ORDER FOR SUPPLIES OR SERVICES

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO.	2. DELIVERY ORDER/ CALL NO.	3. DATE OF ORDER/CALL	4. REQ./ PURCH. REQUEST NO.	5. PRIORITY
USZA22-02-D-0014	0012	2002May31	DEC82421130100	

6. ISSUED BY CODE USZA22
U.S. SPECIAL OPERATIONS COMMAND/SOAL-K
7701 TAMPA POINT BLVD.
[redacted]
MACDILL AFB FL 33621-5323

7. ADMINISTERED BY CODE S1109A
DCMA CLEARWATER
9549 KOGER BLVD.
GADSEN BLDG., SUITE 200
ST. PETERSBURG FL 34615-4822

8. DELIVERY FOB
[X] DEST
[ ] OTHER
(See Schedule if other)

9. CONTRACTOR CODE 096A3 FACILITY
SYVERDRUP TECHNOLOGY, INC.
[redacted]
5340 W. KENNEDY BLVD.
SUITE 300
TAMPA FL 33609

10. DELIVER TO FOB POINT BY (Date)
2002Sep30

11. MARK IF BUSINESS IS
[ ] SMALL
[ ] SMALL DISADVANTAGED
[ ] WOMEN-OWNED

12. DISCOUNT TERMS
Net 30 Days

13. MAIL INVOICES TO THE ADDRESS IN BLOCK
See Item 15

14. SHIP TO CODE USZA22
USSOCOM/SOCS-I&L
[redacted]
7701 TAMPA POINT BLVD
MACDILL AFB FL 33621

15. PAYMENT WILL BE MADE BY CODE 525700
DFAS OM/FP
PO BOX 7020
BELLEVUE NE 68005-1920

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER
DELIVERY/ CALL [X] This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE [ ] Reference your quote dated — Furnish the following on terms specified herein.

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.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYYYMMMDD)

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
See Schedule

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				

* 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

[redacted] CONTRACTING / ORDERING OFFICER

25. TOTAL $123,078.20
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED [ ] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE | SIGNATURE OF AUTHORIZED GOVT. REP.

27. SHIP NO.
[ ] PARTIAL
[ ] FINAL

28. DO VOUCHER NO.

30. INITIALS

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

31. PAYMENT
[ ] COMPLETE
[ ] PARTIAL
[ ] FINAL

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE | SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

Price Proposal - SOCS Int Training Support

CLIN 0006 Labor (FFP)	4	MO	$30,663.30	$122,653.20
CLIN 0002 Materials (Cost Reimbursable)	1	LO		$75.00
CLIN 0003 Local Travel (Cost Reimbursable)	1	LO		$350.00
CLIN 0007 Technical Data	1	LO		NSP
Grand Total				$123,078.20

SPECIAL INSTRUCTIONS

All deliverables under this task order which are not clearly called out in the statement of work with specific performance requirements shall be issued to the contractor's Task Leader in the form of a written document issued by the Contracting Officer Representative (COR). The contractor shall document performance, hours, and costs, and the date of delivery of the draft or final deliverable in accordance with the contract data requirements listing.

ACCOUNTING AND APPROPRIATION DATA

AA: 9720100.56SF SC2 52SF DEC824 010000 592AB 015498 525700 F25700 ESP: HQ 000000000000
AMOUNT: $123,078.20

STATEMENT OF WORK (SOW)

Headquarters U.S. Special Operations Command Training Support

1.0 Scope. This Task Order (TO) SOW is for contractor support in the operations and services of the U.S. Special Operations Command's Electronic Innovation Center (EIC), formerly known as Electronic Brainstorming Center (EBC). It will provide for support services in scheduling, coordinating, and tracking scheduled trainig provided by the Internal Training Branch.

2.0 Requirements. The contractor shall provide the Internal Training Branch support to ensure maximum visibility, coordination, and attendance to the various training events scheduled throughout the year.

2.1 The contractor shall support the EIC with services and personnel.

2.1.1 The contractor shall provide a facilitator and a technographer to operate and maintain 2 servers, 16 user workstations and 2 technographer/facilitator workstations. The technographer shall maintain the various EIC applications, workstations, servers, and ancillary systems. Support includes the set-up and breakdown of the equipment for portable sessions and demonstrations. The EIC systems will be connected to the USSOCOM LAN network, and the technographer will coordinate with the USSOCOM LAN Manager for proper installation of the EIC on the network. The EIC installation will conform to the USSOCOM requirements for standards, security, operations and maintenance.

2.1.2 The contractor shall schedule and maintain a calendar of all EIC sessions. Each session should be annotated as to date and time based on the need and priority of the requester. The requester should be notified at least a day in advance of the session to confirm the scheduled session. If a session is canceled, there should be ample effort expended to fill the allotted time to ensure the maximum use of the facility.

2.1.3 The contractor shall meet with the EIC customer to help develop an agenda for the requested session. The contractor shall assist and help define objectives and recommend various approaches and strategies that will produce a useable product. The contractor shall pre-load all necessary information in order to ensure the session is run professional and accurately. The contractor shall prepare PowerPoint charts that support the conduct of the session and will conduct a dry run before every session to ensure it runs smoothly.

2.1.4 The contractor shall support all EIC sessions. The facilitator will guide the session to ensure end results and objectives are met; and, the technographer will support and monitor system to ensure a smooth and professional session is experienced without technical interruptions. The technographer will also assist the facilitator to answer any technical questions the session participants may have.

2.1.5 The contractor shall provide a Subject Matter Expert (SME) to mediate during the session and help guide it through the pre-programmed agenda. The contractor shall provide an after action report that includes the results of the electronic brainstorming session and lessons learned from the session held. If requested, the contractor will provide a review and analysis of the session and provide a short summary of the outcome.

2.1.2 The contractor shall develop a critique for each session. The critique will be given to each participant to make comments about the session, the presentation, facilitator, SME, and technographer.

2.1.3 The contractor shall develop and deliver three types of training briefings in support of the EIC. The first will be an overview of electronic brainstorming, the GroupSystems application and how to schedule and use the EIC. Second, will be how to conduct an effective brainstorming session using the GroupSystems application and the process of preparing for a session. Third, training for the participants of the session on how to use the GroupSystems application.

2.1.4 The contractor shall incorporate the EIC into the Newcomers Phase II course briefings to ensure every individual arriving at USSOCOM is aware of the unique attributes of the EIC and the potential benefits gained.

2.2 The contractor will provide support in the area of Internal Training for USSOCOM.

2.2.1 The contractor shall coordinate and track all internal training to include:

- Senior Leaders Information Course which includes – Newcomers Orientation (6 sessions), Newcomers Orientation Phase II (20 classes), Spouse Orientation (2 sessions), SOC Commander's Jumpstart Orientation, Headquarters Admin Working Guide, LEAD training (6 classes), Joint Special Operations Staff Officer Course, Seven Habits of Highly Effective People (10 classes), DEOMI Training
- Computer training with SOIO-EC to meet course requirements
- Electronic instructions on how to complete the Myers-Briggs Type Indicator assessment
- A system for advertising, enrolling, and producing certificates of completion for each course
- Facility usage for all internal training
- Quarterly training meetings
- Set-up and teardown support of equipment for internal training courses

2.2.2 The contractor shall coordinate and track external HQ Special Operations Command training slots in conjunction with SOCS-DP to include:

- Professional Development Courses (not required courses)
- Supervisory Skills Development
- Management Type Courses

2.2.3 The contractor shall tack and update training records for headquarters personnel in a database that is accessible by other personnel as needed, and generate management reports/charts. The contractor shall maintain and update the database with:

- Personnel information (name, grade, SSAN, office symbol, Service, mil/civ status)
- Training Dates
- Course Title
- Mandatory vs Voluntary
- Associated Cost
- No-show status or late cancellation data

2.2.4 The contractor shall develop metrics using database in 2.2.3 with slides that are produced in PowerPoint and coordinated with SOCS-I&I

2.2.5 The contractor shall develop/maintain a Headquarters USSOCOM Annual Training Plan with:

- Projected training with associated cost
- Calendar with projected dates
- Coordinate and schedule instructors
- Course Title
- Dates of Instruction
- Instructor(s)
- Defined fields from the critique

2.2.6 The contractor shall support Headquarters Actions Working Guide (HAWG).

2.2.6.1 The contractor shall establishing and supporting a training program for all newly assigned HQ, USSOCOM personnel to familiarize them with headquarters staffing procedures, center roles and functions, and other significant issues pertinent to a staff action officer. The training will occur every other month and will be three days in duration with a fourth day for computer training as required.

2.2.6.2 The contractor shall provide blocks of instruction as required

2.2.6.3 The contractor shall support the government with course evaluations and suggested/recommended changes to the program

2.2.7 The contractor shall support SOC Commander's Jumpstart Orientation

2.2.7.1 The contractor shall coordinating the training program for all newly selected SOC Commanders to familiarize them with headquarters staffing procedures, center roles and functions, and other significant issues pertinent to a new commanding officer. The training should occur approximately 4 times a year and should be approximately 2 days in duration.

2.2.7.2 The contractor shall preparing and providing a read-ahead book for each attending commander and his Senior Enlisted Advisor

2.2.7.3 The contractor shall support the government with course evaluations and suggested/recommended changes to the program

2.2.8 The contractor shall support the Spouse Information Program.

2.2.8.1 The contractor shall coordinating facility, resources, support, set-up and teardown of all equipment

2.2.8.2 The contractor shall providing notification letters and advertisements to spouses for the upcoming event

2.3 The contractor shall use maximum flexibility to innovatively manage each program's schedule, performance, risks, warranties, subcontracts, and data to produce an end item that satisfies the user's performance requirements. The contractor shall provide clear government visibility into the program schedule, performance, and risk.

3.0 Deliverables. The contractor will complete all tasks and submit the required deliverables to the Government. Formal deliveries will consist of a monthly status report. (A001-Monthly Status Report)

4.0 Acceptance. Acceptance of the contractor's work under this SOW will be made by the Program Monitor with assistance as required by the Contracting Officer Representative.

5.0 Security. Security shall be in accordance with the DD254. Performance of this SOW (b)(2)High

(b)(2)High

6.0 Release of Information. All technical data provided to the contractor by the Government will be protected from public disclosure IAW the markings contained thereon and the limitation on release contained in FAR Part 3. Additionally, all information related to the items delivered or the services performed under this SOW will not be disclosed by any means without prior approval of the authorized representative of the Contracting Officer.

CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Office for the Contract/PR No. Listed in Block E.

A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY: TDP ____ TM ____ OTHER X
D. SYSTEM/ITEM TRAINING SUPPORT	E. CONTRACT/PR NO. USZA22-02-D-0014/0012	F. CONTRACTOR Sverdrup Technology, Inc
1.DATA ITEM NO. A001	2. TITLE OF DATA ITEM STATUS REPORT	3. SUBTITLE Monthly Summary Status Report
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80368	5. CONTRACT REFERENCE SOW Para. 4.0	6. REQUIRING OFFICE SOCS-I&I-T

17. PRICE GROUP

18. ESTIMATED TOTAL PRICE

7. DD 254 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION
TBD	No	MTHLY	30 DAC Award	
8. APP CODE N/A		11. AS OF DATE TBD	13. DATE OF SUBSEQUENT SUBMISSION	

16. REMARKS
Contractor content and format acceptable
Electronic Submission Required

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final Repro
SOCS-I&I-T		1	
SOAL-KB		1	
15. TOTAL			

G. PREPARED BY	H. DATE	[redacted]	J. DATE
			17 Apr 02