

2. AMENDMENT/MODIFICATION NO. 000003  
 3. EFFECTIVE DATE See Block 16C  
 4. REQUISITION/PURCHASE REQ. NO.  
 5. PROJECT NO. (If applicable)  
 6. ISSUED BY CODE MSFC  
 7. ADMINISTERED BY (If other than Item 6) CODE MSFC

NASA/Marshall Space Flight Center  
 Office of Procurement  
 Audrey McMillan  
 audrey.r.mcmillan@nasa.gov  
 Marshall Space Flight Center AL 35812

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
 AL RAZAQ COMPUTING SERVICES  
 6001 SAVOY DR STE 505  
 HOUSTON TX 77036-3365

9A. AMENDMENT OF SOLICITATION NO.  
 9B. DATED (SEE ITEM 11)  
 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C  
 10B. DATED (SEE ITEM 13) 04/01/2011

CODE 035U7 FACILITY CODE

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 \_\_\_\_\_ copies 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)  
 See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	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.
	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).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

1. The purposes of this modification are to incorporate the following actions:

a) Update Clause H.6 1852.235-71, Key Personnel and Facilities (MAR 1989), (b)(4)  
 (b)(4)

b) Update Attachment J-4, Contractor Fully Burden Labor Rates, in order to reflect incorporation of (b)(4) and

c) Update Attachment J-15, Position Descriptions, in order to reflection incorporation of the (b)(4)

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)  
 Ron Kentz Prog Mgr

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
 Jeffrey S Jackson

15B. CONTRACTOR/OFFEROR  
 Ron Kentz

15C. DATE SIGNED  
 11/29/11

16B. UNITED STATES OF AMERICA  
 Jeffrey S Jackson

16C. DATE SIGNED  
 11/30/11

NAME OF OFFEROR OR CONTRACTOR  
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>2. The following paragraph(s) has/have been modified. Slip-sheets to the contract are provided with sidebars indication change.</p> <p>Section H.6 Key Personnel and Facilities (MAR 1989); Page H-6</p> <p>Attachment J-4; Contractor Fully Burden Labor Rates; Page J-4-2</p> <p>Attachment J-15; Position Descriptions; Page J-15-1</p> <p>3. Except as provided herein, all terms and conditions of this contract remain unchanged and in full force and effect.</p>				

and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(End of clause)

## **H.5 RESERVED**

(End of clause)

## **H.6 1852.235-71 KEY PERSONNEL AND FACILITIES (MAR 1989)**

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance, and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel and/or facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

Key Personnel Names	Position
(b)(4)	

(End of clause)

**H.7 RESERVED**

(End of clause)

**H.8 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS (AUG 1992) ALTERNATE II (OCT 2000)**

(a) The on-site Government personnel observe the following holidays:

- New Year's Day
- Labor Day
- Martin Luther King, Jr.'s Birthday
- Columbus Day\*
- President's Day\*
- Veterans Day
- Memorial Day
- Thanksgiving Day
- Independence Day
- Christmas Day
- Any other day designated by Federal statute, Executive order, or the President's proclamation.

\* Note: MAF location substitutes Ash Wednesday and Fat Tuesday for these holidays.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by its self be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special

Page 5 redacted for the following reason:

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(b)(4), Fully burdened labor rates

**ATTACHMENT J-15**

**POSITION DESCRIPTIONS**

**INTRODUCTION**

The following position descriptions provide a more detailed set of guidelines and requirements than those included in the ABSS Performance Work Statement (Attachment J-1), items 3.0 and 4.0:

**PROGRAM MANAGEMENT**

Program Manager

The Program Manager serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Technical Representative (COTR), Government management personnel and customer agency representatives. Serves as senior corporate representative responsible for overall contract performance. Desired education is a bachelor's degree and 12 years experience in relevant program management.

(b)(4)



**BUSINESS SUPPORT SERVICES**

Business Team Lead

The Business Team Lead serves as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercises independent judgment and solves administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guides teams, analyzes problems and implements solutions. Desired education is a bachelor's degree in area of specialty and relevant program management experience. Has