

**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

2014APR14

4. Requisition/Purchase Req No.

SEE SCHEDULE

5. Project No. (If applicable)

6. Issued By

U.S. ARMY CONTRACTING COMMAND  
PATRICIA ROUSSIN  
WARREN, MICHIGAN 48397-5000  
HTTP://CONTRACTING.TACOM.ARMY.MIL

Code

W56HZV

7. Administered By (If other than Item 6)

DCMA DETROIT  
35803 MOUND ROAD  
STERLING HEIGHTS MI 48310

Code

S2305A

EMAIL: PATRICIA.M.ROUSSIN@US.ARMY.MIL

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

QUANTUM SIGNAL, L.L.C.  
200 N ANN ARBOR ST  
SALINE, MI 48176-1139

9A. Amendment Of Solicitation No.

9B. Dated (See Item 11)

10A. Modification Of Contract/Order No.

W56HZV-14-C-0052

10B. Dated (See Item 13)

2014FEB13

Code IUSF8

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)

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)	
		LYNN M. BYRNE LYNN.M.BYRNE@US.ARMY.MIL (586)282-6553	
15B. Contractor/Offendor	15C. Date Signed	16B. United States Of America	16C. Date Signed
_____ (Signature of person authorized to sign)		By _____ /SIGNED/ (Signature of Contracting Officer)	2014APR14

<b>CONTINUATION SHEET</b>	<b>Reference No. of Document Being Continued</b>	<b>Page 2 of 7</b>
	PIIN/SIIN W56HZV-14-C-0052      MOD/AMD P00001	

**Name of Offeror or Contractor:** QUANTUM SIGNAL, L.L.C.

SECTION A - SUPPLEMENTAL INFORMATION

Buyer Name: PATRICIA ROUSSIN  
 Buyer Office Symbol/Telephone Number: CCTA-ASG-C/(586)282-9610  
 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 \*\*\*

MODIFICATION P00001 TO W56HZV-14-C-0052

PREVIOUS NEGOTIATED CONTRACT VALUE: \$449,869.71  
 NEGOTIATED VALUE OF THIS ACTION: \$ 0.00  
 TOTAL NEGOTIATED CONTRACT VALUE: \$449,869.71

PREVIOUS OBLIGATED CONTRACT AMOUNT: \$449,869.71  
 OBLIGATED AMOUNT OF THIS ACTION: \$ 0.00  
 TOTAL OBLIGATED CONTRACT AMOUNT: \$449,869.71

1. The purpose of this no-cost, unilateral Modification P00001 to Contract W56HZV-14-C-0052 is the following:
  - a. Correct the final delivery date of CLIN 0001AE from MAR 17 2014 to MAR 17 2015.
  - b. Add the DCMA Contract Administrator's email address to the WAWF clause 252.232-7006.
  - c. Correct the clause 252.232-7007, paragraph (a), to read "...CLINs 0001AA - 0001AE..." and revise the dollar amount indicated as presently available to \$449,869.71.
  - d. Revise item 7 on CDRL Data Items A002, A003, and A005 to "LT" to indicate a letter of transmittal as acceptance.

2. As a result of this Modification P00001, the following changes are hereby made to this contract:

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS:

CLIN 0001AE; correct the delivery date from MAR 17 2014 to MAR 17 2015.

SECTION G - CONTRACT ADMINISTRATION DATA:

Clause 252.232-7006 Wide Area Workflow Payment Instructions; add the DCMA Contract Administrator's email address to paragraph (f)(5).

SECTION I - CONTRACT CLAUSES:

Clause 252.232-7007 Limitation of Government's Obligation (May 2006)-(ALT I); change paragraph (a) to state "Contract line item 0001AA through 0001AE..." (1st sentence), and "The sum of \$449,869.71..." (2nd sentence).

SECTION J - LIST OF ATTACHMENTS:

Revise Data Items A002, A003, and A005, Item 7, to "LT" to indicate a letter of transmittal as acceptance.

3. As a result of this Modification P00001, the total obligated value of this contract remains unchanged.
4. Except as specifically provided in this Modification P00001, all other terms and conditions remain unchanged.

\*\*\* END OF NARRATIVE A0001 \*\*\*



**Name of Offeror or Contractor:** QUANTUM SIGNAL, L.L.C.

SECTION G - CONTRACT ADMINISTRATION DATA

<u>Status</u>	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
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G-1 CHANGED	252.232-7006	WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS	MAY/2013
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(a) Definitions. As used in this clause--

"Department of Defense Activity Address Code (DoDAAC)" is a six position code that uniquely identifies a unit, activity, or organization.

"Document type" means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

"Local processing office (LPO)" is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) Document type. The Contractor shall use the following document type(s):

Combo Invoice

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

W91ATL

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	HQ0337
Issue By DoDAAC	W56HZV
Admin DoDAAC	S2305A
Inspect By DoDAAC	W91ATL
Ship To Code	W91ATL
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	W91ATL
Service Acceptor (DoDAAC)	W91ATL
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

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**Name of Offeror or Contractor:** QUANTUM SIGNAL, L.L.C.

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(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

COR Mr. Cristian Balas; E-MAIL: cristian.t.balas.civ@mail.mil  
CA (DCMA Contract Administrator) Ms. Erica Murray; erica.murray@dcma.mil

(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

ACO Mr. Mark Carver; E-MAIL: mark.carver@dcma.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)

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MOD/AMD P00001

**Name of Offeror or Contractor:** QUANTUM SIGNAL, L.L.C.

## SECTION I - CONTRACT CLAUSES

<u>Status</u>	<u>Regulatory Cite</u>	<u>Title</u>	<u>Date</u>
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I-1 CHANGED	252.232-7007	LIMITATION OF GOVERNMENT'S OBLIGATION (MAY 2006) -- ALTERNATE I (MAY 2006)	MAY/2006
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(a) Contract line item 0001AA through 0001AE are incrementally funded. The sum of \$449,869.71 is presently available for payment and allotted to this contract. An allotment schedule is contained in paragraph (j) of this clause.

(b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor is not authorized to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profit, and estimated termination settlement costs for those item(s).

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (j) of this clause, the Contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (j) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (j) of this clause or otherwise agreed to by the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.

(e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."

(f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.

(g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.

(h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

(i) Nothing in this clause shall be construed as authorization of voluntary services whose acceptance is otherwise prohibited under 31 U.S.C. 1342.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the funding schedule in Section B of this contract.

(End of clause)

**CONTINUATION SHEET****Reference No. of Document Being Continued****Page 7 of 7****PIIN/SIIN** W56HZV-14-C-0052**MOD/AMD** P00001**Name of Offeror or Contractor:** QUANTUM SIGNAL, L.L.C.

## 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	14-APR-2014	005	

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 of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed immediately below on line E.

A. CONTRACT LINE ITEM NO.: 0002  
B. EXHIBIT : A  
C. CATEGORY.....: Reports  
D. SYSTEM/ITEM.....: VSS+: A NEXT-GENERATION PREDICTIVE VEHICLE STABILITY SYSTEM  
E. CONTRACT/PR NO.....: W56HZV-14-C-0052  
F. CONTRACTOR.....: Quantum Signal, LLC

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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(T) (see 16a. below)  
5. CONTRACT REFERENCE: C.4.1.1  
6. REQUIRING OFFICE..: RDTA-R/MS 264  
7. WAWF/DD250 REQ....: LT  
8. APP CODE.....: N/A  
9. DIST. STATEMENT REQUIRED: XX  
10. FREQUENCY.....: Monthly  
11. AS OF DATE.....: Date of Award  
12. DATE OF FIRST SUB: 60 DAC  
13. DATE OF SUBS. SUB:  
14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

Cristian Balas, CONTRACTING OFFICER'S REPRESENTATIVE  
E-MAIL: cristian.t.balas.civ@mail.mil

Patty Roussin, CONTRACT SPECIALIST  
E-MAIL: patricia.m.roussin.civ@mail.mil

15. TOTAL:  
16. REMARKS:  
16a. DI-MGMT-80227 is tailored by deleting 10.2, 10.3(j) 10.3(k), and 10.3(l)  
17. PRICE GROUP:  
18. ESTIMATED TOTAL PRICE:

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1. DATA ITEM NO.....: A002  
2. TITLE OF DATA ITEM: Research and Development (R&D) Project Summary  
3. SUBTITLE.....: Project Summary  
4. AUTHORITY.....: DI-MISC-81612A  
5. CONTRACT REFERENCE: C.4.1.2  
6. REQUIRING OFFICE..: RDTA-R/MS 264  
7. WAWF/DD250 REQ....: LT  
8. APP CODE.....: A  
9. DIST. STATEMENT REQUIRED: XX  
10. FREQUENCY: SEE ITEM 16  
11. AS OF DATE: Date of Award

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

Cristian Balas, CONTRACTING OFFICERS REPRESENTATIVE  
E-MAIL: cristian.t.balas.civ@mail.mil

Patty Roussin, CONTRACT SPECIALIST  
E-MAIL: patricia.m.roussin.civ@mail.mil

Mark Carver, ADMINISTRATIVE CONTRACTING OFFICER-DCMA  
E-MAIL: mark.carver@dcma.mil

15. TOTAL:

16. REMARKS:

16a. The contractor must submit a publicly releasable SBIR Phase II R&D Project Summary at the end of contract. 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.

16b. 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.

16c. The Contractor shall deliver one (1) draft "SBIR Phase II R&D Project Summary" twenty-three (23) months after contract award. The COR shall review the draft report and return it to the Contractor within fifteen (15) days of receipt with comments. The Contractor shall submit one (1) final "SBIR Phase II R&D Project Summary" within fifteen (15) days after receipt of draft comments (24 months after contract award).

17. PRICE GROUP:

18. ESTIMATED TOTAL PRICE:

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- 1. DATA ITEM NO. ....: A003
- 2. TITLE OF DATA ITEM: SCIENTIFIC AND TECHNICAL REPORT
- 3. SUBTITLE .....: DRAFT/FINAL TECHNICAL REPORT
- 4. AUTHORITY .....: DI-MISC-80711A(T) (see 16a. below)
- 5. CONTRACT REFERENCE: C.4.1.3
- 6. REQUIRING OFFICE...: RDTA-R/MS 264
- 7. WAWF/DD250 REQ ...: LT
- 8. APP CODE .....: A
- 9. DIST. STATEMENT REQUIRED: XX
- 10. FREQUENCY: SEE ITEM 16
- 11. AS OF DATE: Date of Award
- 12. DATE OF FIRST SUB: SEE ITEM 16
- 13. DATE OF SUBS. SUB: SEE ITEM 16
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

Cristian Balas, CONTRACTING OFFICER'S REPRESENTATIVE  
E-MAIL: cristian.t.balas.civ@mail.mil

Patty Roussin, CONTRACT SPECIALIST  
E-MAIL: patricia.m.roussin.civ@mail.mil

Mark Carver, ADMINISTRATIVE CONTRACTING OFFICER-DCMA  
E-MAIL: mark.carver@dcma.mil

15. TOTAL:

16. REMARKS:

16a. DI-MISC-80711A is tailored by deleting 10.2.

16b. The Draft of the Final Technical Report shall be delivered 22 months after date of contract award. The draft report shall include a completed Standard Form (SF) 298 (Report Documentation Page) as the report's cover sheet. The Government will review and respond within 30 days of receipt. The contractor shall submit the Final Technical Report (with the completed SF 298) within 30 days after

receipt of draft comments/approval.

16c. You may download the SF 298 form, from the following internet address:

<https://www.dtic.mil/dtic/forms/sf298template.doc>

Instructions for completing the SF 298 are provided in Attachment 001 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:  
18. ESTIMATED TOTAL PRICE:

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- 1. DATA ITEM NO.....: A004
- 2. TITLE OF DATA ITEM: Engineer Design Test Plan
- 3. SUBTITLE.....: Test Plan
- 4. AUTHORITY.....: DI-MGMT-80688
- 5. CONTRACT REFERENCE: C.3.2.5.1, C.4.1.4,
- 6. REQUIRING OFFICE.: RDTA-R/MS 264
- 7. DD250 REQ.....: LT
- 8. APP CODE.....:
- 9. DIST. STATEMENT REQUIRED: D
- 10. FREQUENCY.....: Multiple
- 11. AS OF DATE.....:
- 12. DATE OF FIRST SUB: See Item 16
- 13. DATE OF SUBS. SUB:
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

Cristian Balas, CONTRACTING OFFICER'S REPRESENTATIVE  
E-MAIL: cristian.t.balas.civ@mail.mil

15. TOTAL:  
16. REMARKS:

16a. The contractor shall submit a Test Plan for each series of tests performed under the Contract. All test plans shall be submitted to the COR for review and approval by the COR. The COR will review the test plan within fifteen (15) days after receipt and provide concurrence or comment. The test plan shall be delivered within six (6) months after contract award.

16b. Complete the reports IAW Data Item Description (DID) DI-MGMT-80688, Engineer Design Test Plan. The COR is responsible for accepting or rejecting the test plans.

17. PRICE GROUP:  
18. ESTIMATED TOTAL PRICE:

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- 1. DATA ITEM NO. ....: A005
- 2. TITLE OF DATA ITEM: Report, Record of Meeting Minutes
- 3. SUBTITLE.....: Meeting Minutes
- 4. AUTHORITY.....: DI-ADMN-81505 (20 NOV 1995)
- 5. CONTRACT REFERENCE: C.4.1.5
- 6. REQUIRING OFFICE.: RDTA-R/MS 264
- 7. DD250 REQ .....: LT
- 8. APP CODE .....: N/A
- 9. DIST. STATEMENT REQUIRED:
- 10. FREQUENCY.....: After each meeting
- 11. AS OF DATE.....:
- 12. DATE OF FIRST SUB: 20 days after SOW
- 13. DATE OF SUBS. SUB: See Item 16a
- 14. DISTRIBUTION ADDRESSEES: SUBMIT REPORTS ELECTRONICALLY TO THE E-MAIL ADDRESSES SHOWN IMMEDIATELY BELOW:

Cristian Balas, CONTRACTING OFFICER'S REPRESENTATIVE  
E-MAIL: cristian.t.balas.civ@mail.mil

15. TOTAL: One copy to addressee listed in block 14.

16. REMARKS:

16a. The contractor shall submit meeting minutes to the COR within ten (10) days of the Start-of-Work meeting and all subsequent review meetings. The minutes will include, but are not limited to, the agenda, meeting content, and action items. The contractor shall submit the minutes electronically.

16b. Complete the reports IAW DI-ADMN-81505, Report, Record of Meeting Minutes. The COR is responsible for accepting or rejecting the meeting minutes.

17. PRICE GROUP:  
18. ESTIMATED TOTAL PRICE:

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

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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 regarding 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 as an e-mail attachment may cause the e-mail report to be quarantined.

d. 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  
Cristian Balas, RDTA-R/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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