

DELIVERY ORDER

FINAL

1. CONTRACT NO. N00178-07-D-5088	2. DELIVERY ORDER NO. EX01	3. EFFECTIVE DATE 10/01/2007	4. PURCHASE REQUEST NO. N00140-07-NR-55615
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5. ISSUED BY FISC Norfolk, Contracting Dept Philadelphia 700 Robbins Avenue, Bldg. 2B Philadelphia PA 19111-5083 michael.capilato@navy.mil 215-697-9647	CODE N00140	6. ADMINISTERED BY DCMA HUNTSVILLE BUILDING 4505, SUITE 301, MARTIN ROAD REDSTONE ARSENAL AL 35898-0001	CODE S0107A
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7. CONTRACTOR HERDT CONSULTING, INC. 261 Normandy Lane Chelsea AL 35043	CODE 3GYJ7	FACILITY	8. DELIVERY DATE See Section F
			9. CLOSING DATE/TIME (hours local time - Block 5 issuing office) SET ASIDE TYPE
			10. MAIL INVOICES TO See Section G

11. SHIP TO See Section D	12. PAYMENT WILL BE MADE BY DFAS Columbus Center, South Entitlement Operations P.O. Box 182264 Columbus OH 43213	CODE HQ0338
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13. TYPE OF ORDER	<input type="checkbox"/> D	<input checked="" type="checkbox"/> X	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.
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ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

HERDT CONSULTING, INC.		Eric Miller Senior Contracts Mgr	
NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

14. ACCOUNTING AND APPROPRIATION DATA
See Section G

15. ITEM NO.	16. SCHEDULE OF SUPPLIES/SERVICES	17. QUANTITY ORDERED/ACCEPTED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
See the Following Pages					

*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.	21. UNITED STATES OF AMERICA By: Rocco Siravo 	22. TOTAL 
	CONTRACTING/ORDERING OFFICER	

SECTION	DESCRIPTION	SECTION	DESCRIPTION
B	SUPPLIES OR SERVICES AND PRICES/COSTS	H	SPECIAL CONTRACT REQUIREMENTS
C	DESCRIPTION/SPECS/WORK STATEMENT	I	CONTRACT CLAUSES
D	PACKAGING AND MARKING	J	LIST OF ATTACHMENTS
E	INSPECTION AND ACCEPTANCE		
F	DELIVERIES OR PERFORMANCE		
G	CONTRACT ADMINISTRATION DATA		

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SECTION C DESCRIPTIONS AND SPECIFICATIONS

Statement of Work

Facilitator Support Services

Senior Enlisted Academy

Naval Station, Newport, RI

Part A – General Information

A-1 Introduction

This requirement is for the management, course coordination and facilitation of a 5 day Navy Command Master Chief and Chief of the Boat Spouse (CMCSLC) course for the Senior Enlisted Academy located in Newport RI.

A-2 Background

The CMCSLC is an intense one week course for the spouses of prospective and current Command Master Chiefs (CMCs) and Chiefs of the Boat (COB). The course provides participants an in-depth parallel program of instruction that enriches their level of knowledge of the possible contributions and support they may choose to make to the command and the command support team. The course enhances readiness and supports the Navy's Leadership Continuum by providing the spouses with the self-awareness and skills that are needed to encourage a positive command climate and support the Navy's Core Values and Chief Petty Officer (CPO) Mission, Vision and Guiding Principles.

A-3 Scope of Work

The contractor shall provide services to perform in two functional areas, which are: Management/Course Coordinator/Lead Facilitator and Part-time Facilitator.

Part B – Work Requirements

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Technical Requirements

B.1 Task 01 Develop and revise Course content and Course Materials.

B.1.1 Course Content.

B.1.1.1 The contractor shall provide input and coordinate preparation for course content reviews and provide information during those reviews as required. The content will emphasize choices and contributions vs. roles and responsibilities of the CMC/COB spouse. Present content topics in a logical and smooth flow. Coordinate the adjustment of content to respond to individual student and group needs as appropriate. The course facilitator is responsible for assisting in the preparation of new presentations and material to meet new course objectives, attending coordination sessions related to the new material and performing administrative tasks in the training program.

B.1.1.2 At a minimum the course shall address the following topics:

Teambuilding

Command Environment

Command Support Team relations

Values and Ethics

Communication between the CMC and their Spouse

Conflict Resolution

Group Dynamics

Situational Leadership

Navy OMBUDSMAN Program

Family Readiness

Stress Management

Crisis Management

Special Issues

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B.1.2 Course Participants.

The course will be attended by the Spouses of Command Master Chief's (CMC's) and Chief's of the Boat (COB). Each class will have a minimum of two (2) students and a maximum of eighteen (18) students.

B.1.3 Course Guides and Related Support Materials.

The contract shall provide a government furnished student guide for each participant.

B.1.4 Course Evaluation Questionnaire.

The Contractor shall:

B.2. Task 02 Course Presentation/Facilitation will be seminar based and using the experiential model of learning. Topic facilitation will lead to the fulfillment of the course mission statement and achievement of topic objectives. Delivery will maintain the integrity of CMCSLC foundation philosophy as established by the Senior Enlisted Academy and the CMCSLC Spouse Advisory Board. As part of the course facilitation assist students particularly in their development of personal vision statements and CMC/COB Tour Charters. Facilitate the team building approach for the husband and wife embarking on their first CMC/COB tour. The course facilitator is required to attend scheduled coordination meetings including coordination sessions with professional organizations outside of the command. The course facilitator shall be responsible for the complete set-up of easel and audio-visual equipment and ensuring the required instructional materials are available.

B.2.1 Course Times and Place.

The course is primarily conducted at Naval Station, Newport, RI and runs concurrently with the second week of the CMC/COB Leadership Course which is conducted from 0800-1700.

There is a total of eleven (11) convenings per year. Three other course convenings (content explained later in this SOW) will require travel to fleet concentration areas of Norfolk, VA; San Diego, CA and Mayport, FL or Pearl Harbor, HI. The third course convening will be determined based on need.

B.2.2 Instructor/Facilitator Qualifications: Experience performing the duties as a spouse of a Command

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Master Chief (CMC) or Chief of the Boat (COB) or education related to the topics is required.

B.2.3 Delivery of Course Materials.

B.2.4 Course Set-up:

Prepare the classroom as required for assigned topics/segments and events.

B.2.5 Course Presentation.

Present the course in a manner that meets the needs of the students within the guidelines as set forth in the Memorandum of Understanding (MOU) between Naval Education and Training Command and Naval Services Family Line.

B.2.6 Course Completion.

Ensure all training objectives are met.

Deliverables

B.3 Deliverable Items.

B.3.1 Draft Course Content, Instructor Guide and Materials.

B.3.2 Draft Course Questionnaire.

B.3.3 Provide Course Materials in electronic format. Course presentation materials and student guides will be delivered 10 days prior to the beginning of each course start.

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B.3.4 Completed Course Evaluation Questionnaires

All completed course questionnaires and instructors comments, in accordance with SOW paragraph A2.6. Delivery shall be made within ten (10) working days after the completion of each course presentation.

B.3.5 Master Set of Course Materials.

Upon contract completion, the contractor shall provide the Contracting Officer Representative (COR) with a complete master set of all course materials, visual aids, and any original art work such as binders or graphics used during course presentations. This material shall be provided in camera-ready, reproducible form, ten (10) working days prior to the contract completion.

B.3.6 Data files and format.

Data files should include all available documents/materials for the course. This will include: instructors/facilitators materials, student materials, media materials, planning documents. Course Training Task List (CTTL), Training Course Control Document (TCCD), etc.), reference documents, testing/evaluation materials if used, and other materials/documents normally associated with Instructional Systems Development, curriculum management or audit requirements. For materials/documents that include copyright materials a permission to use statement will be signed by the owner of the copyrighted material stating the conditions of use and provided to CNL. Every effort will be made to ensure only legal use of materials within the course. The preferred format for data files is via Microsoft Office 2003 software and burned on to a CD. When that can not be accomplished (such as a signed copyright document or a reference book) one legible copy of the item will be forwarded to CNL.

B.4 Other Technical Support.

Provide the CMC/COB Leadership Course administrative assistance as required. Act as primary spokesperson regarding programs, rules and regulations. Respond to CMC/COB Leadership Course students, their spouses and other inquires regarding the programs, rules and regulations. Prepare and present briefs as necessary for the promotion of the CMCSLC to a variety of audiences. Prepare responses, for the Senior Enlisted Academy CMC, to inquire from senior Navy officials regarding the CMCSLC. Act as the primary point of contact and resource at the Senior Enlisted Academy for the Chairman of the CMCSLC Advisory Board. Attend the Navy OMBUDSMAN training and Navy COMPASS training annually. Assist in scheduling/coordinating the participation, travel and lodging of mentors to participate in each course. Provide briefs to designated organizations on CMCSLC philosophy, curriculum development and presentation. Specifically: CMC/COB Leadership Course and the CMCSLC Advisory Board. Attend the Navy OMBUDSMAN training and Navy COMPASS training annually. Conduct off-site training no more than three times per year in fleet concentration areas as determined by the Senior Enlisted Academy CMC. Off-site course will be conducted on Tuesday though Thursday with Monday and Friday as travel days.

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Part C – Support Information

C.1 Place of Performance.

Senior Enlisted Academy located in Newport RI.

C.2 Period of Performance: 1 Oct 07 to 30 Sep 08 with one option year from 1 Oct 08 to 30 Sep 09

C.3 Special Consideration - None.

C.3.1 .Contactor-Furnished Materials. The Government will provide all related materials for the course of instruction.

C.3.2 .Government – Furnished Material and Services. The government will provide all materials and services required to execute this course of instruction.

C.3.3 Qualifications of Key Personnel

1. Lead Facilitator and Course Manager.

- a. This person has at least two years experience within the last five years as the spouse of a Command Master Chief (CMC) or Chief of the Boat (COB) working within the framework of an operational command.
- b. They are familiar with Navy Programs associated with the command support for the Navy Family.
- c. They shall possess a minimum of a High School diploma (BS or BA preferred).
- d. They must possess the managerial abilities to develop a schedule coordinating with a maximum of four different organizations to ensure that all topic objectives are met.
- e. They must possess the ability to direct subordinate employees to ensure that all course preparations are completed and topics are facilitated in a proper manner.
- f. They shall possess good command of the English language, both oral and written.

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- g. They must be capable of making presentations in a small group seminar environment.
- h. They shall be proficient in the use of MS Word, MS Excel, and MS PowerPoint.
- i. They shall be able to adapt and make changes to the CMCSLC curriculum.
- j. They shall present a professional appearance in grooming and dress at all times.
- k. They shall be able to complete two weeks of facilitation training to be provided by and at the Senior Enlisted Academy upon contract award.
- l. They shall participate in random drug testing for illegal drug use as discussed in SECNAVINST 12792.3 (DON Drug Free workplace).

2. Course Facilitator.

- a. This person has at least two years experience within the past five years as the spouse of a Command Master Chief (CMC) or Chief of the Boat (COB) working within the framework of an operational command.
- b. They are familiar with Navy Programs associated with the command support for the Navy Family.
- c. They shall possess a minimum of a High School diploma.
- d. They shall possess good command of the English language, both oral and written.
- e. They must be capable of making presentations in a small group seminar environment.
- f. They shall be proficient in the use of MS Word, MS Excel, and MS PowerPoint.
- g. They shall present a professional appearance in grooming and dress at all times.
- h. They shall be able to complete two weeks of facilitation training to be provided by and at the Senior Enlisted Academy upon contract award.
- i. They shall participate in random drug testing for illegal drug use as discussed in SECNAVINST 12792.3 (DON Drug Free workplace).

C. 4. Government Points of Contact.

C.4.1. Contracting Officer's Representative – TBD.

C.4.2 Technical Point of Contact or Government Representative – TBD.

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C.5 Billing and Invoicing:

DFAR 252.232-7003 (JAN 2004) is hereby incorporated by reference into this task order. In accordance with DFAR CLAUSE 252-232-7003 (JAN 2004) the contractor shall submit invoicing electronically through Wide Area Work Flow (WAWF). Facsimile, e-mail and scanned documents are not acceptable electronic forms.

WAWF Routing Code table for this task order is provided as follows:

Contract Number	To be completed by Contracting Officer
Task Order/Delivery Order No.	To be completed by Contracting Officer
Document Type	To be completed by Contracting Officer
Ship To	N3474B
Cage Code	To be completed by Contracting Officer
Issue by DODACC	To be completed by Contracting Officer
Admin DODACC	To be completed by Contracting Officer
Inspect by DODACC	N/A
Accept by DODACC	N3473B
LPO	N3474B
Pay Office DODACC	N3473B

Invoices for services rendered under this Contract shall be submitted electronically through Wide Area Work Flow – Receipt and Acceptance (WAWF): The vendor shall self-register at the web site <https://wawf.eb.mil>. Vendor training is available on the internet at <http://wasftraining.com>. A separate invoice will be prepared for every pay period. Do not combine the payment claims for services provided under this contract.

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SECTION D PACKAGING AND MARKING

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SECTION E INSPECTION AND ACCEPTANCE

The Task Order Manager (TOM) identified in Section G is the only person empowered to inspect and accept work under this task order. Upon completion of all work and final submission of all data items, the contractor's

Senior Technical Representative shall prepare and sign a Certificate of Final Acceptance memorandum, and submit it to the TOM for signature. The contractor shall include the fully signed memorandum with its final invoice.

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SECTION F DELIVERABLES OR PERFORMANCE

CLIN - DELIVERIES OR PERFORMANCE

The periods of performance for the following firm items are from date of task order award through 12 months thereafter, estimated at:

2001	10/1/2007 - 9/30/2008
3001	10/1/2007 - 9/30/2008

The period of performance for the following option items are from date of option exercise through 12 months thereafter, estimated at:

2002	10/1/2008 - 9/30/2009
3002	10/1/2008 - 9/30/2009
5001	10/1/2009 - 9/30/2010
5002	10/1/2010 - 9/30/2011
5003	10/1/2011 - 9/30/2012
6001	10/1/2009 - 9/30/2010
6002	10/1/2010 - 9/30/2011
6003	10/1/2011 - 9/30/2012

SECTION G CONTRACT ADMINISTRATION DATA

Task Order Manager

Accounting Data

SLINID	PR Number	Amount
2001	[REDACTED]	[REDACTED]
LLA :	[REDACTED]	
3001	[REDACTED]	[REDACTED]
LLA :	[REDACTED]	

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SECTION H SPECIAL CONTRACT REQUIREMENTS

H-XX NOTIFICATION CONCERNING DETERMINATION OF SMALL BUSINESS SIZE STATUS

For the purposes of FAR clauses 52.219-6, NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE, 52.219-3, NOTICE OF TOTAL HUBZONE SET-ASIDE, 52.219-18, NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS, and 52.219-27 NOTICE OF TOTAL SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS SET-ASIDE, the determination of whether a small business concern is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation, and further, meets the definition of a HUBZone small business concern, a small business concern certified by the SBA for participation in the SBA's 8(a) program, or a service disabled veteran-owned small business concern, as applicable, shall be based on the status of said concern at the time of award of the SeaPort-e MACs and as further determined in accordance with Special Contract Requirement H-19.

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SECTION I CONTRACT CLAUSES

52.222-41 Service Contract Act (1965)

Note: All the provisions and clauses of SECTION I of the basic contract apply to this task order (unless otherwise specified in the task order) plus the following:

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SECTION J LIST OF ATTACHMENTS