

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF  
10

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. USZA22-02-D-0017	2. DELIVERY ORDER/ CALL NO. 0015	3. DATE OF ORDER/ CALL 2002Sep25	4. REQ./ PURCH. REQUEST NO. F8368622600200	5. PRIORITY
---	-------------------------------------	-------------------------------------	---	-------------

6. ISSUED BY U.S. SPECIAL OPERATIONS COMMAND/SOAL-K 7701 TAMPA POINT BLVD ATTN: SHARON CAPRA MACDILL AFB FL 33621-5323	CODE USZA22	7. ADMINISTERED BY DCMA BALTIMORE - MANASSAS 10500 BATTLEVIEW PKWY SUITE 200 MANASSAS VA 20109-2342	CODE S2404A	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER  (See Schedule if other)
--	----------------	--	----------------	--

9. CONTRACTOR BTG, INC. J. DAVID CRUMMETT 3877 FAIRFAX RIDGE ROAD FAIRFAX VA 22030	CODE 4V190	FACILITY	10. DELIVER TO FOB POINT BY (Date) <b>SEE SCHEDULE</b>	11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	12. DISCOUNT TERMS	13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15
--	---------------	----------	---	---	--------------------	--

14. SHIP TO <b>SEE SCHEDULE</b>	CODE	15. PAYMENT WILL BE MADE BY DFAS OM/FP PO BOX 7020 BELLEVUE NE 68005-1920	CODE 525700	<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>
------------------------------------	------	--	----------------	--

16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	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 (YYYYMMDD)
<input type="checkbox"/> 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
<b>SEE SCHEDULE</b>					

* 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	24. UNITED STATES OF AMERICA BY: KARENE L. SPURLIN CONTRACTING / ORDERING OFFICER	25. TOTAL \$160,348.03	29. DIFFERENCES
---	--	---------------------------	-----------------

26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED  DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____	27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	28. DO VOUCHER NO.	30. INITIALS	33. AMOUNT VERIFIED CORRECT FOR
36. I certify this account is correct and proper for payment.  DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____	31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	32. PAID BY	34. CHECK NUMBER	35. BILL OF LADING NO.

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

SECTION A Solicitation/Contract Form

SBA Address Information

USZA22  
USSOCOM-SOSB  
2418 FLORIDA KEYS AVE. MACDILL AFB  
TAMPA FL 33621

## SECTION B Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007			Labor Hours	\$0.00(EST)	\$(EST)

Hardware and software

LH - Hardware and software - Support services for all hardware and desktop software; configuration, installation, upgrades, integration, training, and maintenance of desktops, portable computing devices, and their approved peripherals IAW Section C, 3.1.8, 3.2.2, 3.2.3, 3.4.1, 3.4.2, 3.4.3 and Appendices A-E

TOT MAX PRICE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AC		1.00	Labor Hours	\$20,940.60	\$20,940.60

Training

LH - 16 September 2002 through 31 March 2003

PURCHASE REQUEST NUMBER F8368622600200

TOT MAX PRICE \$20,940.60 TBN

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007AF		1.00	Labor Hours	\$62,821.80	\$62,821.80

Application Development

LH - 16 September 2002 through 31 March 2003

PURCHASE REQUEST NUMBER F8368622600200

TOT MAX PRICE \$62,821.80 TBN

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011	Travel in support COST - Travel in support of task orders awarded	1.00	Lot	\$	\$ NTE
PURCHASE REQUEST NUMBER F8368622600200					

MAX COST \$3,846.83

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0207	Hardware and software LH - Hardware and software - Support services for all hardware and desktop software; configuration, installation, upgrades, integration, training, and maintenance of desktops, portable computing devices, and their approved peripherals IAW Section C, 3.1.8, 3.2.2, 3.2.3, 3.4.1, 3.4.2, 3.4.3 and Appendices A-E				

TOT MAX PRICE

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0207AC	Training LH - 1 April 2003 through 15 September 2003	1.00	Labor Hours	\$18,184.70	\$18,184.70

TOT MAX PRICE \$18,184.70

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0207AF		1.00	Labor Hours	\$54,554.10	\$54,554.10

Application Development

LH - 1 April 2003 through 15 September 2003

TOT MAX PRICE

\$54,554.10

## SECTION C Descriptions and Specifications

## USSOCOM TASK ORDER SUPPORT FOR EITC CLIN 007 AC and AF RECORDS MANAGEMENT / SOF PORTAL SUPPORT

(b)(2)High

**1.0 Task Scope:** Reference SOW, Section C, Paragraphs 3.2.3 and 3.4.3 and Appendix C. The objective of this task order is to provide support services for records management and SOF Portal implementation. (b)(2)High

### 2.0 Execution Plan

**2.1 Management Plan.** Team EITC will incorporate this effort into our existing task included in our *Centralized Management – Distributed Execution* program management process and execution model. This will ensure the highest level of visibility into task order requirements, while ensuring successful task order performance. In accordance with this model, The Team EITC (b)(2)High is the point of contact and task lead for this task.

### 2.2 Technical Plan.

**2.2.1 Task Order Technical Overview.** Team EITC will fully comply with all objectives within the Government Task Order. Team EITC will provide Records Management and SOF Portal Support (b)(2)High

### 2.2.2 Support Requirements

**2.2.2.1** Team EITC will support the integration of the records management function throughout (b)(2)High via a Portal. This support will include:

**2.2.2.1.1** Development of an electronic file plan for all departments and special staff agencies (b)(2)High

(b)(2)High

**2.2.2.1.2** Integration of a Microsoft Sharepoint Portal (b)(2)High

(b)(2)High

**2.2.2.1.3** Advocating the use of the Portal in the conduct of records management supporting enterprise-wide collaboration, and knowledge management.

**2.2.2.1.4** Assisting the command and component Information Management (IM) team in the implementation of records management via the portal.

**2.2.2.2** Team EITC will provide consulting services to users on Portal applications as they pertain to records management.

**2.2.2.3** Team EITC will develop/facilitate a training program for users at all levels on the overall function of the Portal and the integration of records management in the portal.

### **3.0 Performance Information:**

**3.1 Period of Performance.** The period of performance for work supporting this enhanced scope is 16 September 2002 through 15 September 2003.

**3.2 Place of Performance.** This work supporting the enhanced scope (b)(2)High  
(b)(2)High

**3.3 Hours of Work.** Normal working hours will be day shift, Monday through Friday. Team EITC will provide extended coverage as required as compensatory time.

**4.0 Security clearance requirements.** (b)(2)High

**5.0 Travel.** Anticipated travel to satisfy the requirements of this CLIN are included in this proposal. Unanticipated travel costs are reimbursable, reference CLIN 0011.

**6.0 Materials.** Government will provide necessary materials to complete this task order. Team EITC will work with the Government to define the necessary materials list required by this task order.

### **7.0 Instructions and Documentation:**

**7.1 Office Space.** The government will provide necessary office space and facilities for storage.

**7.2 Hardware, Software, Tools, Supplies, and Necessary Test Equipment.** The Government will provide hardware, software, tools, supplies and necessary test equipment to meet Team EITC bill of materials developed during task order execution.

**7.3 Task Order Documentation.** Documentation provided as a result of this Task Order will be considered sensitive and not subject to public disclosure.

### **8.0 Contract Data Requirements List (CDRL):**

**8.1** Team EITC will include a task order status report as part of the EITC Monthly Status Report as required by the basic contract.

**8.2** Team EITC will provide Trip Reports and Technical Reports as required.



**Basis of Estimate**

Position # LCC Hours Rate Extended  
 SITM (b)(4)  
 SITM

Origin	Destination	Reason	Airfare	Days	Daily			Total	Total Trip
					Lodging	M&IE	Auto Rental		
(b)(2)High		Portal Collaboration	\$591.61	4	\$89.00	\$38.00	\$35.00	\$162.00	\$1,239.61
		Portal Collaboration	\$591.61	4	\$105.00	\$38.00	\$35.00	\$178.00	\$1,303.61
		Portal Collaboration	\$591.61	4	\$105.00	\$38.00	\$35.00	\$178.00	\$1,303.61

Total Estimated Travel **\$3,846.83**

Total \$156,501.20

ESTIMATED TRAVEL COSTS BASED ON THE REQUIREMENTS FOR THIS TASK ORDER

SECTION G Contract Administration Data

ACCOUNTING AND APPROPRIATION DATA

ACRN: AA 9720100.56SF SC2 52SF BZC100 010000 59200 015498 525700 F25700 FSR: 021843 PSR: F836862200200  
150557 DSR: 232104  
AMOUNT: \$160,348.03