AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 / 3

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
000001	See Block 16C	4200390540	

6. ISSUED BY CODE MSFC

NASA/Marshall Space Flight Center
Office of Procurement
Rhoney Triplett Jr.
rhoney.triplett@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
NNM11AA40T

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

Net Increase: $546,384.00

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 0 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 task order modification are to incorporate the following actions;

(a) Provide incremental funding in the amount of $546,384; thereby increasing the total funding allotted to this task order from $135,422 to $681,806; and

(b) Extend the anticipated funded through date from ~~March~~ May 24, 2011 through August 19, 2011.

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

Clause 12 Limitation of Funds
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	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		Audrey R. McMillan *(Signature of Contracting Officer)*	5-24-2011

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	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: $546,384.00 New Total Obligated Amount for this Award: $681,806.00 Incremental Funded Amount changed from $135,422.00 to $681,806.00 Incrementally Funded through date changed from 05/24/2011 to 08/19/2011				
	ACCOUNTING AND APPROPRIATION DATA:				
	PR # 4200390540 Account code: 62RS01/6100.2520/62/FC000000/736466.01.06.08.01/00 0/2520/62/CASX12011D/361N/1/2 Cost Center 62RS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $274,022.00				
	PR # 4200390540 Account code: 62SF01/6100.2520/62/FC000000/604746.07.03.11.08.0/ 2/000/2520/62/EXPX22011D/234A/2/3 Cost Center 62SF01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $27,440.00				
	PR # 4200390540 Account code: 62IS01/6100.2520/62/FC000000/736466.07.10.08/000/2 520/62/CASX12011D/361N/3/4 Cost Center 62IS01 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $181,932.00				
	Continued ...				

NAME OF OFFEROR OR CONTRACTOR
AL RAZAQ COMPUTING SERVICES

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	PR # 4200390540 Account code: 62IS70/6100.2520/62/FC000000/884160.01.50.02.08/00 0/2520/62/CASX12011D/922A/4/5 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $22,663.00 PR # 4200390540 Account code: 62IS70/6100.2520/62/FC000000/572196.11.08/000/2520 /62/CASX12011D/618I/5/6 Cost Center 62IS70 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $22,663.00 PR # 4200390540 Account code: 62IS40/6100.2520/62/FC000000/361065.07.02.01/000/2 520/62/EXCX22011D/761A/6/7 Cost Center 62IS40 GI Account 6100.2520 Order FC000000 Quantity: 0 Amount: $17,664.00 FOB: Destination				

TASK ORDER NNM11AA40T

BUSINESS SUPPORT SERVICES

RS01/Office of the Chief Financial Officer (CFO)
IS01/ Office of the Chief Information Officer (CIO)

	FFP Labor	Travel	Total TO Value
PREVIOUS	(b)(4)		
THIS MOD			
TOTAL	(b)(4)		$849,429

Total Labor Obligations	Travel	Total TO Obligations
(b)(4)		
(b)(4)		$681,806

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 September 30, 2011.

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.

NNM11AA40T 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	

		Total Billing	$849,429.00

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 **$681,806** 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 **August 19, 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 NNM11AA40T, Business Support Services
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 BUSINESS SUPPORT

3.1 RS01/Office of the Chief Financial Officer (CFO)

The task order requires support which includes, but is not limited to, fiscal control, general ledger, cost analysis, business systems and support, and budget analysis. Provide monthly cost accruals, review NASA Form 533 financial reports for accuracy and timeliness, provide account reconciliations, participate in annual Form 1501 reviews, support the general ledger, process financial system transactions, provide cost reports to NASA Headquarters, complete monthly and yearly closing processes, update and document financial systems, support on-line travel or other systems implementations, provide travel and other system training, coordinate programming changes and prepare, analyze and distribute financial reports.

3.1.1 Business Systems and Support requires support to maintain and control system data base and configuration; develop/configure/reconfigure processes for the Travel Manager system; develop system processes and training for MSFC. Provide maintenance support and ensure updates of CFO travel website, and developing daily operational processes/communications for MSFC. Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree in an area of specialty and 4-6 years of experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.1.2 Resource/accounting support to assist in verifying and processing invoice and voucher payments, resolving discrepancies, processing Cooperative Agreements, Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) contract payments, processing monthly cost accruals, reconciling monthly accounting entries to the General Ledger, and supporting audits and special projects. Task includes, but is not limited to, provide temporary assistance to other branches of the Accounting Office, such as Funds Control. Requires experience with travel processing and federal regulations and policies, desired education is a bachelor's degree and 2-4 years of experience, or an equivalent combination of education and experience in the field or a related area. (b)(4)

3.1.3 Support is required to perform accounting functions in support of the Michoud Assembly Facility. Analyze accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits, creating and maintaining internal accounting sheets to track and status the MAF budget, reviewing operating budgets periodically to analyze trends affecting budget requirements, initiating and obtaining approval for Funding Requests; Issuing Purchase Requests to obtain services, coordinating between NASA and tenants/users concerning reimbursements, MIPR's, payments, and SAP inputs, supporting development of MAF Integration and Operations Office PPBE after receiving inputs from MSFOC and other NASA contractors, tenants, users, and civil servants, validating the accuracy of contractors' actuals, 533 billings, variances against budgets, and inputs into SAP, preparing and presenting information to all levels of MSFC/MAF management concerning budgets, contractor inputs and user/tenant data. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area, familiarity with MAF existing contracts, tenant support, and user/tenant agreements, and the ability to accomplish a variety of complex tasks. (b)(4)

3.1.4 Budget Distribution and Control – requires understanding of government financial accounting and will work with SAP and Business Warehouse (BW). Assist in Purchase Requisition Support for multiple Business Offices, Procurement, Budget, and Accounting Operations Office including initiation and closing as well as required Service Request (SR) correction activities is required. Conduct the final review and funds certification for MSFC PRs on a rotational basis and assists in providing formal and informal training classes to MSFC employees on PR initiation and approval tasks. Provide guidance to MSFC personnel on PR preparation via telephone, email, or person-to-person. Prepare and distribute multiple PR metric reports, executes and analyzes weekly Johnson Space Center (JSC) Error Tracking Reports to identify PR errors and track until resolved by responsible initiators. Execute and analyze year-end reports to ensure required tasks are completed and provide testing support to Integrated Enterprise Management Program (IEMP) for new releases. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a B.S. degree in Accounting and/or equivalent experience in accounting or financial management and 4-6 years of experience in the field or in a related area is desired. (b)(4)

3.1.5 Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Additional tasks include, but are not limited to, creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, provide requested information for audits, and completion of the monthly CMP Management Matrix, and property accounting. An understanding of government financial accounting and experience with SAP and Business Warehouse or similar ERP is beneficial. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area is desired. (b)(4)

3.1.6 Perform monthly, quarterly, and annual reconciliation of US Standard General Ledger (USSGL) accounts. Provide analyses of these reconciliations to provide management with pertinent information to manage Center operations. Serve as a Subject Matter Expert (SME) for multiple USSGL and financial reporting activities. Additional tasks may include (but are not limited to) creation and analysis of Center monthly financial statements, completion of various Continuous Monitoring Program (CMP) activities, correction of identified errors, administration of Journal Voucher (JV) log, assist in coordination of and provide requested information for audits, and completion of the monthly CMP Management Matrix. An understanding of government financial accounting and experience with SAP and Business Warehouse is required. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

3.1.7 Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Effectively analyze cost data including the identification of trends and forecasting budget elements needing management attention. Communicate with Level II & Level III offices including budget coordination with different NASA organizations and levels within the agency. Additional tasks include, but are not limited to, resources support to a multi-contractor environment requiring tracking all aspects of contractually related resources management; provide independent status reports and assessments; track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones); cost analysis and performance assessment on multiple project cost elements including Labor, Travel, and Procurements. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of SAP, BW and Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

3.2 IS01/Office of the Chief Information Officer (CIO)

3.2.1 Provide financial/budget analysis and integration as required. Task includes preparation and analysis of budget and financial data; analysis and entry of financial data into automated systems; preparation of business resources and financial reports, and performing various business related services. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4) (b)(4)

3.2.2 Provide analyses of the effectiveness and efficiency of operations and provide management with pertinent information to manage and control program resources and schedules within constraints. Task includes, but is not limited to, resources support to a governmental data center supporting both local and Agency workloads in a multi-contractor environment, provide independent status reports and assessments, track and analyze program budgets, funding, costs, schedule and contract status and predict anticipated progress at selected points in time (such as at fiscal year or major milestones). An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. Desired education is a bachelor's degree and 6-8 years of experience in the field or in a related area. (b)(4)

3.2.3 Serve as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercise independent judgment and solve administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guide teams, analyze problems and implement solutions. Desired education is a bachelor's degree in area of specialty. Expert knowledge of NASA business concepts, practices and procedures. Extensive experience and judgment to plan and accomplish goals. Perform a variety of tasks. Lead and direct the work of others. Reports to the Deputy Program Manager / Business Lead. Has a broad mandate for independent actions and decisions. (b)(4)

3.2.4 Support is required by CIO to develop, write and edit materials for creation and maintenance of the MSFC/NASA IT Security Standard Operating Procedures. In addition, this position is required to draft and prepare security incident documentation, as well as, prepare precise agendas and draft, edit and maintain minutes in support of the MSFC Information Systems Change Board Secretariat. Requires access to sensitive financial and IT data of other contractors. Position will also be required to Track and coordinate IT Security Actions including budget related requests and preparation, coordination of IT Security training programs. Required to track and coordinate the System Administrator Certification Program, as well as the coordination and facilitation of IT Security events. (b)(4)

3.2.5 Perform assessments of Exploration Systems Mission Directorate's Integrated Collaborative Environment (ICE) programs/projects and identify critical areas of concern for the purpose of defining potential technical and financial problems. Cost analysis and performance assessment will be required on multiple project elements. Responsible for tracking all funding aspects of the program including, but not limited to, tracking funding received at MSFC from NASA Headquarters. Responsible for developing, executing, and monitoring budgets, long-range operating plans, phasing plans, and other resource planning activities. Proficiency with MS Office applications with an advanced knowledge of Excel is required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Desired education is a bachelor's degree and 4-6 years of experience in the field or in a related area. (b)(4)

3.2.6 Provide financial/budget analysis and integration for MSFC and all NASA Centers for the NASA Integrated Communications Services (NICS) contract. Requires analyzing resource requirements and recommends proper distribution of resources to project management, preparing project budget plans; reviewing financial management reports including contractors reports; preparing data for project financial reviews; reviewing and analyzing financial data for content and consistency with federal regulations; identifying and analyzing critical findings on major problems/anomalies and recommending options; maintaining active financial reports of project accounts and up-to-date status of funding in terms of authorized, commitment, obligation and cost. Requires the tracking of planned versus actual costs, verifying current cost forecasts, analyzing financial reports, ensuring adequate funds on contracts, creating Procurement Requests, mapping of all funds to the appropriate work packages, coordinating the process of the NF 533 cost data with all Centers through Excel spreadsheets, entering cost adjustments into the Contractor Cost Report (CCR) System in SAP, and working with the OCFO Accounting Operations to post cost each month, performing and monitoring monthly analysis on funding status for contract and Centers, and processing other financial data as required. An understanding of government financial processes and experience with an integrated financial management system are preferred. Proficiency with MS Office applications with an advanced knowledge of Excel is required. A bachelor's degree is preferred and 6-8 years of experience in the field or in a related area. (b)(4)

3.3 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.