

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

CONTRACT ID CODE

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2. AMENDMENT / MODIFICATION NO. <b>Thirty-Two (032)</b>		3. EFFECTIVE DATE <b>1 Apr 96</b>	4. REQUISITION / PURCHASE REQ NO. <b>OPP-9641407</b>	5. PROJECT NO. <i>if applicable</i>
6. ISSUED BY <b>NATIONAL SCIENCE FOUNDATION DIVISION OF CONTRACTS POLICY &amp; OVERSIGHT 4201 WILSON BOULEVARD, SUITE 475 ARLINGTON, VA 22230</b>		CODE	7. ADMINISTERED BY <i>if other than item 6</i>  CODE	
8. NAME AND ADDRESS OF CONTRACTOR <b>Antarctic Support Associates 61 Inverness Drive East, Suite 300 Englewood, Colorado 80112</b>		CODE	FACILITY CODE	( ) 9A. AMENDMENT OF SOLICITATION NO.
				9B. DATED <i>(SEE ITEM 11)</i>
				10A. MODIFICATION OF CONTRACT / ORDER NO. <b>OPP-8922832</b>
			X	10B. DATED <i>(SEE ITEM 13)</i> <b>October 1, 1989</b>

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 document 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 amendment; (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)*

see attached

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

( )	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>Section B -- "Supplies or Services, and Prices/Costs"</b>
	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor  is not,  is required to sign this document and return \_\_\_\_\_ copies to issuing office.

14. DESCRIPTION OF AMENDMENT / MODIFICATION *(Organized by UCF section headings, including solicitation / contract subject matter where feasible)*

see attached

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

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
		<b>Wayne K. Thomas Contracting Officer</b>	
15B. CONTRACTOR / OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<i>(Signature of person authorized to sign)</i>		<i>(Signature of Contracting Officer)</i> <b>Wayne K. Thomas</b>	<b>3/22/96</b>

NSF Contract No. OPP-8922832  
Modification No. Thirty-Two (032)

The purpose of this modification to NSF Contract No. OPP-8922832 is to provide additional funding, exercise the first option to extend the period of performance, and make other corrections. Accordingly, the contract is hereby modified as follows:

1. In Block 12 of this form (SF 30) add the following accounting and appropriations data:

01020200-5140-02XX-2520  
01020300-5112-02XX-2520



2. Blocks 15f and 15g of the contract cover page (SF 26) are revised to read



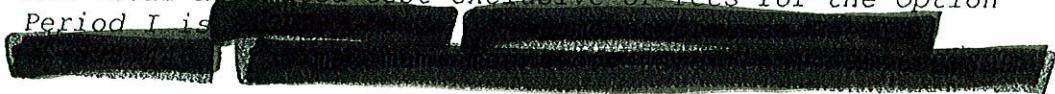
3. In Section B, "SUPPLIES OR SERVICES AND PRICES/COSTS," Subsection B.2, "ESTIMATED COST, BASE FEE, AND AWARD FEE," Paragraph C is revised as follows:

The Total Estimated Cost exclusive of fees for the initial term is



4. In Section B, "SUPPLIES OR SERVICES AND PRICES/COSTS," Subsection B.2, "ESTIMATED COST, BASE FEE, AND AWARD FEE," Paragraph D is revised as follows:

The Total Estimated Cost exclusive of fees for the Option Period I is



5. Section B, "SUPPLIES OR SERVICES, AND PRICE/COST," Subsection B.3, "CONTRACT FUNDING," is revised to provide additional funding as follows:

Elem	Existing	Earned Fee Adjust	Mod. 32	Subtotals
Est. Cost				
Bill Fee				
Award & Base Fees				
Total Allot				

NSF Contract No. OPP-8922832  
Modification No. Thirty-Two (032)

It is expected that these funds are sufficient to support the Contractor's operations through June 30, 1996.

6. In Section C, "DESCRIPTION/SPECIFICATION/WORK STATEMENT," Subsection C.7.A.8, "WATER PLANT," delete the first sentence in its entirety and substitute the following:

*Located adjacent to the power plant are three 40,000-gallon-per-day R/O units which process salt water into fresh water.*

7. In Section C, "DESCRIPTION/SPECIFICATION/WORK STATEMENT," Subsection C.7.B, "WILLIAMS FIELD," delete the fourth sentence in its entirety.
8. In Section H, "SPECIAL CONTRACT REQUIREMENTS," delete the section in its entirety and substitute the text designated as Attachment A to this modification.
9. In accordance with Section I, "Contract Clauses," FAR Clause 52.217-9, "Option to Extend the Term of the Contract - Services (APR 84)," the Government hereby exercises its Option I to extend the contract's period of performance. This contract, as modified, expires March 31, 1998.



**H.3 SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN**

The Contractor shall establish and maintain a Subcontracting Plan in accordance with his Small Business and Small Disadvantaged Business Concerns Subcontracting Plan which is attached and made a material part of this contract.

The contractor shall submit quarterly SF 295 reports and semi-annual SF 294 to the Contracting Officer per the instructions on the back of these forms. Regardless of this contract's effective date, the SF 294 reports must be received not later than April 25 and October 25, as well as at contract completion.

**H.4 ANNUAL AWARD FEE EVALUATION PROCEDURES**

**H.4.A AWARD FEE**

As an incentive to improve the quality and effectiveness of the the of the work performed under the contract in support of science and research activities, the Contractor may earn award fee according to the following procedures:

1. A Performance Evaluation Committee (PEC) will be chaired by a member of Polar Operations Section, OPP. It will meet annually at the end of the austral summer period (March 31 for purposes of this paragraph) to evaluate the Contractor's performance in the following areas having initial relative weights as indicated below:

**EVALUATION FACTOR WEIGHTING**

<u>Evaluation Factor</u>	<u>Factor Weight</u>
Headquarters Operations	11
Research Support Operations	16
Antarctic Area Operations	14
Logistics	15
Facilities Engineering	15
Safety, Environment & Health	14
Information Systems	<u>15</u>
Total	100
Bonus Activities (To be included in above total)	4

The relative weights listed above may vary from year to year depending on the level of activity for any period. Accordingly the Contracting Officer and the Contractor will review these weights annually to determine if any adjustments should be negotiated for the next contract year's performance period.

2. Upon completion of each annual evaluation, the chairperson of the PEC will submit a preliminary summary and percentage ratings on all evaluation factors to the Contractor's Project Manager. The Contractor may within fifteen (15) days submit written and or oral information to the PEC Chairperson concerning the committee's findings.
3. The PEC chairperson will then invite ASA to its Headquarters so that ASA can present its case in person, if it so desires, to the PEC.
4. The PEC then discusses the evaluation and the Contractor's response (if any), and the PEC Chairperson submits to the award fee board a PEC report which takes into account the Contractor's response.
5. An Award Fee Board consisting of a chairperson and at least two (2) other members consider the PEC report. The Award Fee Board has the right the modify or change the PEC report and to make appropriate adjustments in the recommended award fee, stating the reasons. The Award Fee Board chairperson sends the Board's recommendations to the Director, Office of Polar Programs. After considering the PEC report and any modifications, the Director, OPP, recommends to the Contracting Officer the final score which will be multiplied by the maximum award fee to arrive at the actual award fee earned for the Contractor's performance for the twelve (12) months of the contract year evaluated.
6. The Contracting Officer notifies the appropriate Contractor office of these results, including the amount of the award fee proposed. If there is disagreement with the revised findings (that includes the award fee), the Contractor may, within fifteen (15) days, submit information in rebuttal to the Contacting Officer including documentation for the disagreement with the award fee.

7. After receiving and considering the rebuttal information, or after fifteen (15) days without receiving rebuttal information, the Contracting Officer determines the amount of award fee (if any) for the annual period evaluated and advises the Contractor. The contract is amended to reflect this award fee as soon as possible. The award fee determination is not subject to the Disputes article of the contract.
8. The maximum award fee for any one year period cannot exceed 3.35% of the predetermined estimated cost of performance for the year involved, including any bonus award considerations.

**H.4.B EVALUATION CRITERIA**

In addition to the specific criteria established for each evaluation factor (4 through 10 below), criteria for management, cost control/financial management, and personnel (1 through 3 below) will also be applied to each of the evaluation factors (4 through 10).

Forty percent of the "Headquarters" evaluation factor score and 16 percent of the other six evaluation factors' scores will be based on the "Cost Control and Financial Management" evaluation criteria.

**1. MANAGEMENT**

- a. Ability to develop realistic plans and meet resultant program schedules.
- b. Timeliness and effectiveness in responding to changed conditions affecting functional operations.
- c. Maintenance of open and effective interface with customers and providers.
- d. Development and implementation of operational improvements.
- e. Controls to maximize compliance with contract requirements, Federal permits, and USAP policies.
- f. Quality assurance of operational responsibilities.
- g. Administration of Capital Equipment and Non-Capital Equipment Inventories.
- h. Adherence to program direction for Antarctic Treaty, Antarctic Conservation Act, safety, and environmental protection, to include permit conditions and reporting.

**2. COST CONTROL AND FINANCIAL MANAGEMENT**

Management of functional cost performance objectives and actual expenses against established program plans.

**3. PERSONNEL**

- a. Ability to provide suitably experienced and trained personnel and maximize the potential for cross-utilization.
- b. Implementation and management of approved program plan functional person-week level of effort.
- c. Effectiveness in keeping qualified personnel.
- d. Effectiveness in identifying and eliminating problem personnel.

**4. HEADQUARTERS**

**4.a. Project Management**

- 1. Effectiveness in responding to program management needs and direction of the NSF.
- 2. Effectiveness in initiating, developing, and implementing management improvements.

**4.b. Procurement**

- 1. Adequacy of Prime Contract administration.
- 2. Effectiveness of procurement activities in meeting the transportation-sensitive operational requirements of the USAP and the legal requirements of the Federal Acquisition Regulations (FAR).
- 3. Performance on subcontract administration.
- 4. Adequacy of Contractor's procurement resources and systems.
- 5. Timeliness and quality of contract deliverables.

**4.c. Financial Management and Cost Control**

- 1. Adequacy of Contractor's cost control and financial management policies and systems.
- 2. Management of contract funding.

**4.d. Human Resources**

- 1. Contractor implementation of employee retention and hiring goals.
- 2. Human resources administration.
- 3. Demonstrated awareness and implementation of EEO policies, personnel retention objectives of the program, employee recognition, and other employee-related issues.

**5. RESEARCH SUPPORT OPERATIONS**

**5.a. Science Support Management**

1. Quality and timeliness of science support documents, SIP reviews and planning for grantee requirements.
2. Effective support of science, research, visitors and client program requirements.
3. Effectiveness in determining research and support requirements in support of labs, research vessels and field activities.

**5.b. Laboratory Support Services**

1. Operation and management of the laboratory resources at McMurdo, South Pole, Palmer, and aboard the research vessels.
2. Procurement of materials and equipment needed by science projects in Antarctica.
3. Effectiveness of allocation of equipment and laboratory space.

**5.c. Field Support Services**

1. Operation and management of field camps, the Berg Field Center, and the Mechanical Equipment Center.
2. Quality and effectiveness of the Antarctic Field Safety Training Program.
3. Quality of planning and implementation of helicopter and fixed-wing aircraft support.
4. Performance of science support subcontractors, such as, Twin Otter aircraft.

**5.d. Marine Science**

1. Operation and management of the research vessels.
2. Quality of planning and scheduling of research vessel support.
3. Adequacy of resources provided under charter.
4. Maintenance and management of on-board science support systems.

**5.e. Technical Services**

1. Quality of planning and provision of science technician support services.
2. Performance of science support subcontractors, such as, UV Monitoring and the Automatic Geophysical Observatory project.
3. Quality of the meteorology support services.

**6. ANTARCTIC AREA OPERATIONS**

**6.a. Operations Management**

1. Accommodation of visitor, tourist and special events.

2. Integration of research programs within the systems infrastructure.
  3. Adequacy of transition implementation activities.
  4. Adequacy of integrated oversight of station activities including the Mechanical Equipment Management Board (MEMB) and common clothing issues.
- 6.b. Station Operations and Maintenance**  
 The Contractor will be evaluated on the following criteria for those activities that are appropriate to current locations at McMurdo Station, Palmer Station, and South Pole Station:
1. **Administration**  
 Adequacy and responsiveness of Administrative personnel support services.
  2. **Operations**
    - a. Effectiveness of station transportation services.
    - b. Effectiveness of utility operations.
    - c. Effectiveness of Fuels Operations.
  3. **Maintenance**
    - a. Adequacy of utility equipment maintenance.
    - b. Effectiveness of transportation equipment maintenance.
    - c. Development and implementation of operator maintenance programs.
    - d. Overall space cleanliness and liveability.
    - e. Adequacy of ski-way, ice-runway, roads and other airfield surfaces.
    - f. Adequacy of fuel system equipment and infrastructure.
  4. **Remote Field Sites**  
 Adequacy of field location operations, maintenance, and staffing to accommodate the planned level of effort. (Williams Field, Marble Point, Black Island).
  5. **Food Services**  
 Adequacy and quality of food services planning and operations.
  6. **Housing/Janitorial/Laundry**  
 Effectiveness of billeting assignment support and janitorial and laundry services.
- 7. LOGISTICS**
- 7.a. **Project Management**
    1. Administration of Capital Equipment and Non-Capital Equipment Inventories.
  - 7.b. **Continental & Peninsula Deployment**



1. Effectiveness of Contractor's maintenance management program.
  2. Adequacy of Contractor's forecast of material and equipment inventory requirements.
  3. Effectiveness of Contractor's workload management.
- 8.c. Construction**
1. Execution of planned construction.
  2. Effectiveness of construction resources management.
- 9. SAFETY, ENVIRONMENT AND HEALTH**
- 9.a. Environment**
1. Timely preparation of required environmental documentation.
  2. Development and implementation of environmental monitoring programs per NSF requirements (permit/NEPA/Protocol).
  3. Timeliness of Science and Technical events support.
- 9.b. Waste Management**
1. Compliance with Master Permit requirements.
  2. Development and implementation of a consolidated compliance plan.
  3. Improvements to waste management operations.
  4. Spill response summary and corrective actions.
  5. Education and training to improve waste management and spill response operations.
  6. Waste management summary.
  7. Improvements in waste minimization, spill prevention, and hazardous materials inventory reduction.
- 9.c. Safety**
1. Improvements to ASA corporate safety and health programs.
  2. Development and implementation of monitoring and assessing programs to improve work place safety.
  3. Progress toward Safety Management Committee goals and objectives.
  4. Response to unplanned safety and health concerns.
- 9.d. Fire Department**
1. Compliance with UFC, UBC, 29CFR1910, and the NFPA requirements for Fire Prevention.
  2. Monitoring of the Fire Warden Program to ensure a fire-safe home/work place.
  3. Aggressive training program in compliance with IFSTA and NAVAIR.
  4. Tracking of emergency responses to include; fire, medical, good intent, false alarms, hazardous

- spills and inflight/ground emergencies.
5. Continue inspections of all USAP facilities to maintain an effective Fire Building and Fire Prevention Program.

## 10. INFORMATION SYSTEMS

### 10.a. Systems Operations and Maintenance

1. Systems maintenance and repair management.
2. Materials, parts, equipment replacement, and inventory level assessment.
3. Effectiveness of workload management.
4. Effectiveness of operational support.
5. Effective use of training.
6. Effectiveness of operations and maintenance for communications and computer facilities.
7. Adequacy of forecast of material and equipment inventory requirements.

### 10.b. Operational and Science Support

1. Effectiveness of Science Support.
2. Quality and timeliness of science support documents, SIP reviews and planning for grantee requirements.
3. Effective support of science, research, visitors, and client program requirements.
4. Effectiveness in determining research and support requirements in support of labs, research vessels and field activities.

### 10.c. New Projects

## 11. BONUS CONSIDERATIONS

During the course of the Contractor's performance under the scope of work of the contract, the contractor will have the opportunity to develop and implement changes that were not anticipated during the preparation of the annual program plan nor contemplated under the scope of work as defined in Section C. To be considered for bonus award points, the Contractor must submit, as a separate section of the After Operations Report the details of those activities, changes, improvements or support of unscheduled requirements that the contractor feels should be considered. The submission of any such candidates should contain full justification demonstrating the tangible benefits derived, improvements to operations, saving in personnel, quantifiable cost savings or any other gain experienced by the Program as a result of the Contractor's innovation. The Performance Evaluation Committee will review the Contractor's submission and make recommendations regarding the appropriateness of any Bonus Awards.

H.4.C EVALUATION SCALE

<u>EVALUATION SCALE</u>		
<u>ADJECTIVE</u>	<u>GRADE RANGE</u>	<u>DEFINITION</u>
Excellent	94 - 100	Performance is excellent in most respects, approaching the best that could be performed by any contractor. The contractor has greatly exceeded the quality, schedules, output, and overall performance required under the basic contract for the applicable program year. The cognizant Government managers need only provide the top level annual policy guidance and directions for the program year, requirements for improvement are negligible, the contractor taking the initiative through quality management to correct at or before the time that any corrective action is needed.
Very Good	86 - 93	Performance is substantially better than average, and the contractor has exceeded the quality, scheduled output, and overall performance that would normally be expected in many areas. Requirements for improvement are few and relatively unimportant, with the contractor, in most instances, assuming the initiative to effect corrective action. Program Plan activities have all been effectively and efficiently accomplished with general satisfaction expressed by supported organizations.

EVALUATION SCALE

<u>ADJECTIVE</u>	<u>GRADE RANGE</u>	<u>DEFINITION</u>
Good	78 - 85	Contractor performance is considered better than average with all essential elements of the Program Plan completed in an effective and efficient manner. The contractor has required some Government direction regarding corrective action and has responded effectively and efficiently in achieving corrective action. Areas requiring improvement are few and, by and large, offset by areas of above average performance. General satisfaction is expressed by supported organizations.
Satisfactory	70 - 77	Contractor performance is considered adequate. Program Plan objectives have been attained. The majority of areas requiring improvement have been addressed with degrees of success and failure. Significant management intervention by Government representatives is required to ensure accomplishment of program goals. Performance afforded supported organizations is somewhat lacking but, in general, meet basic needs.
Marginal	60 - 69	Performance is below the standard expected of a qualified contractor. Considerable participation on the part of Government representatives is needed to ensure adequacy of management and quality control. Contractor needs to improve in a significant number of areas. Few areas meet the criteria of satisfactory performance. Many areas of Program Plan are lacking in quality. Supported organizations are less than satisfied.
Unsatisfactory	60 or below	Performance needs improvement in substantial areas of effort. Supported organizations are not satisfied. Program Plan and goals are not being met. Immediate improvement is required in order to permit continuation of the contract.