, and determining if the express mail company provides service to a particular city or country.
- 3.4.8 Bulk Mailings: Using Pentium II computers, or equal, utilizing "Super Mail" software (or software provided by the U.S. Government), maintain approximately 75 mailing lists. This involves entering additions and revisions and making deletions. Approximately one (1) hour per day is spent performing this function. File maintenance will be performed within four (4) hours of receipt of the list change in the MailRoom.
- 3.4.8.1 Print mailing lists onto address labels for large volume mailings. This will be necessary an average of three (3) times per week. The number of labels per list varies from approximately 50 to 1100. The time this requires is about 30-45 minutes per run, since it is only necessary to start the run, but not to watch it.
- 3.4.8.2 Upon request (an average of twice per week) print specific mailing lists onto paper. This is done when an MSC code wishes to update their mailing lists.
- 3.5 Directives Support. The Contractor shall provide on-site support related to MSC and Navy Directives and various administrative functions.
- 3.5.1 The Contractor shall answer telephone/email inquiries regarding MSC and Navy directives. Responses shall include directing requestors to the MSC web site and/or other Internet web sites for resources requested.

- 3.5.2 The Contractor shall be responsible for picking up N00 division mail and logging it. The Contractor shall also be responsible for logging receipt of items received electronically.
- 3.5.3 The Contractor shall provide MSC and other Navy Directives to requestors, which include MSC field activities and ships. The Contractor shall send out requested information within one (1) workday of receipt. Historically, an average of 5 to 10 requests is received monthly for MSC CD Library and other Navy directives CDs.
- 3.5.3.1 Directives are in several formats, including CDs, hard copy, and microfiche located on-site. Requests will be filled and sent out within one (1) workday of receipt.
- 3.5.3.2 Some directives will not be on CDs and hard copies will be sent out. Additionally, requests will be made for cancelled directives. These directives are on file or on microfiche and CDs are located in the office. Hard copies of microfiche shall be made on the microfiche reader/printer. Documents on CDs can be transferred electronically via email if the documents are within email size restrictions of the receiver. If not, paper copies will be made from the CDs. If mailing, provide package of requested documents and mailing labels to the MSC Mail Room for wrapping and mailing.
- 3.5.4 Activation Allowances. The Contractor shall compile activation allowances of MSC and other Navy directives for newly acquired MSC ships. Activation allowances consist of the MSC CD Library and SECNAV/OPNAV CD set and hard copies of directives not on CDs. Activation allowances are not anticipated to exceed five (5) times per year.
- 3.5.4.1 When hard copies of directives are printed, distribute the directives delivered from the printers (not more than 20 per month). Ensure distribution is made according to the distribution listed on the directive. Directives received from the printers must be distributed within two (2) hours of receipt. Prepare labels of addressees not included on the mailing lists maintained by the MSC Mail Room.
- 3.5.5 Review of Navy Electronic Directives. The Contractor shall review the "New Directives" and the "Cancelled Directives" web pages on the Navy Electronic Directives System web site at least four (4) times per month. The Contractor shall determine if any new directives are applicable to MSC and if so, email (if appropriate) a copy of new directive(s) to cognizant office. If the new directive file is too large to email, send email notification to cognizant office.
- 3.5.6 Master File Maintenance. The Contractor shall maintain the on-site master files of MSC and other Navy directives not included on the Internet and on CDs. Maintenance of files includes filing incoming directives and pulling the cancelled ones.
- 3.5.7 Maintain the MailRoom supply storeroom to ensure sufficient office equipment and office supplies are on-hand to perform daily operations. Using the electronic version of MSC 10460/4, Special Supplies, Office Equipment, Furniture Or Services Request,

available on the MSC Intranet, order office supplies as required and submit documentation to the COR for approval.

3.5.8 The Contractor shall maintain the automated personnel locator on a daily basis with information provided by various internal sources. These sources could be secretaries, personnel checking in/out, etc. Maintenance requires verification of information and data entry.

4.0 Place of Performance: Work shall be performed on site, except as specified in Section 3.2 ("Off-Site Deliveries").

5.0 Period of Performance: One-year firm, commencing 1 October 2001, with four additional one-year options.

6.0 Contract Type: Firm Fixed Price.

7.0 Postaward Conference: The Contractor agrees to attend a postaward conference approximately one (1) week prior to commencement of subject contract. The purpose of the conference is to help both the Contractor and the Government achieve a clear and mutual understanding of all contract requirements. The conference shall be conducted on site, where contractor personnel shall tour the facilities. An opportunity to ask questions and observe the operation of the mailroom will be provided.

8.0 Security.

8.1 Contractor Facility. The Contractor must be able to obtain a Facility Clearance. Clearance is to be granted by the Defense Security Service.

8.2 Contractor Personnel. All on-site Contractor personnel must possess a completed National Agency Check Investigation for the level of SECRET. Clearance must be granted by the Defense Industrial Security Clearance Office prior to performance. U.S. citizenship is required to obtain this clearance. It is the Contractor's responsibility to brief all personnel performing under this contract concerning the safeguarding of classified information.

8.3 Security Directives. The following directives contain information relating to security and the handling of classified materials. They must be adhered to by Contractor personnel at all times during the performance of this contract. For information on viewing these directives in full text, refer to Section 13.1.

1. SECNAVINST 5510.30A of 10 Mar 1999 titled, "Department of the Navy Personnel Security Program"
2. SECNAVINST 5510.36 of 17 Mar 1999 titled, "Department of the Navy (DON) Information Security Program (ISP) Regulation"
3. DODD 5220.22M of 8 Dec 1980 titled, "DoD Industrial Security Program"

8.4 Additional security requirements are identified on the DD Form 254, Attachment 1.

9.0 Government Furnished Equipment (GFE)/Government Furnished Information (GFI).

The Government shall provide the following:

9.1 Work Spaces. The Government shall provide sufficient furnished workspaces, computers, fax, phones, and beepers for the contractor's staff.

9.2 Instructions. The Government shall provide Government instructions, directives, publications and access to websites required to perform the functions described herein.

9.3 Consumables. The Government shall provide consumables, including office supplies (e.g., paper, pens, pencils, envelopes) required to perform the functions described herein.

9.4 Government Vehicle. The Government shall provide a Government vehicle for the sole use of completing the requirements of this contract. Parking arrangements will be the responsibility of the Contractor at all delivery and pick-up locations. Fines for parking and traffic violations will be Contractor's responsibility. The use of the Government vehicle shall be for "Official Use Only" and the contractor shall comply with SECNAVINST 11240.17C dated 25 April 1991 as applicable. Furthermore, the Government vehicle shall also comply with Federal Property Management Regulations Subpart 101-39.4, Accidents and Claims, as applicable.

9.4.1 Throughout the term of the contract, contractor shall maintain automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in conjunction with performing the contract. The policy shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

9.5 Equipment. The Government shall provide equipment described below. Equipment may be upgraded during the term of the contract.

9.5.1 Pentium II computers or equal (with applicable software); Image Maker – Signature machine mode HF2 or equal; Better Packages Model 555S Tape machine or equal; Bunn Model 14508 Package Tying machine or equal; Federal Express Powership 2 or equal, to ship and track FEDEX packages

10.0 Other Pertinent Information or Special Considerations:

10.1 Key Personnel. All personnel who are not clerical or support staff will be considered key personnel. Specific assigned key personnel are a Program Manager and a Workplace Administrator.

10.1.1 The qualifications for key personnel are listed below.

Program Manager:

Education: BS or BA, or equivalent
Managerial Experience: 4 years

Technical Experience: 3 years

-or-

Education: HS Diploma or GED

Managerial Experience: 7 years

Technical Experience: 7 years

Workplace Administrator: Management and Supervisory Experience: 3 years
(WPA) Technical Experience: 7 years
Must be employed full-time at work site.

10.1.2 The Contractor agrees that during the first 180 days of the contract performance period no key personnel substitutions will be permitted unless they are necessitated by sudden illness, death, or termination of employment. After the initial 180-day period, all proposed substitutions must be submitted in writing, at least 15 days (30 days if a security clearance is to be obtained) in advance of the proposed substitution to the Contracting Officer. All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Contracting Officer in order to approve or disapprove the proposed substitution. All proposed substitutions must have qualifications that are at least the equivalent of the qualifications of the personnel to be replaced.

10.2 Observance of Legal Holidays. The Contractor shall limit observation of holidays to those designated as federal holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas, and any other day designated by Federal Statute, Executive Order, or the President's Proclamation).

10.3 Observance of Regulations. In performing in any capacity while on site at COMSC, the Contractor will comply with all applicable COMSC regulations and procedures and those of the Washington Navy Yard which apply to Government and Contractor personnel.

10.3.1 The Contractor shall designate a responsible official who shall be available at all reasonable times to receive and execute, on behalf of the Contractor, such notices, directions, and instructions as the Contracting Officer or his or her representative may issue under the terms of the contract.

10.3.2 The Contractor shall provide personnel competent to perform the work prescribed hereunder in a manner acceptable to the Government. All employees of the Contractor assigned to perform the work under this contract shall be under the control of the Contractor during the period of such assignment.

10.3.3 The provisions of Section 10.0 shall be equally applicable to employees other than those of the Contractor to the extent that they may be assigned work under this contract, notwithstanding basis of the assignment, e.g., subcontractor or volunteer.

11.0 Surge Capability. The workload will not be evenly distributed throughout the contract performance period. The Contractor will handle these peak workload periods as they arise.

12.0 Inventory. A joint MSC and Contractor inventory is to be taken prior to the start of contract operations and at the expiration of the contract. The Contractor will be responsible for any discrepancies.

13.0 Instructions, Directives, Publications

13.1 The following regulations, directives, manuals, etc. listed below shall be adhered to by all contract personnel in the performance of this contract. These items can be viewed in full text by visiting the following websites. For COMSCINST, visit <http://www.msc.navy.mil/instructions>. For SECNAVINST and OPNAVINST, visit <http://neds.nebt.daps.mil>. For DODD, visit <http://web7.whs.osd.mil/corres.htm>.

1. COMSCINST 2305.2G of 8 Jun 1992 titled, "Use of DoD Telephones"
2. COMSCINST 3440.3F of 15 Jul 1997 titled "Emergency Evacuation Plan for Buildings 210 and 157, Washington Navy Yard"
3. COMSCINST 5000.21A of 26 May 1995 titled "Command Address Directory"
4. COMSCINST 5215.5 of 25 Feb 00 titled "MSC Internal Standard Distribution List"
5. COMSCINST 5350.2A of 14 Sep 1989 titled "Drug and Alcohol Abuse Program"
6. COMSCINST 5440.8F of 30 Jul 1992 titled "Organization of Commander, Military Sealift Command Headquarters"
7. COMSCINST 5522.1A of 18 May 1993 titled "Random Security Inspection Authorization"
8. COMSCINST 5600.5C of 12 Aug 1994 titled "Policy and Procedures for Printing and Reproduction"
9. COMSCINST 5720.8B of 10 Feb 1994 titled "Public Access to MSC Records"
10. COMSCINST 7200.9C of 3 Nov 00 titled "Certification of Goods/Services Received"
11. COMSCINST 7321.1B of 25 Nov 1994 titled "Control of and Accounting for Plant Property"
12. COMSCINST 12620.1A of 15 Sep 1999 titled "Work Schedules"
13. SECNAVINST 5210.11D of 20 Oct 1987 titled "Standard Subject Identification Codes"
14. SECNAVINST 5215.1C of 14 Apr 1970 titled "Directive Issuance System"
15. SECNAVINST 5216.5D OF 29 Aug 1996 titled "Department of the Navy Correspondence Manual"
16. SECNAVINST 5510.30A of 10 Mar 1999 titled "Department of the Navy Personnel Security Program"
17. SECNAVINST 5510.36 of 17 Mar 1999 titled, "Department of the Navy (DON) Information Security Program (ISP) Regulation"
18. OPNAVNOTE 5400 of 15 Mar 2001 titled "Standard Navy Distribution List"
19. OPNAVINST 5112.4B of 28 Mar 1990 titled "Military Post Office Operating Procedures"
20. OPNAVINST 5112.5A of 17 Jun 1987 titled "Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers"
21. OPNAVINST 5218.7B of 21 Oct 1998 titled "Navy Official Mail Management Instructions"
22. DODD 5220.22M of 8 Dec 1980 titled, "DoD Industrial Security Program"

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2001)

(a) The Contractor shall comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

(1) 52.222-3, Convict Labor (E.O. 11755).

(2) 52.233-3, Protest after Award (31 U.S.C. 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components:

(Contracting Officer shall check as appropriate.)

(1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

(2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999).

(3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer).

(4) (i) 52.219-5, Very Small Business Set-Aside (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I to 52.219-5.

(iii) Alternate II to 52.219-5.

(5) 52.219-8, Utilization of Small Business Concerns (15 U.S.C. 637 (d)(2) and (3)).

(6) 52.219-9, Small Business Subcontracting Plan (15 U.S.C. 637 (d)(4)).

(7) 52.219-14, Limitations on Subcontracting (15 U.S.C. 637(a)(14)).

(8)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Concerns (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I of 52.219-23.

(9) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(10) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(11) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

(12) 52.222-26, Equal Opportunity (E.O. 11246).

- (13) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).
- (14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793).
- (15) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).
- (16) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (E.O. 13126).
- (17)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (42 U.S.C. 6962(c)(3)(A)(ii)).
- (ii) Alternate I of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- (18) 52.225-1, Buy American Act--Balance of Payments Program--Supplies (41 U.S.C. 10a-10d).
- (19)(i) 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note).
- (ii) Alternate I of 52.225-3.
- (iii) Alternate II of 52.225-3.
- (20) 52.225-5, Trade Agreements (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- (21) 52.225-13, Restriction on Certain Foreign Purchases (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).
- (22) 52.225-15, Sanctioned European Union Country End Products (E.O. 12849).
- (23) 52.225-16, Sanctioned European Union Country Services (E.O.12849).
- (24) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (31 U.S.C. 3332).
- (25) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (31 U.S.C. 3332).
- (26) 52.232-36, Payment by Third Party (31 U.S.C. 3332).
- (27) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).
- (28) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (46 U.S.C. 1241).
- (c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:
- (Contracting Officer check as appropriate.)
- (1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et. seq.).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et. seq.).

 X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act -- Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C.206 and 41 U.S.C. 351, et seq.).

 (4) 52.222-44, Fair Labor Standards Act and Service Contract Act - Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

 (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 2012(a));

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996)., and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the 7-day period immediately preceding the expiration of the contract.

(End of clause)

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 prior to the expiration of the contract period.

(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 5 years.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (DEC 2000)

(a) The Contractor agrees to comply with any clause that is checked on the following list of DFARS clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

- 252.205-7000 Provision of Information to Cooperative Agreement Holders (10 U.S.C. 2416).
- 252.206-7000 Domestic Source Restriction (10 U.S.C. 2304)
- 252.219-7003 Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (DoD Contracts) (15 U.S.C. 637).
- 252.225-7001 Buy American Act and Balance of Payment Program (41 U.S.C. 10a-10d, E.O. 10582).
- 252.225-7007 Buy American Act--Trade Agreements--Balance of Payments Program Alternate I (41 U.S.C. 10a-10d, 19 U.S.C. 2501-2518, and 19 U.S.C. 3301 note).
- 252.225-7012 Preference for Certain Domestic Commodities.
- 252.225-7014 Preference for Domestic Specialty Metals (10 U.S.C. 2241 note).
- 252.225-7015 Preference for Domestic Hand or Measuring Tools (10 U.S.C. 2241 note).
- 252.225-7016 Restriction on Acquisition of Ball and Roller Bearings (Alternate I) (Section 8064 of Pub. L. 106-259).
- 252.225-7021 Trade Agreements Alternate I (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).
- 252.225-7027 Restriction on Contingent Fees for Foreign Military Sales (22 U.S.C. 2779).
- 252.225-7028 Exclusionary Policies and Practices of Foreign Governments (22 U.S.C. 2755).
- 252.225-7029 Preference for United States or Canadian Air Circuit Breakers (10 U.S.C. 2534(a)(3)).
- 252.225-7036 Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payment Program (Alternate I) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).
- 252.227-7015 Technical Data--Commercial Items (10 U.S.C. 2320).
- 252.227-7037 Validation of Restrictive Markings on Technical Data (10 U.S.C. 2321).
- 252.243-7002 Certification of Requests for Equitable Adjustment (10 U.S.C. 2410).
- 252.247-7023 Transportation of Supplies by Sea (Alternate I) (Alternate II) (10 U.S.C. 2631).
- 252.247-7024 Notification of Transportation of Supplies by Sea (10 U.S.C. 2631).

(b) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (Federal Acquisition Regulation 52.212-5),

the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014 Preference for Domestic Specialty Metals, Alternate I (10 U.S.C. 2241 note).

252.247-7023 Transportation of Supplies by Sea (10 U.S.C. 2631). 252.247-7024 Notification of Transportation of Supplies by Sea (10 U.S.C. 2631).

252.247-7024 Notification of Transportation of Supplies by Sea (10 U.S.C. 2631)

(End of clause)