

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 000016	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Marshall Space Flight Center Office of Procurement Rita R. James rita.r.james@nasa.gov Marshall Space Flight Center AL 35812	CODE MSFC	7. ADMINISTERED BY (If other than Item 6) NASA/Marshall Space Flight Center Marshall Space Flight Center AL 35812	CODE MSFC
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		(x) 9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE 035U7	FACILITY CODE	x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNM11AA30C NNM11AA39T	10B. DATED (SEE ITEM 13) 05/01/2011

**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: FAR 52.243-1 Changes - Fixed Price (Aug 2010) Alternate I (Apr 1984)
	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 purpose of this modification are to incorporate the following actions:
- a) Decrease (b)(4) of support for (b)(4) position under PWS 3.1.7/PS01 in the amount of (b)(4) for the period of (b)(4) (b)(4) to support the lower dollar interagency agreement, grants, and cooperative. (Tab 19);
  - b) Increase (b)(4) of support for (b)(4) position under PWS 3.1.1/PS01 in the amount of (b)(4) for the period of (b)(4) (b)(4) to support the lower dollar interagency agreement, grants, and cooperative. (Tab 19);
  - c) As a result of (a) through (b), the task order value is decreased by \$6,064 from 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) RONALD LENTZ PROG MGR 9/21/12	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bobby J Holden
15B. CONTRACTOR/OFFEROR Ronald Lentz (Signature of person authorized to sign)	15C. DATE SIGNED 9/21/12
16B. UNITED STATES OF AMERICA Bobby J Holden (Signature of Contracting Officer)	16C. DATE SIGNED 9/21/12

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
 NNM11AA30C/NNM11AA39T/000016

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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><del>\$4,513,685 to \$4,507,621;</del></p> <p>2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.</p> <p>Clause 7 Consideration and Payment            Clause 12 Limitation of Funds</p> <p>3. Contractor's Statement of Release</p> <p>In consideration of the modification(s) agreed to herein as complete equitable adjustment for all claims arising out of or attributable to the issuance of the contract change(s) and/or contractor proposal(s) listed below, the contractor hereby releases the Government from any and all liability under this contract for further equitable adjustments attributable to such facts or circumstances giving rise to said contract change(s) and/or contractor proposal(s), and for such additional obligations as may be required by this modification.</p> <p>Contract Change Identification: Task Order NNM11AA39T, Modification No. 16 against Contract NNM11AA30C.</p> <p>Contractor Proposal Number: ARCS Proposal dated September 18, 2012.</p> <p>4. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES:</p> <p>Total Amount for this Modification: <del>-\$6,064.00</del>            New Total Amount for this Award: \$4,507,621.00</p> <p>Payment Terms:            Net 30 days            FOB: Destination</p>				

**TASK ORDER NNM11AA39T  
BUSINESS SUPPORT SERVICES**

PS01/Acquisition Support Services, Office of Procurement

	FFP Labor	Travel	Total TO Value	Total Labor Obligations	Travel	Total TO Obligations
PREVIOUS	(b)(4)			(b)(4)		
THIS MOD						
TOTAL	(b)(4)		\$4,507,621	(b)(4)		\$3,745,959

**1. SUPPLIES AND/OR SERVICES TO BE FURNISHED**

- a. The Contractor shall perform this Performance Work Statement (PWS)-based Task Order in accordance with the PWS contained in Contract NNM11AA30C, Acquisition and Business Support Services. The Contractor shall perform this Task Order under the terms and conditions as set forth in the basic order and as supplemented in this Task Order.
- b. The Contractor shall provide all resources (except as may be expressly stated in this order as furnished by the Government) necessary to perform all the service requirements in the PWS as provided in Attachment A hereto.

**2. TYPE OF ORDER**

This is a performance-based, Firm-Fixed-Price (FFP) Task Order.

**3. PERIOD OF PERFORMANCE**

The period of performance of this Task Order shall be as follows: May 1, 2011 through April 30, 2013.

**4. PLACE OF PERFORMANCE**

The Contractor shall perform the work under this order on-site at the Marshall Space Flight Center, AL, and at such other locations as may be approved in writing by the Contracting Officer.

**5. PERFORMANCE SURVEYS**

The Contractor shall conduct surveys in accordance with the direction in Clause B.3, Price Deductions for Less Than Optimum Performance, of the contract, which shall be reported in accordance with the direction in Data Procurement Document (DPD) 1321, Attachment J-2 to the contract.

**6. TECHNICAL DIRECTION**

Performance of the work under this Task Order is subject to the written technical direction of the Contracting Officer’s Technical Representative (COTR), as set forth in Clause G.2, Technical Direction, of the contract.

**7. CONSIDERATION AND PAYMENT**

- a. The Contractor shall be paid upon the satisfactory completion of the work called for in this Task Order and submission of properly certified invoices as detailed in Clause G.5, Consideration and Payment, of the contract.
- b. The Contractor shall be paid biweekly for the work called for in this Task Order at the rates specified for the applicable period as set forth in Attachment J-4, Contractor Fully Burdened Labor Rates\*, to the contract, and as set forth in the payment schedule shown below.
- c. Accounting classifications and funding resources are incorporated into the contract accordingly.
- d. Contractor invoices shall be submitted electronically in accordance with Clause G.5, Consideration and Payment, of the contract.
- e. Travel is cost reimbursable and will be invoiced separately from the labor shown in the payment schedule below. Of the total price for effort provided under this Task Order (b)(4) is available for Travel.

**NNM11AA39T Payment Schedule**

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4)
		05/27/11	
		06/10/11	
		06/24/11	
		07/08/11	
		07/22/11	
		08/05/11	
		08/19/11	
		09/02/11	
		09/16/11	
		09/30/11	
		10/14/11	
		10/28/11	

		11/11/11	(b)(4)	
		11/25/11		
		12/09/11		
		12/23/11		
		01/06/12		
		01/20/12		
		02/03/12		
		02/17/12		
		03/02/12		
		03/16/12		
		03/30/12		
		04/13/12		
		04/27/12		
		05/11/12		
		05/25/12		
		06/08/12		
		06/22/12		
		07/06/12		
		07/20/12		
		08/03/12		
		08/17/12		
		08/31/12		
		09/14/12		
		<b>09/28/12</b>		
		<b>10/12/12</b>		
		<b>10/26/12</b>		
		<b>11/09/12</b>		
		<b>11/23/12</b>		
		<b>12/07/12</b>		
		<b>12/21/12</b>		
		<b>01/04/13</b>		
		<b>01/18/13</b>		
		<b>02/01/13</b>		
		<b>02/15/13</b>		
		<b>03/01/13</b>		
		<b>03/15/13</b>		
		<b>03/29/13</b>		
		<b>04/12/13</b>		
		<b>04/30/13</b>		
		<b>Total Billing</b>	<b>\$4,504,674</b>	

**8. SPECIAL ORDER REQUIREMENTS**

This Task Order shall be performed in accordance with the special order requirements clauses in Section H of the basic order.

**9. ORDER CLAUSES**

This Task Order shall be performed in accordance with the order clauses in Section I of the basic order.

**10. OTHER TERMS AND CONDITIONS**

All other terms and conditions as contained in the basic order, NNM11AA30C, are applicable to this Task Order.

**11. ORDER OF PRECEDENCE**

Should a conflict arise between the terms and conditions as shown in this Task Order and the terms and conditions of the basic order, NNM11AA30C, the basic order shall prevail.

**12. 1852.232-77. LIMITATION OF FUNDS (FIXED- PRICE CONTRACT)  
(MAR 1989)**

- (a) Of the total price for effort provided under this Task Order, the sum of \$3,745,959, is available for payment and allotted to this Task Order.
- (b) The Contractor agrees to perform or have performed the effort specified in paragraph (a) of this clause up to the point at which, if this contract is terminated pursuant to the Termination for Convenience of the Government clause of this contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause would, in the exercise of reasonable judgment by the Contractor, approximate the total amount at the time allotted to the contract. The Contractor is not obligated to continue performance of the work beyond that point. The Government is not obligated in any event to pay or reimburse the Contractor more than the amount allotted to the contract, anything to the contrary in the Termination for Convenience of the Government clause notwithstanding.
- (c)
  - (1) It is contemplated that funds presently allotted to this contract will cover the work to be performed through December 21, 2012.
  - (2) If funds allotted are considered by the Contractor to be inadequate to cover the work to be performed until that date, or an agreed date substituted for it, the Contractor shall notify the Contracting Officer in writing when within the next 60 days the work will reach a point at which, if the contract is terminated pursuant to the Termination for Convenience of the Government clause of this

contract, the total amount payable by the Government (including amounts payable for subcontracts and settlement costs) pursuant to paragraphs (f) and (g) of that clause will approximate 75 percent of the total amount then allotted to the contract.

- (3)
  - (i) The notice shall state the estimate when the point referred to in paragraph (c)(2) of this clause will be reached and the estimated amount of additional funds required to continue performance to the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it.
  - (ii) The Contractor shall, 60 days in advance of the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, advise the Contracting Officer in writing as to the estimated amount of additional funds required for the timely performance of the contract for a further period as may be specified in the contract or otherwise agreed to by the parties.
- (4) If, after the notification referred to in paragraph (c)(3)(ii) of this clause, additional funds are not allotted by the date specified in paragraph (c)(1) of this clause, or an agreed date substituted for it, the Contracting Officer shall, upon the Contractor's written request, terminate this contract on that date or on the date set forth in the request, whichever is later, pursuant to the Termination for Convenience of the Government clause.

**[End of Task Order]**

**Performance Work Statement  
Task Order NNM11AA39T, Acquisition Support Services  
PS01 / Office of Procurement  
Contract NNM11AA30C**

**1.0 INTRODUCTION**

The Contractor shall perform this Performance Work Statement (PWS) in accordance with the PWS contained in the contract, NNM11AA30C, Acquisition and Business Support Services (ABSS), and with the terms and conditions as set forth in the contract and as supplemented in this Task Order.

**2.0 PROGRAM MANAGEMENT**

The Contractor shall provide program management and control for this Task Order pursuant to PWS paragraph 2.0 of the contract. All plans and reports will be provided to the Government in accordance with the direction contained in the Data Procurement Document (DPD) 1321, Attachment J-2 to the contract, and as directed in paragraph 2.0 Program Management of the contract PWS.

**3.0 ACQUISITION SUPPORT**

The Contractor shall provide professional and technical services, in a supporting role, to the MSFC Office of Procurement in accordance with the contract PWS and as supplemented by this Task Order specific PWS.

**3.1 PS01/Office of Procurement**

**3.1.1** Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Desired education is a bachelor's degree and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision; typically reports to a manager. (b)(4)

**3.1.2** Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Desired education is a bachelor's degree and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a manager. (b)(4)

**3.1.3** Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Desired education is a bachelor's degree and at least 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Works under general supervision; typically reports to a manager. (b)(4)

**3.1.4** Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

(b)(4)

**3.1.5** Serves as an advisor concerning key issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes and regulations, and in furtherance of national policies as they relate to acquisition. Requires knowledge of FAR, NASA FAR Supplement, and related MSFC policies and procedures. Requirements typically involve information technology related systems or professional services. Desired education is a BS/BA degree in business or related equivalent education, training, or experience combination and 2-4 years' experience in procurement, policy analysis, contracting, or related areas. Assists senior level procurement personnel. (b)(4)

**3.1.6** Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to ensure that proper item is supplied or to verify price of ordered item. (b)(4)

**3.1.7** Handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

(b)(4)

### **3.1.8 RESERVED**

**3.1.9** Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. Reports to the Program Manager

and works with the Program Manager and other Program Leads for multiple projects. Identifies resources required to achieve project objectives. Establishes priorities, task assignments and ensures timely completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role to ensure timely delivery of all specified deliverables, and compliance with government regulations, codes, policies, and procedures. Desired education is a Bachelor's degree in the area of specialty and 3-5 years of relevant experience, including supervisory and project management experience. (b)(4)

**3.1.10** Serves as an advisor concerning key issues, problems, opportunities, and challenges facing the acquisition process in a manner fully consistent with applicable statutes and regulations, and in furtherance of national policies as they relate to acquisition. Requires knowledge of FAR, NASA FAR Supplement, and related MSFC policies and procedures. Requirements typically involve information technology related systems or professional services. Desired education is a Bachelor's degree in business or related equivalent education, training, or experience combination and 6-8 years of experience in procurement, policy analysis, contracting, or related areas. (b)(4)

### **3.6 Travel**

Travel for this effort will be required on a recurring basis. Travel is cost reimbursable and funded separately from the firm-fixed-price labor price.