

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code
Firm Fixed Price

Page 1 Of 7

2. Amendment/Modification No. P00001	3. Effective Date 2014APR08	4. Requisition/Purchase Req No. SEE SCHEDULE	5. Project No. (If applicable)
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6. Issued By U.S. ARMY CONTRACTING COMMAND MONTY MCCLELLAND WARREN, MICHIGAN 48397-5000 HTTP://CONTRACTING.TACOM.ARMY.MIL EMAIL: MONTY.MCCLELLAND@US.ARMY.MIL	Code W56HZV	7. Administered By (If other than Item 6) DCMA BOSTON - AFCC 495 SUMMER STREET BOSTON MA 02210-2138	Code S2206A
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8. Name And Address Of Contractor (No., Street, City, County, State and Zip Code) CREATE INCORPORATED 16 GREAT HOLLOW RD HANOVER, NH 03755-3116	<input type="checkbox"/>	9A. Amendment Of Solicitation No.
	<input type="checkbox"/>	9B. Dated (See Item 11)
	<input checked="" type="checkbox"/>	10A. Modification Of Contract/Order No. W56HZV-13-C-0118
	<input type="checkbox"/>	10B. Dated (See Item 13) 2013MAR11
Code 8A287	Facility Code	

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)

ACRN: AB NET INCREASE: \$49,438.68

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

<input type="checkbox"/>	A. This Change Order is Issued Pursuant To: The Contract/Order No. In Item 10A.	The Changes Set Forth In Item 14 Are Made In
<input type="checkbox"/>	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).	
<input checked="" type="checkbox"/>	C. This Supplemental Agreement Is Entered Into Pursuant To Authority Of:	MUTUAL AGREEMENT BETWEEN PARTIES
<input type="checkbox"/>	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) JOHN M. HOPFNER JOHN.HOPFNER@US.ARMY.MIL (586)282-7359	
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 2014APR08

CONTINUATION SHEET	Reference No. of Document Being Continued	Page 2 of 7
	PIIN/SIIN W56HZV-13-C-0118 MOD/AMD P00001	
Name of Offeror or Contractor: CREARE INCORPORATED		

SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: MONTY MCCLELLAND
 Buyer Office Symbol/Telephone Number: CTA-ASG-B/(586)282-9750
 Type of Contract: Firm Fixed Price
 Kind of Contract: Research and Development Contracts
 Type of Business: Other Small Business Performing in U.S.
 Surveillance Criticality Designator: C
 Weapon System: No Identified Army Weapons Systems

*** End of Narrative A0000 ***

PURPOSE: Exercise of Phase I Option

PREVIOUS CONTRACT AMOUNT: \$ 98,920.68
 AMOUNT OF THIS ACTION: \$ 49,438.68
 CURRENT CONTRACT VALUE: \$148,359.36

1. Modification P00001 is a bilateral modification to Contract W56HZV-13-C-0118 and modifies the contract by exercising the option. Contract Specialist is updated from Kevin Kostka to Montgomery McClelland. Accordingly the following changes are made:

- a. Section B is revised to establish and fund SubCLINs 0006AA (\$24,719.34) and 0006AB (\$24,719.34) to provide funding for the Option Interim Addendum and the Option Final Report.
- b. Section G is revised to add accounting and appropriation data for the funds being added under Modification P00001 for the Phase I option.
- c. Section H.1.1 narrative updated to extend the right to exercise the option period from 'ten (10) months' to 'thirteen (13) months' after contract award.
- d. Section J, Exhibit A Contract Data Requirements List Contract Specialist reference has been updated from Kevin Kostka to Montgomery McClelland.

2. As a result of this Modification P00001, the total obligated amount is increased by \$49,438.68 from \$98,920.68 to \$148,359.36.

3. Except as provided herein, all terms and conditions of Contract W56HZV-13-C-0118 remain unchanged and in full force and effect.

*** END OF NARRATIVE A0001 ***

CONTINUATION SHEET

Reference No. of Document Being Continued
 PIIN/SIIN W56HZV-13-C-0118 MOD/AMD P00001

Name of Offeror or Contractor: CREATE INCORPORATED

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT									
	SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS													
0006	SBIR-PH I OPTION													
0006AA	<p><u>SERVICES LINE ITEM</u></p> <p>SERVICE REQUESTED: SBIR-PH I OPTION CLIN CONTRACT TYPE: Firm Fixed Price PRON: R33SB054R3 PRON AMD: 01 ACRN: AB</p> <p>Contractor shall furnish all the supplies and services to accomplish the option task specified in paragraph C.4.</p> <p>(End of narrative B001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DLVR SCH</td> <td></td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DATE</u></td> </tr> <tr> <td>001</td> <td>1</td> <td>11-JUN-2014</td> </tr> </table> <p style="text-align: right;">\$ 24,719.34</p>	DLVR SCH		PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>	001	1	11-JUN-2014	1	LO		\$ 24,719.34
DLVR SCH		PERF COMPL												
<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>												
001	1	11-JUN-2014												
0006AB	<p><u>SERVICES LINE ITEM</u></p> <p>SERVICE REQUESTED: SBIR-PH I OPTION CLIN CONTRACT TYPE: Firm Fixed Price PRON: R33SB054R3 PRON AMD: 01 ACRN: AB</p> <p>Contractor shall furnish all the supplies and services to accomplish the option task specified in paragraph C.4.</p> <p>(End of narrative B001)</p> <p><u>Inspection and Acceptance</u> INSPECTION: Destination ACCEPTANCE: Destination</p> <p><u>Deliveries or Performance</u></p> <table border="0"> <tr> <td>DLVR SCH</td> <td></td> <td>PERF COMPL</td> </tr> <tr> <td><u>REL CD</u></td> <td><u>QUANTITY</u></td> <td><u>DATE</u></td> </tr> <tr> <td>001</td> <td>1</td> <td>11-AUG-2014</td> </tr> </table>	DLVR SCH		PERF COMPL	<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>	001	1	11-AUG-2014	1	LO		\$ 24,719.34
DLVR SCH		PERF COMPL												
<u>REL CD</u>	<u>QUANTITY</u>	<u>DATE</u>												
001	1	11-AUG-2014												

CONTINUATION SHEET

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PIIN/SIIN W56HZV-13-C-0118

MOD/AMD P00001

Name of Offeror or Contractor: CREARE INCORPORATED

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	\$ 24,719.34				

CONTINUATION SHEET

Reference No. of Document Being Continued

PIIN/SIIN W56HZV-13-C-0118

MOD/AMD P00001

Name of Offeror or Contractor: CREARE INCORPORATED

SECTION G - CONTRACT ADMINISTRATION DATA

LINE	PRON/ AMS CD/ MIPR/ <u>ITEM</u>	OBLG <u>STAT</u>	JO NO/ <u>ACCT ASSIGN</u>	ACRN	PRIOR AMOUNT	INCREASE/ DECREASE	CUMULATIVE AMOUNT
0006AA	R33SB054R3	1	R.0008576.1.1	AB \$	0.00 \$	24,719.34 \$	24,719.34
0006AB	R33SB054R3	1	R.0008576.1.1	AB \$	0.00 \$	24,719.34 \$	24,719.34
NET CHANGE						\$	49,438.68

ACRN	ACCOUNTING CLASSIFICATION	INCREASE/ DECREASE
AB	021 201320142040 A60FL 665502M40RL03 2550 L035646041 R.0008576.1.1	021001 \$ 49,438.68
NET CHANGE		\$ 49,438.68

NET CHANGE FOR AWARD:	PRIOR AMOUNT OF AWARD	INCREASE/DECREASE AMOUNT	CUMULATIVE OBLIG AMT
\$	98,920.68	\$ 49,438.68	\$ 148,359.36

LINE	ACRN	EDI/SFIS ACCOUNTING CLASSIFICATION	CUMULATIVE OBLIG AMT
0006AA	AB	021 201320142040 A60FL 665502M40RL03 2550 L035646041 R.0008576.1.1	021001
0006AB	AB	021 201320142040 A60FL 665502M40RL03 2550 L035646041 R.0008576.1.1	021001

CONTINUATION SHEET	Reference No. of Document Being Continued	Page 6 of 7
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Name of Offeror or Contractor: CREARE INCORPORATED

SECTION H - SPECIAL CONTRACT REQUIREMENTS

SPECIAL PROVISIONS

H.1 Option CLIN

H.1.1 The Government shall have the unilateral right to exercise an option for the effort referenced in Section C.4 and C.5. The Government may exercise this option in whole or in part, and in one or more increments, at any time after contract award but no later than thirteen (13) months after contract award. If exercised, the option effort will be awarded on a firm-fixed price basis for \$49,438.68. The period of performance of the option effort will be as set forth in F.3.1 above.

H.2 Government-Furnished Property (GFP)

H.2.1 The Government may furnish such items of Government-owned property as deemed necessary to assist the Contractor in the performance of the contract requirements.

H.2.2 Upon completion of the contract or in the event of the termination of the contract, either partial or complete, all Government-owned property, including both property furnished to the Contractor and property acquired by the Contractor on the account of the Government, which will have become surplus or excess to any remaining contract requirements, shall be reported immediately by the Contractor to the Contracting Officer at the US Army Contracting Command, TACOM Contracting Center, ATTN: CCTA-ASG-B, Warren, MI 48397-5000 for redistribution, shipping instructions, release for disposal, or other actions.

H.2.3 Specific Government-Furnished Property to be provided is/are as follows:

<u>Item</u>	<u>Qty</u>	<u>Serial No./NSN (if applicable)</u>	<u>Acquisition Value</u>
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NONE

*** END OF NARRATIVE H0002 ***

CONTINUATION SHEET

Reference No. of Document Being Continued

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PIIN/SIIN W56HZV-13-C-0118

MOD/AMD P00001

Name of Offeror or Contractor: CREARE INCORPORATED

SECTION J - LIST OF ATTACHMENTS

<u>List of</u> <u>Addenda</u>	<u>Title</u>	<u>Date</u>	<u>Number</u> <u>of Pages</u>	<u>Transmitted By</u>
Exhibit A	CONTRACT DATA REQUIREMENTS LIST	21-DEC-2012		

CONTRACT DATA REQUIREMENT LIST

Form Approval OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either 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.: 0002
- B. EXHIBIT: A
- C. CATEGORY: Reports
- D. SYSTEM/ITEM: SiC Based Electrical Distribution Box for High Voltage Vehicle Power Systems
- E. CONTRACT/PR NO.:
- F. CONTRACTOR: Creare

- 1. DATA ITEM NO.: A001
- 2. TITLE OF DATA ITEM: Contractor's Progress, Status, and Management Report
- 3. SUBTITLE: Monthly Reports
- 4. AUTHORITY: DI-MGMT-80227 (see 16a. below)
- 5. CONTRACT REFERENCE: C.2.1, C.3.2, C.3.3, C.5.1, C.6.1
- 6. REQUIRING OFFICE..: RDTA-RS/MS 224
- 7. WAWF/DD250 REQ\ '85 . . : LT
- 8. APP CODE : N/A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY : Monthly
- 11. AS OF DATE: Date of contract award
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

15. TOTAL: See Block 16

16. REMARKS:

- a. The Contractor shall deliver monthly progress reports. The first report shall be delivered 60 days after the contract award date. Subsequent reports shall be delivered 30 days after the preceding report was received. Five (5) reports shall be delivered for the Phase I effort.
- b. The Contractor shall deliver an updated monthly progress report electronically to the COR 2 days prior to the scheduled In Process Review (IPR) meeting.
- c. The Contractor shall deliver an updated monthly progress report electronically to the COR 2 days prior to the Final Meeting.
- d. If the option is exercised, the Contractor shall deliver monthly progress reports during the option performance period. The first report shall be delivered 30 days after the start of option performance. Subsequent reports shall be delivered 30 days after the preceding report was received. Three (3) reports shall be received for the Option effort.
- e. If the option is exercised, the Contractor shall deliver an updated monthly progress report electronically to the COR 2 days prior to the Final Option Meeting.
- f. DI-MGMT-80227 is tailored by deleting 10.2, 10.3(j) 10.3(k), and 10.3(l)

g. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A
18. ESTIMATED TOTAL PRICE: N/A

1. DATA ITEM NO: A002
2. TITLE OF DATA ITEM: Test Plan
3. SUBTITLE: Draft & Final Plan
4. AUTHORITY: DI-NDTI-80566A
5. CONTRACT REFERENCE: C.2.2
6. REQUIRING OFFICE: RDTA-RS/MS 224
7. WAWF/DD250 REQ: LT
8. APP CODE: A
9. DIST. STATEMENT REQUIRED: B
10. FREQUENCY: See Block 16
11. AS OF DATE: See Block 16
12. DATE OF FIRST SUB: See Block 16
13. DATE OF SUBS. SUB: See Block 16
14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

15. TOTAL: See Block 16
16. REMARKS:

- a. A draft Test Plan shall be submitted electronically to the COR 2 weeks prior to any prototype evaluation occurring.
- b. The draft Test Plan shall be provided to the COR for review, feedback, suggestions, and approval 2 weeks prior to any prototype testing, characterization, or evaluation occurs. The COR will advise the contractor on any changes required in the test plan within 7 days of receipt.
- c. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A
18. ESTIMATED TOTAL PRICE: N/A

1. DATA ITEM NO: A003
2. TITLE OF DATA ITEM: Test Results Document
3. SUBTITLE: None
4. AUTHORITY: DI-NDTI-80566A
5. CONTRACT REFERENCE: C.2.3
6. REQUIRING OFFICE: RDTA-RS/MS 224
7. WAWF/DD250 REQ: LT
8. APP CODE: N/A
9. DIST. STATEMENT REQUIRED: B
10. FREQUENCY: See Block 16
11. AS OF DATE: See Block 16
12. DATE OF FIRST SUB: See Block 16
13. DATE OF SUBS. SUB: See Block 16
14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

15. TOTAL: See Block 16

16. REMARKS:

- a. The Test Results Documentation shall be submitted electronically to the COR 14 days after any prototype evaluation occurs.
- b. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A

18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO: A004
- 2. TITLE OF DATA ITEM: Bill of Materials
- 3. SUBTITLE: None
- 4. AUTHORITY: Contractor Format
- 5. CONTRACT REFERENCE: Base SOW: C.2.5
- 6. REQUIRING OFFICE: RDTA-RS/MS 224
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE: A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

15. TOTAL: See Block 16

16. REMARKS:

- a. The bill of materials shall be submitted electronically to the COR within 14 days after procurement of all the hardware items.
- b. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A

18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO: A005
- 2. TITLE OF DATA ITEM: Schematics
- 3. SUBTITLE: None
- 4. AUTHORITY: MIL-HDBK-863
- 5. CONTRACT REFERENCE: C.2.5
- 6. REQUIRING OFFICE: RDTA-RS/MS 224
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE: A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil

BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

15. TOTAL: See Block 16
16. REMARKS:

- a. All schematics shall be submitted electronically to the COR within 14 days of procurement of all hardware items.
- b. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A
18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO: A006
- 2. TITLE OF DATA ITEM: Software
- 3. SUBTITLE: None
- 4. AUTHORITY: DI-IPSC-81488
- 5. CONTRACT REFERENCE: C.2.6
- 6. REQUIRING OFFICE: RDTA-RS/MS 264
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE: A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES:

U.S. Army TARDEC
Attn: Kevin Sharples, COR
RDTA-RS MS 264
6501 East 11 Mile Road
Warren, MI 48397-5000

15. TOTAL: See Block 16
16. REMARKS:

- a. The software includes the executable software as well as the source code. All software shall be submitted via CD or DVD 6 months after contract award date.
- b. The definition of Distribution Statement B is given in DoD Directive 5230.24.

17. PRICE GROUP: N/A
18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO: A007
- 2. TITLE OF DATA ITEM: Software Documentation
- 3. SUBTITLE: None
- 4. AUTHORITY: Contractor Format
- 5. CONTRACT REFERENCE: C.2.7
- 6. REQUIRING OFFICE: RDTA-RS/MS 264
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE: A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16

- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

- 15. TOTAL: See Block 16
- 16. REMARKS:

- a. All Software Documentation shall be submitted electronically to the COR 6 months after contract award date.
- b. The definition of Distribution Statement B is given in DoD Directive 5230.24.

- 17. PRICE GROUP: N/A
- 18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO.: A008
- 2. TITLE OF DATA ITEM: Research and Development (R&D) Project Summary
- 3. SUBTITLE: Draft & Final Project Summary
- 4. AUTHORITY: DI-MISC-81612B
- 5. CONTRACT REFERENCE: C.2.8,C.5.2
- 6. REQUIRING OFFICE .: RDTA-RS/MS 264
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE : A
- 9. DIST. STATEMENT REQUIRED: A
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
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ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

- 15. TOTAL: 1 ea.
- 16. REMARKS:

- a. The contractor shall submit a publicly releasable SBIR Phase I R&D Project Summary 6 months after contract award date. The summary is an unclassified, non-sensitive, and non-proprietary summation of results that is intended for public viewing on the Army SBIR / STTR Small Business Portal. It should address the Data Item requirements on a summary basis and must not exceed 700 words.
- b. Since the Department of Defense (DOD) will be publishing the summary, it must not contain any proprietary, classified, or ITAR restricted data. The summary must be submitted electronically and be in HTML format.
- c. The Contractor shall deliver one a draft "SBIR Phase I R&D Project Summary" 5 months and 7 days after contract award. The COR shall review the draft report and return it to the Contractor within 7 days of receipt with comments or concurrence. The Contractor shall incorporate any changes or clarifications requested by the COR, and submit the final "SBIR Phase I R&D Project Summary" within 14 days after receipt of comments (6 months after contract award).
- d. If the option has been exercised, the contractor shall deliver a draft addendum to the previously submitted SBIR Phase I R&D Project Summary 3 months and 7 days after commencement of the option performance period. The COR will review the draft addendum and respond to the Contractor within 7 days of receipt, with comments or concurrence. The Contractor shall incorporate any changes or clarifications requested by the COR, and submit the final addendum 14 days after receipt of comments.
- e. The final SBIR Phase I R&D Project Summary Report shall be submitted in accordance with the format and instructions posted within the Army SBIR Small Business Portal at:

<https://portal.armysbir.army.mil/SmallBusinessPortal/Default.aspx> within 30 days of the contract end date.

- 17. PRICE GROUP: N/A
- 18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO.: A009
- 2. TITLE OF DATA ITEM: SCIENTIFIC AND TECHNICAL REPORT
- 3. SUBTITLE: Draft & Final TECHNICAL REPORT
- 4. AUTHORITY: DI-MISC-80711A (see 16a. below)
- 5. CONTRACT REFERENCE: C.2.9,C.5.3
- 6. REQUIRING OFFICE .: RDTA-RS/MS 264
- 7. WAWF/DD250 REQ: DD
- 8. APP CODE : A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
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ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

- 15. TOTAL: 1 ea.

16. REMARKS:

- a. DI-MISC-80711A is tailored by deleting 10.2. The Final Technical Report shall be in Contractor format and shall address the project objectives, work performed, results obtained, and estimates of technical feasibility.
- b. The First (1st) Interim Technical Report shall be delivered two (2) months after date of award.
- c. The Second (2nd) Interim Technical Report shall be delivered four (4) months after date of contract award.
- d. The draft of the Final Technical Report shall be delivered five (5) months and one (1) week after date of contract award. The draft report shall include a Standard Form (SF) 298 (Report Documentation Page) as the report's cover sheet. The COR will review the draft and respond to the Contractor within seven (7) days of receipt with comments. The Contractor shall submit the Final Technical Report (with the completed SF 298) within fourteen (14) days after receipt of draft comments/approval.
- e. If the option is exercised, Option CLIN Interim Addendum to the Final Technical Report shall be delivered two (2) months after date of Option exercise.
- f. If the option is exercised, Option CLIN Final Addendum: The Draft Addendum to the Final Technical Report (with a completed SF 298) shall be delivered three (3) months and one (1) week after the date of the Option exercise. The COR will review and respond to the contractor within seven (7) days of receipt. The contractor shall submit the final addendum (with completed SF 298) within fourteen (14) days after receipt of draft comments/approval. Note: The Final Addendum shall be in contractor format and discuss not only the work accomplished during the Phase I basic contract period, but also explain how the Option Period effort ties into the basic contract period effort and the planned Phase II effort.
- g. You may download the SF 298 form, from the following internet address:
"http://www.dtic.mil/dtic/pdf/submit/SF0298_fillable.pdf"

Instructions for completing the SF 298 are provided in Attachment 0001 to the contract.

Here are some additional instructions for completing the SF 298 form that apply when submitting reports under the SBIR Program:

For each unclassified report, the Contractor shall fill in Block 12a (Distribution/Availability Statement) of the SF 298 with one of the

following statements:

- (a) Approved for public release; distribution unlimited.
- (b) Distribution authorized to U.S. Government Agencies only; contains proprietary information

Note: After reviewing the Contractor's entry in Block 12a, TARDEC has final responsibility for assigning a distribution statement. The contractor shall mark the actual report itself in accordance with the appropriate legends set forth in DFARS 252.227-7018, "RIGHTS IN NONCOMMERCIAL TECHNICAL DATA AND COMPUTER SOFTWARE -- SMALL BUSINESS INNOVATIVE RESEARCH (SBIR) PROGRAM".

Block 13 (Abstract) of the SF 298 must include the first sentence, "Report developed under SBIR contract for topic (insert topic number)." The abstract must identify the purpose of the work and briefly describe the work carried out, the finding or results, and the potential applications of the effort. Since the Department of Defense (DOD) will be publishing the abstract, it must not contain any proprietary or classified data.

Block 14 (Subject Terms) of the SF 298 must include the term "SBIR Report."

- 17. PRICE GROUP: N/A
- 18. ESTIMATED TOTAL PRICE: N/A

- 1. DATA ITEM NO: A010
- 2. TITLE OF DATA ITEM: Meeting Minutes
- 3. SUBTITLE: None
- 4. AUTHORITY: DI-ADMN-81250A
- 5. CONTRACT REFERENCE: Base SOW: C.2.10, C.5.4
- 6. REQUIRING OFFICE: RDTA-RS/MS 264
- 7. DD250 REQ: DD
- 8. APP CODE: A
- 9. DIST. STATEMENT REQUIRED: B
- 10. FREQUENCY: See Block 16
- 11. AS OF DATE: See Block 16
- 12. DATE OF FIRST SUB: See Block 16
- 13. DATE OF SUBS. SUB: See Block 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

ENGINEERS NAME: Kevin Sharples E-MAIL: kevin.t.sharples.civ@mail.mil
BUYERS NAME: E-MAIL: montgomery.l.mcclelland.civ@mail.mil

- 15. TOTAL: see below
- 16. REMARKS:

- a. Meeting minutes shall be submitted within 7 days after the Start of Work meeting, In Process Review Meeting, and the Final Phase I Meeting.
- b. Meeting minutes shall be submitted electronically to the COR
- c. If an option is exercised, meeting minutes shall be submitted within 7 days after the Final Option Meeting.
- d. The definition of Distribution Statement B is given in DoD Directive 5230.24.

***** THE FOLLOWING INSTRUCTION APPLIES TO ALL REPORTS DELIVERABLE UNDER THE CONTRACT *****

Prepare the reports in Contractor format. Submit the reports using any of the following electronic formats:

- (1.) Files readable using these Microsoft* Office XP or Microsoft* Office 2002 & lower Products: Word, Excel, PowerPoint, or Access. Spreadsheets must be sent in a file format that includes all formulae, macro and format information. Print or scan images of spreadsheets are not acceptable. Please see security note below for caution regarding use of macros.
- (2.) Files in Adobe PDF (Portable Document Format). When scanning documents, scanner should be set to 200 dots per inch.
- (3.) Files in HTML (Hypertext Markup Language) Format. HTML documents must not contain active links to Internet websites or web pages for reference information. All linked information must be contained within your electronic report, and be accessible offline.
- (4.) Other electronic formats. Before preparing your report in any other electronic format, please e-mail the COR, with an e-mail copy-furnished to amsta-id@tacom.army.mil, to obtain a decision as to the format's acceptability. This e-mail must be received by the COR not later than ten (10) calendar days before the draft report's due date. All alternate methods must be at no cost to the Government.
- (5.) Please note that we can no longer accept .zip files due to increasing security concerns.

NOTE. Macros: The virus scanning software used by our e-mail systems cannot always distinguish a macro from a virus. Therefore, sending a macro embedded in an e-mail message or an e-mail attachment may cause the e-mail report to be quarantined.

Acceptable media: The Contractor shall submit reports via e-mail. If e-mail is not workable, another acceptable media is a 650 megabyte CD ROM. Identify the software application and version used to create each file submitted.

- (1.) E-MAIL. Maximum size of each e-mail message shall be three and one-half (3.5) megabytes. Previously "zipped" files were accepted, but due to security concerns these zipped attachments cannot be received through our mail system. You may use multiple e-mail messages if necessary, however, you must annotate the subject lines in this manner: "Message 1 of 3, 2 of 3, 3 of 3."
- (2.) 650 MEGABYTE CD ROM to be delivered via U.S. Mail or other carrier. The Contractor shall label all submitted disks with the Contract number, the Contractor's name and address, and a contact's phone number. Exterior mailing envelopes containing disks must be addressed to the following address:

U.S. Army TARDEC
Attn: Kevin Sharples, COR
RDTA-RS/MS 264
6501 East 11 Mile Road
Warren, MI 48397-5000

NOTE: Please select only one type of electronic media to transmit each report. For instance, do not submit a report via e-mail and CD-ROM.

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