

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

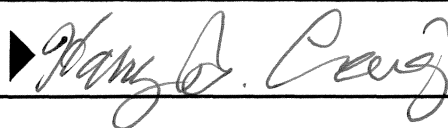
| | | | | | |
|---|--|--|--|--|---------------------------|
| 1. DATE OF ORDER 05/01/2011 | | 2. CONTRACT NO. (If any) NNM11AA30C | | 6. SHIP TO: a. NAME OF CONSIGNEE NASA/Marshall Space Flight Center | |
| 3. ORDER NO. NNM11AA39T | | 4. REQUISITION/REFERENCE NO. 4200386395 | | b. STREET ADDRESS | |
| 5. ISSUING OFFICE (Address correspondence to) NASA/Marshall Space Flight Center Office of Procurement Rhoney Triplett Jr. rhoney.triplett@nasa.gov Marshall Space Flight Center AL 35812 | | | | c. CITY Marshall Space Flight Center | e. ZIP CODE 35812 |
| 7. TO: a. NAME OF CONTRACTOR AL RAZAQ COMPUTING SERVICES b. COMPANY NAME c. STREET ADDRESS 6001 SAVOY DR STE 505 | | | | f. SHIP VIA | |
| d. CITY HOUSTON | | | | e. STATE TX | f. ZIP CODE 77036-3365 |
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | | | 10. REQUISITIONING OFFICE NASA/Marshall Space Flight Center | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS | | | | 12. F.O.B. POINT Destination | |
| 13. PLACE OF a. INSPECTION Destination | | b. ACCEPTANCE Destination | | 14. GOVERNMENT B/L NO. | |
| | | | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2011 | |
| | | | | 16. DISCOUNT TERMS NT30 | |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|-------------------------|-------------|-------------------|---------------|--------------------------|
| | Pursuant to Clause H.2, entitled, "Task Ordering Procedures, NNM11AA30C", This Task Order is issued to provide business services support to the Acquisition Support Services to the Policy and Information Management Office; the Engineering Support Continued ... | | | | | |

| | | | | | | | |
|-------------------------------------|---------------------------------|----------|---|--|-----------------|--|---------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) |
| | 21. MAIL INVOICE TO: | | | | | | |
| | a. NAME | | NASA/Shared Services Center | | | | \$1,004,860.00 |
| | b. STREET ADDRESS (or P.O. Box) | | Financial Management Division (FMD) Accounts Payable Bldg 1111, C Road NSSC-AccountsPayable@nasa.gov | | | | \$1,004,860.00 |
| c. CITY | | d. STATE | e. ZIP CODE | | | | 17(i) GRAND TOTAL |
| Stennis Space Center | | MS | 39529-6000 | | | | |

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Harry B Craig
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM11AA39T

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 001 | <p>Office, Institutional Support Office, Space Transportation Support Office, Science and Space Systems Support Office as well as other MSFC organizations, programs, and projects as needed. INCO TERMS 1: FOB INCO TERMS 2: DESTINATION</p> <p>Base Year (Contract Year 1) Incrementally Funded Amount: \$303,743.00</p> <p>Accounting Info: 62IS01/6100.2520/62/FC000000/884617.10 .03.02.08/000/2520/62/CASX12011D/922A/ 1/2 Cost Center: 62IS01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 884617.10.03.02.08 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 922A Funded: \$8,000.00</p> <p>Accounting Info: 62IS40/6100.2520/62/FC000000/361065.07 .02.01/000/2520/62/EXCX22011D/761A/2/3 Cost Center: 62IS40 GI Account: 6100.2520 Order: FC000000 WBS Element1: 361065.07.02.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22011D Functional Area: 761A Funded: \$67,000.00</p> <p>Accounting Info: 62MP02/6100.2520/62/FC000000/411011.01 .01.01.01/000/2520/62/EXCX22011D/538A/ 3/4 Cost Center: 62MP02 GI Account: 6100.2520 Order: FC000000 WBS Element1: 411011.01.01.01.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXCX22011D Functional Area: 538A Funded: \$8,334.00</p> <p>Accounting Info: 62JP02/6100.2520/62/FC000000/136905.01 .03.08/000/2520/62/EXPX22011D/234A/4/5 Cost Center: 62JP02 GI Account: 6100.2520 Order: FC000000 WBS Element1: 136905.01.03.08 Item Continued ...</p> | 1 | EA | 1,004,860.00 | 1,004,860.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$1,004,860.00

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OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

NNM11AA30C

ORDER NO.

NNM11AA39T

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22011D Functional Area: 234A Funded: \$174,010.00 Accounting Info: 62SF01/6100.2520/62/FC000000/604746.07 .03.11.08.0/2/000/2520/62/EXPX22011D/2 34A/5/6 Cost Center: 62SF01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 604746.07.03.11.08.0 WBS Element2: 2 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: EXPX22011D Functional Area: 234A Funded: \$4,700.00 Accounting Info: 62PS01/6100.2520/62/FC000000/736466.01 .07.08.01/000/2520/62/CASX12011D/361N/ 6/7 Cost Center: 62PS01 GI Account: 6100.2520 Order: FC000000 WBS Element1: 736466.01.07.08.01 Item Number: 000 Commitment Item: 2520 Funds Center: 62 Fund: CASX12011D Functional Area: 361N Funded: \$41,699.00 | | | | | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

TASK ORDER NNM11AA39T**BUSINESS SUPPORT SERVICES**

PS01/Acquisition Support Services, Office of Procurement

| | FFP Labor | Travel | Total TO Value | Total Labor Obligations | Travel | Total TO Obligations |
|----------|-----------|--------|----------------|-------------------------|--------|----------------------|
| PREVIOUS | (b)(4) | | | (b)(4) | | |
| THIS MOD | | | | | | |
| TOTAL | (b)(4) | | \$1,004,860 | (b)(4) | | \$303,743 |

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.

NNM11AA39T 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 | |

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 **\$303,743** 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 **June 15, 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 NNM11AA39T, Acquisition Support Services
For PS01/Office of Procurement
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 ACQUISITION SUPPORT

The Contractor shall provide professional and technical services, in a supporting role, to the MSFC Office of Procurement in accordance with the contract PWS and as supplemented by this Task Order specific PWS.

3.1 PS10/Policy and Information Management Office

3.1.1 Support for the Policy and Information Management personnel to assist in updating and editing contract templates, checklists, sample documents and MSFC regulations. Support for the Purchase Card Agency Program Coordinator, as well as providing administrative and customer assistance to the Procurement Small Business Office. Requires a high degree of clerical proficiency in data entry and general office duties. (b)(4)

3.1.2 Assist in performing special projects and/or studies; update MSFC regulations, analyze/interpret procurement regulations and supplements to ensure compliance; develop, write and edit materials for numerous types of documentation; and issue document control numbers. Desired education is a bachelor's degree in business or a related field. Requires a high degree of creativity and latitude. (b)(4)

3.1.3 Assist senior level procurement personnel in supporting implementation of the NASA Information Financial Management Program (IFMP). Assist in advising on key issues, problems, opportunities, and challenges. Requires knowledge of Federal Acquisition Regulation (FAR), NASA FAR Supplement (NFS), and related MSFC policies and procedures. Desired education is a BS/BA degree in business or related

equivalent education and experience combination and 2-4 years experience in procurement, policy analysis, contracting, or related areas. (b)(4)

3.2 PS20/Engineering Support Office

3.2.1 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. This support involves process orders that involve making judgments such as choosing which specific items will satisfy the customer(s)' needs, or determining price quotations when pricing involves more than referring to a price list. Must be familiar with the FAR and the NFS. Requires 1-2 years experience in the field or a related area. (b)(4)

3.2.2 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.2.3 Assist in preparing and placing of contracts, purchase orders, incremental funding actions, SEWP and GSA delivery orders, MIPR's and contract modifications. Review requisitions and determining the appropriate method of procurement. Prepare and issue solicitation documents; perform detailed cost/price analysis, determine responsiveness and responsibility of the offeror. Draft final contracts including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Supervise the Simplified Acquisition Team (SAT) which includes reviewing all contract packages, mentoring all members on the team, and general supervision. Works directly with the NASA customer in preparing the correct documentation needed for purchase requisitions (PR) packages such as sole source documents, market research information for commercial and non-commercial items. Works under general supervision. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and at least 4 years of experience in the field or in a related area. (b)(4)

3.2.4 Handles orders involving items which have readily identified uses and applications. May refer to a catalog, manufacturer's manual or similar document to ensure that proper item is supplied or to verify price of ordered item. Performs close-out procedures on contracts. Posts NAIS solicitations and utilize other announcement web-sites. Assists the customer in market research, competition of RDSS's, PR preparation, invoice approvals, and other general information. Consults the FAR and OWI's for procurement direction. Prepares contracts from micro-purchases up to 100k for Contracting Officer signature and then administers cradle to grave.

(b)(4)

3.3 PS30/Institutional Support Office

3.3.1 The Business Team Lead serves as the primary business interface with the customer. Responsible for meeting contract requirements and customer objectives. Exercises independent judgment and solves administrative and managerial problems. Responsible for planning and coordinating staff, as well as managing cost, schedule and quality. Guides teams, analyzes problems and implements solutions. Desired education is a bachelor's degree in area of specialty and relevant program management experience. Has expert knowledge of NASA business concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. Reports to the Acquisition Team Lead. Has a broad mandate for independent actions and decisions. (b)(4)

3.3.2 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. Process orders involving items which have readily identified uses and applications, and may include referring to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify price of ordered item. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience in the field or a related area. (b)(4)

3.3.3 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.3.4 Assist in preparing and placing of contracts, purchase orders, incremental funding actions, SEWP and GSA delivery orders, NIPR's, and contract modifications; and assist in developing documentation for use in contract files and negotiations. Prepare and issue solicitation documents; perform detailed cost/price analysis and determines responsiveness and responsibility of the offeror. Drafts contracts including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Performs a variety of other contractual tasks as required. Assist the NASA customer in preparing the correct documentation needed for purchase requisitions (PR) packages such as sole source letters, market research information for commercial and non-commercial items. Works under general supervision. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience in the field. (b)(4)

3.4 PS40/Space Transportation Support Office

3.4.1 Assist in preparing contractual documentation and, in a supporting role, in administering contractual instruments. Requires knowledge of the FAR, NFS, and related MSFC policies and procedures. Must be self-reliant and familiar with the

standard concepts, practices, and procedures the acquisition field. Desired education is a bachelor's degree and at least 4 years experience in the field or a related area. Contracts Administrator III (1)

3.4.2 Aid in the preparation of contractual provisions and documentation, and, in a supporting role, the administration of contractual instruments. Responsible for preparing bids and assisting Contract Specialists and Contracting Officers in negotiations. Must be familiar with the FAR and the NFS. Desired education is a bachelor's degree and 2-4 years experience or an equivalent combination of education and experience in the field or in a related area. (b)(4)

3.4.3 Assist in placing purchase orders and assisting in developing documentation for use in contract files and negotiations. Process orders involving items which have readily identified uses and applications, and may include referring to a catalog, manufacturer's manual or similar document to insure that the proper item is supplied or to verify price of ordered item. Must be familiar with the FAR and the NFS. Desired education is a 2-4 years experience in the field or a related area. (b)(4)
(b)(4)

3.5 PS50/Science and Space Systems Support Office

3.5.1 Assist in preparing and placing contracts, grants, cooperative agreements and purchase orders and assisting in developing documentation for use in contract files and negotiations. Reviewing requisitions and determining the appropriate method of procurement. Develop procurement plans by reviewing previous history, market conditions and specifications or technical data packages. Prepare and issue solicitation documents; perform detailed cost/price analysis, determines responsiveness and responsibility of the offeror. Draft final contract including specifications, packing and shipping requirements, inspection, and all other special and standard clauses. Must be familiar with the FAR and the NFS. Desired education is a 2-4 years experience in the field or a related area. (b)(4)

3.6 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.