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	0014	2002May01	1J821021160400	

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 (if other than 6) 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
SVERDRUP 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 BASIC CONTRACT - SECTION G

14. SHIP TO CODE USZA22
USSOCOM/SORR-CCA
[redacted]
7701 TAMPA PT 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 $99,915.20
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.

STATEMENT OF WORK (SOW) FOR HEADQUARTERS UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM) ACCOUNTING TRANSACTION TECHNICAL SUPPORT

1.0 SCOPE

This Task Order (TO) SOW for the Acquisition, Logistics, Management and Business Operations Support (ALMBOS) contract covers accounting support for USSOCOM. TO requirements include research and analysis of accounting transactions, accounts control, reconciliation of contracts, and training.

Contractor technical support is to be performed under the guidance and direction of HQ USSOCOM, Comptroller Division, Accounting Branch (SORR-CCA).

2.0 BACKGROUND

USSOCOM executes multiple appropriations that require reconciliation in order to balance allotment accounts, meet Federal Manager's Financial Integrity Act (FMFIA), and to comply with the Chief Financial Officer Act (CFO). DFAS provides HQ USSOCOM and SOAL accounting support by using the Air Force suite of accounting systems and the DFAS Field Site at Omaha (DFAS-OM). Committing, obligating, expenditure, and collection transactions are processed and posted to USSOCOM's allotment accounts within the General Accounting and Finance System (GAFS).

3.0 APPLICABLE DOCUMENTS

The documents applicable to the work to be performed are the DOD Financial Management Regulation (FMR), DOD 7000.14-R; Departmental Reporting Manual, DFAS-IN Manual 7097.01; DFAS-DE Accounting Regulations; and also those identified in the ALMBOS basic contract SOW paragraph 1.7.

4.0 REQUIREMENTS

A working knowledge of the Base BQ (GAFS) accounting system, Automated Business Services System (ABSS), Integrated Accounts Payable System (IAPS), Mechanization of Contract Acquisition System (MOCAS), Micro-based Budget Automated System (MICROBAS), and Paperview are required. Knowledge of the different kinds of government contracts is also required. Additionally, knowledge of MS-EXCEL, MS-WORD, MS-Powerpoint, Electronic Document Access (EDA), Viewfinder, On-Line Reporting and Viewing (OLRV), Standard Procurement System (SPS), and Wide Area Workflow are preferred. The contractor shall accomplish the Tri-Annual Review of the Open Document

Listing. This includes reviewing, monitoring, analyzing, and determining appropriate adjustments of USSOCOM's obligations for all appropr ations.

4.1 The contractor shall provide daily accounting support for the SOAL Program offices and HQ USSOCOM, using both single year and multi-year appropriations. (CDRL A001- Corrective Action Report, A002- Funds Status Reports, & A003- Interim Progress Reports) This support shall include:

4.1.1 Daily processing of documents through ABSS.

4.1.2 Resolving account out of balance conditions (Control Summary Record (CSR) Management Notices). (CDRL A001- Corrective Action Report)

4.1.2.1 Identifying transaction via Selective Transaction History (STH), reviewing document that caused problem, and forwarding the information back to the DFAS field site for input into the accounting system. (CDRL A001- Corrective Action Report)

4.1.3 Customer Service – working with the program office financial analyst and DFAS-Omaha technicians to correct accounting system data. Normally done with phone calls and/or electronic mail (e-mail). (CDRL A001- Corrective Action Report)

4.1.4 Update accounting codes in the local coding guide so the DFAS field site can build the addresses into the BQ system.

4.1.4.1 In August, initial codes must be built and submitted to the DFAS field site.

4.1.4.2 In September, initial skeleton addresses must be reviewed and corrected based on the initial coding package.

4.1.4.3 Update coding guide and request new addresses as new programs are being executed.

4.1.5 Receiving Reports (RR):

4.1.5.1 Review all receiving reports to ensure they meet the requirements of the Federal Acquisition Regulation (FAR) for all contracts.

4.1.5.2 Review and request corrections from Financial Analyst (FA) on all returned incorrect receiving reports. (CDRL A001- Corrective Action Report & A003- Interim Progress Reports)

4.1.6 Invoices:

4.1.6.1 Follow up on outstanding invoices awaiting payments, tracking receiving reports until payment has been made.

4.1.6.2 Report received weekly. Work with FA or find receiver to make sure missing receiving report is submitted to the DFAS field site. (CDRL A001- Corrective Action Report & A003- Interim Progress Reports)

4.1.6.3 Review IAPS to ensure the payment has not already been made and that it is not a duplicate. Log in and file in the central RR file.

4.1.7 Run weekly STH for research and analysis. (CDRL A001- Corrective Action Report)

4.1.7.1 Review STH for post codes that indicate funds used without proper authority. (CDRL A001- Corrective Action Report)

4.1.7.2 Identify transaction and request document that caused the transaction. (CDRL A001- Corrective Action Report)

4.1.7.3 Determine correction needed to be input into the accounting system. (CDRL A001- Corrective Action Report)

4.1.8 Discrepancies shall be identified to the appropriate area. (CDRL A001- Corrective Action Report)

4.1.8.1 Review of documents outside of ABSS.

4.1.8.2 Notify contracting of accounting data inaccuracies and/or payment instruction changes. (CDRL A001- Corrective Action Report)

4.1.8.3 Review each obligation document for correct accounting classification and funding. (CDRL A001- Corrective Action Report)

4.1.9 Run weekly commitments and work with the appropriate contracting office to get obligation documents. (CDRL A001- Corrective Action Report & A002- Funds Status Reports)

4.1.9.1 MICROBAS/Paperview print out.

4.1.9.2 Dormant commitments require follow up to find the obligation document from either the Performing Activity or Contracting Office. (CDRL A002- Funds Status Reports & A003- Interim Progress Reports)

4.1.9.3 Identify duplicate or canceled commitments and work with the Accounting Liaison Office (ALO) to drop the commitment. (CDRL A001- Corrective Action Report)

4.1.10 Balance BQ Program targets with Program Budget and Accounting System (PBAS) Funds Authorization Document (FAD) monthly. (CDRL A002- Funds Status Reports)

4.1.10.1 Run End of Month (EOM) Funds Status Report using MICROBAS for all appropriations and balance to the final FAD or PBAS Report. (CDRL A002- Funds Status Reports)

4.1.10.2 Help correct any out of balance conditions. (CDRL A001- Corrective Action Report)

4.1.11 Focal point for all accounting issues between DFAS and ALO and the applicable program office.

4.2 The contractor shall conduct a formal review of the Tri-Annual Open Document Listing (ODL) which require annotating electronic files with appropriate codes. Information for annotating this review is from document reconciliation, which is on going throughout the fiscal year. (CDRL A001- Corrective Action Report & A003- Interim Progress Reports) As part of the review, the contractor shall:

4.2.1 Review and annotate the portion of the Tri-Annual review applicable to the individual Program Office. (CDRL A001- Corrective Action Report & A003- Interim Progress Reports)

4.2.2 Send corrective action letters to the DFAS field site. (CDRL A001- Corrective Action Report & A003- Interim Progress Reports)

4.3 The contractor shall perform document reconciliation. (CDRL A001- Corrective Action Report, A002- Funds Status Reports, & A003- Interim Progress Reports) This includes:

4.3.1 Balance locally paid documents. (CDRL A001- Corrective Action Report)

4.3.2 Reconcile BQ and MOCAS for contracts paid at Columbus. (CDRL A001- Corrective Action Report)

4.3.3 Review dormant travel documents weekly. (CDRL A001- Corrective Action Report & A002- Funds Status Reports)

4.3.4 Reconcile documents before the appropriation closes and payments require current year funding. (CDRL A001- Corrective Action Report, A002- Funds Status Reports, and A003- Interim Progress Reports)

4.3.5 Prepare adjustment packages to support correction requests. (CDRL A001- Corrective Action Report)

4.4 The contractor shall conduct interoffice and customer training on areas of responsibility.

4.5 The contractor shall participate in various administrative duties. These duties include attending staff meetings, workshops, and any other meetings requiring their attendance.

4.6 The contractor shall prepare, brief and submit monthly Performance and Cost Reports regarding the progress/problems of the contract per paragraph 2.3.10 of the ALMBOS contract SOW. (CDRL A004- Monthly Cost and Performance Report)

5.0 DELIVERABLES

Deliverables shall be as specified by the Contract Data Requirements List (CDRL). The government will have 10 government work days to complete the review of each deliverable and accept or reject the deliverable in writing. When the government fails to complete the review within the review period, the deliverable will become acceptable by default.

6.0 ACCEPTANCE

Acceptance shall be made by SORR-CCA. SORR-CCA shall evaluate the deliverables for correctness, completeness, sufficiency of technical content, and compliance with applicable specifications and standards. USSOCOM shall take ownership of all products, reports, analysis, and work papers generated by the contractor as government owned.

7.0 PERIOD OF PERFORMANCE

The period of performance shall be from date of award through 30 September 2002.

8.0 GOVERNMENT FURNISHED EQUIPMENT/MATERIAL/SPACE

The Government will provide office space for four contractors working on MacDill AFB in support of this effort. Facilities will consist of a desk, chair, filing area, phone, computer, and supplies. Contractor personnel will have access to a photocopier, datafax, and shredder on a non-interference basis when needed to perform the work requirements set forth herein.

9.0 SECURITY

Performance of this task order requires (b)(2)High [redacted] contractor team members. Data generated under this delivery order shall be classified in accordance with appropriate security guidance.

10.0 RELEASE OF INFORMATION

All technical data provided to the contractor by the government shall be protected from public disclosure in accordance with the markings contained thereon. All other information related to the items to be delivered or services to be performed under this task order shall not be disclosed by any means without prior approval of the authorized representative of the Contracting Office.

Sverdrup Technology
Unified and Special Operations Group

Price Proposal - SORR Accounting Transactions Support

CLIN 0006 Labor (FFP)				$ 99,715.20
CLIN 0002 Materials (Cost Reimbursable)	1	LO		$50.00
CLIN 0003 Travel (Cost Reimbursable)	1	LO		$150.00
CLIN 0007 Technical Data	1	LO	NSP	
Grand Total				$ 99,915.20

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 CKG100 010000 592AB 015498 525700 F25700 ESP:HQ 1J821021160400
AMOUNT: $99,915.20

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 Instru searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of Information. Send con regarding this burden estimate or any other aspect of this collection of Information, including suggestions for reducing this burden to Department of D Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETUF form to either of these addresses. Send completed form to the government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY
0007	A	TDP ____ TM ____ OTHER X

D. SYSTEM/ITEM	E. CONTRACT/PR NO.	F. CONTRACTOR
Accounting Transaction Technical Support	USZA22-02-D-0014/0014	Sverdrup Technology, Inc.

1. DATA ITEM NO.	2. TITLE OF DATA ITEM	3. SUBTITLE
A001	Technical Support-Study/Services	Corrective Action Report

4. AUTHORITY (Data Acquisition Document No.)	5. CONTRACT REFERENCE	6. REQUIRING OFFICE
DI-MGMT-80508	See Block 16. REMARKS	USSOCOM/SORR-CCA

7. DD250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
No	D	AS REQ	
8. APP CODE		**11. AS OF DATE**	**13. DATE OF SUBSEQUENT SUBMISSION**
A			

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Final Reg	Final R
SORR-CCA	1	1	
15. TOTAL →	1	1	

16. REMARKS
The government has 10 days for review. The contractor has 5 days to respond.

5. CONTRACT REFERENCE: SOW Paragraph 4.1, 4.1.2, 4.1.2.1, 4.1.3, 4.1.5.2, 4.1.6.2, 4.1.7, 4.1.7.1, 4.1.7.2, 4.1.7.3, 4.1.8, 4.1.8.2, 4.1.8.3, 4.1.9, 4.1.9.3, 4.1.10.2, 4.2, 4.2.1, 4.2.2, 4.3, 4.3.1, 4.3.2, 4.3.3, 4.3.4, & 4.3.5.

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[redacted]	07 Mar 02	[redacted]	07 Mar 02

17. PRICE GROUP	TOTAL PRICE

3-1, J [redacted]

Page 1 of 4

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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY TDP ____ TM ____	OTHER X
D. SYSTEM/ITEM Accounting System Technical Support	E. CONTRACT/PR NO. USZA22-02-D-0014/0014	F. CONTRACTOR Sverdrup Technology, Inc.	
1. DATA ITEM NO. A002	2. TITLE OF DATA ITEM Program Status Report	3. SUBTITLE Funds Status Reports	
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80555	5. CONTRACT REFERENCE See Block 16. REMARKS	6. REQUIRING OFFICE USSOCOM/SORR-CCA	

7. DD250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION
No	D	AS REQ	
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Fina Reg	R
SORR-CCA	1	1	
15. TOTAL →	1	1	

16. REMARKS

The government has 10 days for review. The contractor has 5 days to respond.

5. CONTRACT REFERENCE: SOW Paragraph 4.1, 4.1.9, 4.1.9.2, 4.1.10, 4.1.10.1, 4.3, 4.3.3, & 4.3.4.

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[redacted]	07 Mar 02	[redacted]	07 Mar 02

DD F[redacted]

17. PRICE GROUP	TOTAL PRICE

Page 2 of 4

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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY TDP ____ TM ____ OTHER X	
D. SYSTEM/ITEM Accounting Transaction Technical Support	E. CONTRACT/PR NO. USZA22-02-D-0014/0014	F. CONTRACTOR Sverdrup Technology, Inc.	
1. DATA ITEM NO. A003	2. TITLE OF DATA ITEM Program Status Report	3. SUBTITLE Interim Progress Reports	
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80555	5. CONTRACT REFERENCE See Block 16. REMARKS	6. REQUIRING OFFICE USSOCOM/SORR-CCA	
7. DD250 REQ No	9. DIST STATEMENT REQUIRED D	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 30 Days after award
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Monthly Thereafter

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Fina Reg	F
SORR-CCA		1	
15. TOTAL →		1	

16. REMARKS

The government has 10 days for review. The contractor has 5 days to respond.

5. CONTRACT REFERENCE: SOW Paragraph 4.1, 4.1.5.2, 4.1.6.2, 4.1.9.2, 4.2, 4.2.1, 4.2.2, 4.3, & 4.3.4.

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[redacted]	07 Mar 02	[redacted]	07 Mar 02

DD Form 1423-1, JUN 90

17. PRICE GROUP | TOTAL PRICE

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CONTRACT DATA REQUIREMENTS LIST
(1 Data Item)

Form Approved
OMB No. 0704-0188

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A. CONTRACT LINE ITEM NO. 0007	B. EXHIBIT A	C. CATEGORY TDP ____ TM ____	OTHER X
D. SYSTEM/ITEM Accounting System Technical Support	E. CONTRACT/PR NO. USZA22-02-D-0014/0014	F. CONTRACTOR Sverdrup Technology, Inc.	
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM Contractor's Progress Status	3. SUBTITLE Monthly Cost and Performance Report	
4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80227/T	5. CONTRACT REFERENCE SOW Paragraph 4.6	6. REQUIRING OFFICE USSOCOM/SORR-CCA	
7. DD250 REQ No	9. DIST STATEMENT REQUIRED D	10. FREQUENCY Monthly	12. DATE OF FIRST SUBMISSION 30 Days after award
8. APP CODE A		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION Monthly Thereafter

16. REMARKS
The government has 10 days for review. The contractor has 5 days to respond.

14. DISTRIBUTION

a. ADDRESSEE	b. COPIES Draft	Reg	Fina
SORR-CCA		1	
SOAL-K		1	
15. TOTAL →		2	

G. PREPARED BY	H. DATE	I. APPROVED BY	J. DATE
[redacted]	07 Mar 02	[redacted]	07 Mar 02

DD Form 1423-1, JUN 90

17. PRICE GROUP	18. ESTIMATED TOTAL PRICE

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