AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code	Page 1 Of 3
Firm Fixed Price	

2. Amendment/Modification No.	3. Effective Date	4. Requisition/Purchase Req No.	5. Project No. (If applicable)
P00007	2013SEP06	SEE SCHEDULE	

6. Issued By Code W52P1J

ARMY CONTRACTING COMMAND - RI
STUART J. HONN
ROCK ISLAND, IL 61299-8000
BLDGS 60 & 390

EMAIL: STUART.J.HONN@US.ARMY.MIL

7. Administered By (If other than Item 6) Code

8. Name And Address Of Contractor (No., Street, City, County, State and Zip Code)

ENGINEERING SERVICES NETWORK, INC
2450 CRYSTAL DR STE 1015
ARLINGTON, VA 22202-3893

Code 05BD7 | Facility Code

☐ **9A. Amendment Of Solicitation No.**

9B. Dated (See Item 11)

☒ **10A. Modification Of Contract/Order No.**
W91QUZ-11-D-0003

10B. Dated (See Item 13)
2012FEB14

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ **The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers**
☐ **is extended,** ☐ **is not extended.**

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendments: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting And Appropriation Data (If required)

NO CHANGE TO OBLIGATION DATA

13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS
It Modifies The Contract/Order No. As Described In Item 14.

☐ **A. This Change Order is Issued Pursuant To: The Changes Set Forth In Item 14 Are Made In The Contract/Order No. In Item 10A.**

☒ **B. The Above Numbered Contract/Order Is Modified To Reflect The Administrative Changes (such as changes in paying office, appropriation data, etc.) Set Forth In Item 14, Pursuant To The Authority of FAR 43.103(b).**

☐ **C. This Supplemental Agreement Is Entered Into Pursuant To Authority Of:**

☐ **D. Other (Specify type of modification and authority)**

E. IMPORTANT: Contractor ☒ **is not,** ☐ **is required to sign this document and return _____ copies to the Issuing Office.**

14. Description Of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE SECOND PAGE FOR DESCRIPTION

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. Name And Title Of Signer (Type or print)		16A. Name And Title Of Contracting Officer (Type or print) ILANA BOHREN ILANA.BOHREN@US.ARMY.MIL (309)782-1844	
15B. Contractor/Offeror _____ (Signature of person authorized to sign)	15C. Date Signed	16B. United States Of America By /SIGNED/ (Signature of Contracting Officer)	16C. Date Signed 2013SEP06

SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: STUART J. HONN
Buyer Office Symbol/Telephone Number: CCRC-TA/(309)782-2997
Type of Contract: Firm Fixed Price
Kind of Contract: Service Contracts
Type of Business: Other Small Business Performing in U.S.
Surveillance Criticality Designator: C
Contract Expiration Date: 2016FEB14

*** End of Narrative A0000 ***

The purpose of this modification is to:

1. Revise Section F, specifically F.1 Contract Life, to read as follows: The total term of contract, including options is fifty five months, with a 60 day phase-in period. The base term is thirty one months, subject to the exercise of one, two year option. If the performance under the contract is delayed or suspended, the Government reserves the right in its discretion to exercise an option to extend the contract term for an additional period commensurate with the delay or suspension.

2. Incorporate a revised Section J, Attachment 3, Contract Management Reports, dated 6 August 2013, and a revised Section J, Attachment 3, Exhibits 1 - Order Transactions. This document is identified as "Attachment 0001" in the modification.

3. All other terms and conditions remain unchanged and in full force and effect.

*** END OF NARRATIVE A0006 ***

Name of Offeror or Contractor: ENGINEERING SERVICES NETWORK, INC

SECTION J - LIST OF ATTACHMENTS

List of Addenda	Title	Date	Number of Pages	Transmitted By
Attachment 0001	CONTRACT MANAGEMENT REPORTS	06-AUG-2013	006	

ATTACHMENT 0001

Part J, Attachment 3
Exhibit 1-6
6 August 2013

CHESS
Contract Management Deliverables

ITS-SB

1. General Information (applies to all reports)

CHESS Manages Data by Contract:

- Reports must be submitted and managed by contract. Vendors with more than one contract with CHESS must maintain contract data integrity by submitting and managing separate reports for each contract. CHESS will not accept mixed contract data submitted in the same report.

Report Format:

- All reports shall be submitted using either Microsoft Excel version 97-2007 .xls format or .xlsx format. The spreadsheets shall contain text values only. **The spreadsheets shall not contain formatting other than column data-type formatting; rounding of number/dollar values, hard line returns, or other embedded special characters will result in long load times and report rejection.**
- All reports contain data fields that are optional. If there is no data to report in these fields the field must be left empty. (No spaces, returns, tabs, etc.)
- All date columns DD-MMM-YYYY
- No null rows: row 1 should contain the column headers with no open rows above it.

Report Delivery:

- All reports shall be emailed as attachments to: peoeis.pdchess.vndrrpts@us.army.mil or as per most recent direction from CHESS, with a copy sent to the designated CHESS Product Leader(s).
- When a file reaches 10Mb, the vendor will begin another cumulative file.

Reports are due as follows:

- In accordance with this document as indicated for each report.

Negative OT Reports:

- An e-mail response is required for negative OT reports (no transactions to report).

Rejection of reports:

- Vendor reports will be loaded via an automated process. Therefore, CHESS reserves the right to reject reports submitted by the vendor if necessary. Possible reasons for rejection are missing information or formatting issues. Report submissions must meet the formatting guidelines provided in this document. Each report will be checked by CHESS for content as well as formatting. If CHESS rejects a report, the report will be returned to the vendor with an explanation identifying the problem(s).
- The vendor must make the necessary corrections and **resubmit the report in its entirety within three (3) business days from the day the report was returned**.
- CHESS will advise the vendor within 2 working days of receipt of a revised report whether the revised report is accepted. If the revised file still contains errors it will be rejected and returned to the vendor for correction. Subsequent reports will NOT be accepted by CHESS until all the required corrections have been made and CHESS has notified the vendor that the revised report is accepted.

Common Rejection Reasons:

- Formatting Issue
  - File not in Excel Spreadsheet (Version 97-2007) .xls or .xlsx format
  - Missing Columns
  - Incorrect naming convention of the OT Report
  - Missing Column Headings (column headings should match the "Column Name" column in Attachment 3, Exhibit 1)
  - Spreadsheet contains Macros, links, etc.

- Data Issues
  - Missing "Required" data (Ex. Contract Number)
  - Data type is incorrect for the column. (Ex. A column for numeric data has text)
  - Data exceeds maximum length acceptable for column(s)
  - Date is presented in the incorrect format (DD-MMM-YYYY no leading zeros)
  - Numbers within the report contain more than 2 decimal places.
  - The Order/Mod total does not match the sum of the items being reported
  - Invalid Service Agency, Army Activity, State or Country Code
  - No Formatting, hard line returns, embedded special characters or word wrapping within a column
  - Missing or Invalid UNSPSC
  - "Duplicate Orders" (Order with different transaction dates and no Mod associated with it)

Revised Reports:

- Revised reports must be submitted as a complete file (i.e. make changes/corrections to the original file and resubmit the entire file, not just what was changed).
- The file name format when submitting revised files must follow the file name format stipulated for each report (Order Transaction, Vendor Status, Product Attributes) with the addition of (Rev) immediately preceding the file extension .xls. For example, the first revision of a cum-1 OT report would be named:
  ContractNumber_OT_yyyy_mm_dd_cum-1(Rev1).xls
- Subsequent revisions to the same file should indicate the revision number (e.g. Rev2, Rev3, etc).

File Names:

- File names must not exceed 50 characters. The date in the file name should be the submission date and should not indicate the end or start dates of data within the report.

2. Order Transaction (OT) report

- OT reports will be submitted weekly by close of business (COB) on Tuesday.
- An e-mail response is required for negative reports (no transactions to report).
- The file name format for the first OT report is: ContractNumber_OT_yyyy_mm_dd_cum-1.xls. Due to the limitations of Excel, a mutually agreeable cut-off date for the cum-1 report will be determined or if the file reaches 10Mb. Subsequent files shall only contain data not already reported in cum-1. Subsequent files shall be named ContractNumber_OT_yyyy_mm_dd_cum-2.xls, cum-3, cum-4, etc.
- No extra spaces, commas, or ampersands allowed in the spreadsheet. Dashes are allowed. Leading zeros are allowed to be dropped in order to avoid leading apostrophes which violate formatting rules.
- The OT report is cumulative in nature. Each report shall include ***all*** transactions from contract inception up to the Saturday preceding the submission date of the file.
- All columns are required, even when there is no data for a specific column.
- All new entries or changes must be identified by highlighting in yellow the line number and the data in the line that has changed or been added.
- The email message that includes the submitted OT report must contain the following:
  1. any changes to the report since the last report and include the line number and the type of transaction (i.e. award, cancellation, de-obligation, etc.)
  2. the total dollar value of the cumulative OT report being submitted in the email message. The value stated in the email message will be used by CHESS to match the sales dollars in OTSIII after the load process.
- ***If the total dollar value stated in the forwarding email message does not match the total dollars of the OT report being submitted, the report will be rejected and returned to the vendor for correction.***
- If an RFP number is missing (COL D), or if the RFP number does not match an it ***e-mart*** RFP number, then the file – in its entirety – will be rejected.
- Task Order type (Col K) should reflect one of the abbreviations provided below. If a task has multiple types, use predominant type.

Abbreviation	Long Description
CPAF	Cost Plus Award Fee
CPFF	Cost Plus Fixed Fee
CR	Cost – Reimbursable
CT	Cost – Cost Type Contract
FP	Fixed Price
FFP	Firm Fixed Price
LH	Labor Hours
T&M	Time-and-Materials

- The dollar amount reflected in Column R (Dollar amount of Transaction) must match the total order/mod value.
- Entries for column "AD" (Country) must come from the CHESS "Country List" found at https://chess.army.mil/CMS/A/SRV_CONCOD
- Entries for columns "AG" and "AH" must come from the CHESS "Service/Agency" found at https://chess.army.mil/CMS/A/SRV_ARMY_ACT
- Column J must contain a United Nations Products and Services Code (UNSPSC) for each CLIN. UNSPSC codes for other products in ECCMA format can be found at http://www.eccma.org/resources/UNSPSCDownloads.php .
- If a transaction contains a mixture of items shown above, the UNSPSC for that item should identify the dominant item provided under the transaction.

- Since the OT report is cumulative, vendors may correct previously reported information in subsequent reports (see Section 1. General Information, Revised Reports) such as:
    - Removing a cancelled order or an order/mod previously reported in error.
    - Correcting dollar amounts previously reported by an order/mod.
    - Correcting items ordered previously reported for an order/mod.

3. Monthly Task Order Status report

- MTOSR will be submitted monthly, by the 15th of each month.
- An e-mail response is required for negative reports (no transactions to report).
- The file name format for the MTOSR report is "contractnumber_MTOSR_yyyy_mm.xls"

4. Evaluation of Contractor's Task Order Performance

- At Task Order completion or renewal, the contractor shall submit a request for a performance evaluation to the Order Contracting Officer's Representative (OCOR) or his/her designated representative.
- The OCOR, or his/her designated representative, shall complete these evaluations for each task order, regardless of dollar value, within 30 days of completion.
- Performance evaluations shall also be completed annually for orders that have a performance period in excess of one year.
- Annual performance evaluation shall be completed within 30 days of task order renewal.
- Performance evaluations may also be done as otherwise considered necessary throughout the duration of the order (but generally no more than quarterly).
- The performance evaluations will be located on the CHESS website at https://chess.army.mil/CMS/A/SRV_ITS-SB_EVL_CON
- An example of the performance evaluation form is provided at Exhibit 4. The ITS-SB COR will provide the Contractor with a summary of all performance reviews for comment as part of the Vendor Contract Review meeting.

5. Small Business Subcontracting Participation Plan Report

- The SBR is due monthly, by the 15th of each month.
- The file name format for the SBR report is "contractnumber_SBR_yyyy_mm.xls"

6. Product Attribute report

- Product Attribute reports are due, no later than 10 days from when:
    - Labor rates have changed or
    - New labor categories are added to the catalog
- The file name format for the Product report is Contractnumber_PA_yyyy_mm_dd.xls
- The Product report must be a full replacement. CHESS will replace the vendors' existing Product file with the most recent submission. Partial updates are not permitted.
- Each Product report may contain only one worksheet.
- Each item in the Product report must provide, in column N (Description), an easy to understand description of the labor category.
- Each item in the Product report is limited to one row of the spreadsheet and must have a unique item number which must be consistent throughout the lifecycle of that item. Each row must also have a unique price associated with the item.
- UNSPSC codes for Column F can be found at http://www.eccma.org/resources/UNSPSCDownloads.php.

7. Performance based Progress Report

The Contractor shall provide a report on a quarterly basis to report the performance-based aspects (proposed measures/metrics and incentives/disincentives). Submission of this report will commence at least within six months after receipt of initial task order. The report shall be submitted by the 15th of the month following the end of a quarter. Additional reports shall be provided as required in individual orders.

Attachment 3, Exhibit 1

Order Transactions (OT)

Excel Column	Column Name	Format	Required?	Comments
A	Contract Number	Alphanumeric (21)	Y	Enter the Contract Number (including dashes).
B	Order Number	Alphanumeric (30)	Y	Enter the delivery order number. Must be unique when combined with the contract number
C	Modification Number	Alphanumeric (25)	Y*	* Required when reporting mods. *This may be a vendor assigned number indicating a transaction reported previously reported needs to be modified. Example: A credit card transaction.*
D	RFP Number	Alphanumeric (30)	Y*	* Required. If an RFP number is missing, or if the RFP number does not match an ***it e-mart*** RFP number, then the file – in its entirety – will be rejected.
E	POP Start	DD-MMM-YYYY	Y	Period of Performance start date.
F	POP End	DD-MMM-YYYY	Y	Period of Performance end date.
G	Transaction Type	Alphanumeric (2)	Y	CC = Credit Card, DO= Delivery Order
H	Date of Transaction	DD-MMM-YYYY	Y	Date of the order (i.e. 14-FEB-2006)
I	Date Transaction Cancelled	DD-MMM-YYYY	Y*	* Required for cancelled transactions
J	UNSPSC	Alphanumeric (14)	Y	Format is ##. ##.##.##.##. Last two positions should be "00". except for Low End Servers(32-Bit) = 01 and High End Servers (64-Bit) = 02
K	Task Order Type	Alphanumeric (4)	Y	Enter abbreviation for the task order type. If a task has multiple types, use predominant type. Use the following codes: **Abbreviation** **Long Description** CPAF Cost Plus Award Fee CPFF Cost Plus Fixed Fee CR Cost – Reimbursable CT Cost – Cost Type Co FP Fixed Price FFP Firm Fixed Price LH Labor Hours T&M Time-and-Materials
L	Performance Based	Alphanumeric (1)	Y	Enter "Y" or "N" for performance based contract.
M	CLIN Number	Alphanumeric (39)	Y	Contract Line Item Number (CLIN) Unique contract identifier of item being ordered (as identified in contract, i.e. product #, manufacturer part #)
N	Item Description	Alphanumeric (250)	Y	Required. A short description of the item/CLIN that was purchased.
O	CLIN Quantity	Number (7,0)	Y	Quantity being ordered.
P	CLIN Unit Price	Number (11,2)	Y	Price per item. Price should reflect the unit price in dollars and cents. Do not round up to whole dollars and use only **two** decimal places to indicate "cents." (e.g. 10125.15) Prices with more than two decimal places will cause Excel to round resulting in incorrect dollar calculations or sums.
Q	CLIN Extended Dollar	Number (11,2)	Y	Extended Dollar Amount = (CLIN

	Amount			quantity x unit price). The sum of this column must equal the total of all orders reported in column M. Do not round up to whole dollars and use only **two** decimal places to indicate "cents." (e.g. 10125.15)
R	Dollar amount of Transaction	Number (12,2)	Y	Total dollar amount of the current transaction (order or order mod). Do not round up to whole dollars and use only **two** decimal places to indicate "cents." (e.g. 10125.15)
S	Estimated TO Value	Number (12,2)	Y	Estimated total Task Order value with all options exercised. (Base plus all options)
T	POC Last Name	Alphanumeric (35)	Y	Customer's Last Name
U	POC First Name	Alphanumeric (35)	Y	Customer's First Name.
V	POC Title	Alphanumeric (35)	N	Customer's Title (i.e. COL, Mr., Ms., etc.).
W	Telephone Number	Alphanumeric (20)	Y	Customer's telephone number. Format: 9999999999
X	Email Address	Alphanumeric (40)	Y	Customer's email address.
Y	Street Address 1	Alphanumeric (40)	Y	First line of the Customer's Ship-To address.
Z	Street Address 2	Alphanumeric (40)	N	Second line of the Customer's Ship-To address.
AA	Street Address 3	Alphanumeric (40)	N	Third line of the Customer's Ship-To address.
AB	City	Alphanumeric (27)	Y	Customer's Ship-To City.
AC	State	Alphanumeric (2)	Y	Customer's Ship-To State for USA only. Post office two character abbreviation.
AD	Country	Alphanumeric (2)	Y	Indicate the "Ship-To" country. Entry must be "US" for the United States or the 2-Character country code abbreviation from the Service/Agency/Country Code list located at https://chess.army.mil/CMS/A/SRV_CONCOD.
AE	5-digit Zip Code	Number (5)	Y	Five-digit Customer Ship-To zip code. If zip code contains a leading zero, do not include the zero.
AF	4-digit Zip Code Ext	Number (4)	N	Four-digit extension Customer Ship-To zip code.
AG	Service or Agency	Alphanumeric (20)	Y	Use the abbreviation from the Service/Agency/Country Code list located at https://chess.army.mil/CMS/A/SRV_ARMY_ACT
AH	Army Activity	Alphanumeric (20)	Y*	* Required if previous column equals "*Army*". Use the abbreviation from the *Army Activity* list located at https://chess.army.mil/CMS/A/SRV_ARMY_ACT#AA
AI	Comments	Alphanumeric (250)	N	Free text.
AJ	Projected Final POP END Date	DD-MMM-YYYY	Y	Enter the projected "final" period of performance end date. This includes the base year plus all potential options.
AK	CHESS Reserved 2	Alphanumeric (250)	N	Reserved for Product Leader.
AL	File Name	Alphanumeric (50)	Y	Enter the exact file name of the file currently being submitted.
AM	Shipping Item Palletization (SIP)	Alphanumeric (50)	N	Enter an alternate shipping address, item number, or pallet number to combine duplicate rows of data to the same order/mod number.
AN	Total for OT Report	Number (12,2)	Y	The OT total is the same value that should placed in every row.