AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 000005

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO. See Schedule

5. PROJECT NO. *(If applicable)*

6. ISSUED BY CODE MSFC

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

7. ADMINISTERED BY *(If other than Item 6)* CODE MSFC

NASA/Marshall Space Flight Center
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

CODE 035U7 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

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)* Net Increase: $207,266.00
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).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER *(Specify type of modification and authority)* NFS 1852.232-77 Limitation of Funds (Fixed Price Contract) March 1989

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.)*

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

a) Provide incremental funding in the amount of $207,266; thereby increasing the total funding allotted to this task order from $1,150,727 to $1,357,993; and

b) Extend the funded through date from October 14, 2011 to November 25, 2011.

2. The following paragraph(s) has/have been modified. Slip-sheets to the task order are provided with sidebars indicating change.

Clause 12 Limitation of Funds, Page 3

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)*

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* Audrey R. McMillan

15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA Audrey Renee McMillan *(Signature of Contracting Officer)*

16C. DATE SIGNED 10-13-2011

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Entire task order is being provided as revised. 3. Except as provided herein, all terms and conditions of this task order remain unchanged and in full force and effect. LIST OF CHANGES: Reason for Modification : Funding Only Action Obligated Amount for this Modification: $207,266.00 New Total Obligated Amount for this Award: $1,357,993.00 Incremental Funded Amount changed: from $1,150,727.00 to $1,357,993.00 Incrementally Funded through date changed from 10/14/2011 to 11/25/2011 ACCOUNTING AND APPROPRIATION DATA: PR #4200411586 Account code: 62PS01/6100.2520/62/FC000000/736466.01.07.08.01/00 0/2520/62/CASX12012D/361N/1/2 Cost Center 62PS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $12,562.00 PR #4200411587 Account code: 62PS01/6100.2520/62/FC000000/736466.01.07.08.01/00 0/2520/62/CASX12012D/361N/1/2 Cost Center 62PS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $194,704.00 FOB: Destination				

TASK ORDER NNM11AA39T

BUSINESS SUPPORT SERVICES

PS01/Acquisition Support Services, Office of Procurement

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		$2,310,657

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		$1,357,993

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, 2012.**

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 **$0** is available for Travel.

NNM11AA39T Payment Schedule

Payment Type	Frequency	Date	Amount
Status Report	Bi-Weekly		
		05/13/11	(b)(4) [redacted]
		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	(b)(4)
		10/28/11	
		11/11/11	
		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	
		04/30/12	
		Total Billing	$2,310,657

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 **$1,357,993** 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 **November 25, 2011.**

(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
For 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 PS10/Policy and Information Management Office

3.1.1 Support for the Policy and Information Management personnel to assist in updating and editing contract templates, checklists, sample documents and MSFC regulations. Support for the Purchase Card Agency Program Coordinator, as well as providing administrative and customer assistance to the Procurement Small Business Office. Requires a high degree of clerical proficiency in data entry and general office duties. (b)(4)

3.1.2 Assist in performing special projects and/or studies; update MSFC regulations, analyze/interpret procurement regulations and supplements to ensure compliance; develop, write and edit materials for numerous types of documentation; and issue document control numbers. Desired education is a bachelor's degree in business or a related field. Requires a high degree of creativity and latitude. (b)(4)

3.1.3 Assist senior level procurement personnel in supporting implementation of the NASA Information Financial Management Program (IFMP). Assist in advising on key issues, problems, opportunities, and challenges. Requires knowledge of Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and related MSFC policies and procedures. Desired education is a BS/BA degree in business or related

equivalent education and experience combination and 2-4 years experience in procurement, policy analysis, contracting, or related areas. (b)(4)

3.2 PS20/Engineering Support Office

3.2.1 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. This support involves process orders that involve making judgments such as choosing which specific items will satisfy the customer(s)' needs, or determining price quotations when pricing involves more than referring to a price list. Must be familiar with the FAR and the NFS. Requires 1-2 years experience in the field or a related area. (b)(4)

3.2.2 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.2.3 Assist in preparing and placing of contracts, purchase orders, incremental funding actions, SEWP and GSA delivery orders, MIPR's and contract modifications. Review requisitions and determining the appropriate method of procurement. Prepare and issue solicitation documents; perform detailed cost/price analysis, determine responsiveness and responsibility of the offeror. Draft final contracts including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Experience and judgment to plan and accomplish goals. Performs\ a variety of complex tasks. Supervise the Simplified Acquisition Team (SAT) which includes reviewing all contract packages, mentoring all members on the team, and general supervision. Works directly with the NASA customer in preparing the correct documentation needed for purchase requisitions (PR) packages such as sole source documents, market research information for commercial and non-commercial items. Works under general supervision. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and at least 4 years of experience in the field or in a related area. (b)(4)

3.2.4 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. Performs close-out procedures on contracts. Posts NAIS solicitations and utilize other announcement web-sites. Assists the customer in market research, competition of RDSS's, PR preparation, invoice approvals, and other general information. Consults the FAR and OWI's for procurement direction. Prepares contracts from micro-purchases up to 100k for Contracting Officer signature and then administers cradle to grave.
(b)(4)

3.3 PS30/Institutional Support Office

3.3.1 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 expert knowledge of NASA business concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Reports to the Acquisition Team Lead. Has a broad mandate for independent actions and decisions. (b)(4)

3.3.2 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. Process orders involving items which have readily identified uses and applications, and may include referring to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify price of ordered item. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience in the field or a related area. (b)(4)

3.3.3 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.3.4 Assisst in preparing and placing of contracts, purchase orders, incremental funding actions, SEWP and GSA delivery orders, NIPR's, and contract modifications; and assist in developing documentation for use in contract files and negotiations. Prepare and issue solicitation documents; perform detailed cost/price analysis and determines responsiveness and responsibility of the offeror. Drafts contracts including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Performs a variety of other contractual tasks as required. Assist the NASA customer in preparing the correct documentation needed for purchase requisitions (PR) packages such as sole source letters, market research information for commercial and non-commercial items. Works under general supervision. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience in the field. (b)(4)

3.3.5 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)

3.4 PS40/Space Transportation Support Office

3.4.1 Assist in preparing contractual documentation and, in a supporting role, in administering contractual instruments. Requires knowledge of the FAR, NFS, and related MSFC policies and procedures. Must be self-reliant and familiar with the standard concepts, practices, and procedures the acquisition field. Desired education is a bachelor's degree and at least 4 years experience in the field or a related area. (b)(4) (b)(4)

3.4.2 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.4.3 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. Process orders involving items which have readily identified uses and applications, and may include referring to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify price of ordered item. Must be familiar with the FAR and the NFS. Desired education is a 2-4 years experience in the field or a related area. (b)(4) (b)(4)

3.5 PS50/Science and Space Systems Support Office

3.5.1 Assist in preparing and placing contracts, grants, cooperative agreements and purchase orders and assisting in developing documentation for use in contract files and negotiations. Reviewing requisitions and determining the appropriate method of procurement. Develop procurement plans by reviewing previous history, market conditions and specifications or technical data packages. Prepare and issue solicitation documents; perform detailed cost/price analysis, determines responsiveness and responsibility of the offeror. Draft final contract including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Must be familiar with the FAR and the NFS. Desired education is a 2-4 years experience in the field or a related area. (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.