

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 111	
2. CONTRACT NO.		3. SOLICITATION NO. W81XWH-09-R-0011	4. TYPE OF SOLICITATION [] SEALED BID (IFB) [X] NEGOTIATED (RFP)	5. DATE ISSUED 01 May 2009	6. REQUISITION/PURCHASE NO.		
7. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014			CODE W81XWH	8. ADDRESS OFFER TO (If other than Item 7)		CODE	
TEL: FAX:			See Item 7		TEL: FAX:		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and 6 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in 820 Chandler St, Ft Detrick, MD until 02:00 PM local time 09 Jun 2009
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:		A. NAME KRISTEN TRUMP	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 301-619-2346	C. E-MAIL ADDRESS kristen.trump@us.army.mil
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NO (Include area code)		15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. <input type="checkbox"/>		17. SIGNATURE	
				18. OFFER DATE	

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)	
24. ADMINISTERED BY (If other than Item 7) CODE				25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
				28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section B - Supplies or Services and Prices

ADDITIONAL INFORMATION

This requirement is a full and open competition.

This solicitation is for a single award contract.

The incumbent contractor is:

Charles River Laboratories, Wilmington, MA

Previous Contract Number: W81XWH-04-C-0001

Previous Contract total was estimated at \$15,394,030.44.

EMAIL Addresses:

Kristen.Trump@us.army.mil

Aaron.Wade1@us.army.mil

Past Performance – The Offeror must submit at least three (3), but not more than five (5) references. It is the responsibility of the contractor to send the questionnaires to their customers and to ensure that they are received on time.

U.S. Citizenship or Legal Foreign National is required to support this requirement.

Secret clearances are not required at this time for this requirement.

ATTENTION CONTRACTORS:

Executive Order 13495, signed on 30 January 2009 by President Obama, entitled “Nondisplacement of Qualified Workers Under Service Contracts” is in full force and effect for this contract.

SITE INSPECTION – SEE SECTION L FOR MORE INFORMATION

12 MAY 2009 – 10:00 A.M. - Building 511

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Husbandry Services FFP FOB: Destination	12	Months		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Veterinary Technician Support CPFF FOB: Destination		Dollars, U.S.		

ESTIMATED COST
FIXED FEE
TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Emergency Veterinary Technician Support CPFF FOB: Destination		Dollars, U.S.		

ESTIMATED COST
FIXED FEE
TOTAL EST COST + FEE

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Misc. Other Direct Costs COST ODC's to include but not limited to: Occupational Health - Pre-employment Occupational Health - Annual Laundry National AALAS NCAB Registration Safety Shoes Rubber boots Travel Costs FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Contracting Manpower Report FFP FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	Husbandry Services	12	Months		
OPTION	FFP FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002	Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003	Emergency Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1004 OPTION	Misc. Other Direct Costs COST ODC's to include but not limited to: Occupational Health - Pre-employment Occupational Health - Annual Laundry National AALAS NCAB Registration Safety Shoes Rubber boots Travel Costs FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1005 OPTION	Contracting Manpower Report FFP FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	Husbandry Services	12	Months		
OPTION	FFP FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002	Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003	Emergency Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2004 OPTION	Misc. Other Direct Costs COST ODC's to include but not limited to: Occupational Health - Pre-employment Occupational Health - Annual Laundry National AALAS NCAB Registration Safety Shoes Rubber boots Travel Costs FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2005 OPTION	Contracting Manpower Report FFP FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001	Husbandry Services	12	Months		
OPTION	FFP FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002	Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003	Emergency Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3004 OPTION	Misc. Other Direct Costs COST ODC's to include but not limited to: Occupational Health - Pre-employment Occupational Health - Annual Laundry National AALAS NCAB Registration Safety Shoes Rubber boots Travel Costs FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3005 OPTION	Contracting Manpower Report FFP FOB: Destination	1	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001	Husbandry Services	12	Months		
OPTION	FFP FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002	Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003	Emergency Veterinary Technician Support		Dollars, U.S.		
OPTION	CPFF FOB: Destination				

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4004 OPTION	Misc. Other Direct Costs COST ODC's to include but not limited to: Occupational Health - Pre-employment Occupational Health - Annual Laundry National AALAS NCAB Registration Safety Shoes Rubber boots Travel Costs FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4005 OPTION	Contracting Manpower Report FFP FOB: Destination	1	Each		

NET AMT

Section C - Descriptions and Specifications

STATEMENT OF WORK

Definitions:

COR – Contracting Officer’s Representative
KO – Contracting Officer
QC – Quality Control
PBWS – Performance Based Work Statement
SOP – Standard Operating Procedures

Section One Description of Services For Animal Husbandry Services At

Walter Reed Army Institute of Research/Naval Medical Research Center (WRAIR/NMRC)

1. Introduction

This performance based work statement (PBWS) specifies Animal Husbandry management, quality control, staffing and operations functions required to support the Division of Veterinary Medicine, Walter Reed Army Institute of Research/Naval Medical Research Center. The requirement is for services of a Contractor to provide performance of all Animal Husbandry and associated services within the Walter Reed Army Institute of Research/Naval Medical Research Center (WRAIR/NMRC) at the Forest Glen Annex in Silver Spring, MD.

This is a continuation of a contract providing animal husbandry services for the WRAIR/NMRC. This new contract will require from the very outset, and at all times during the total performance term, a sufficient number of fully qualified personnel with experience to operate and maintain the WRAIR/NMRC facilities and animals to the outstanding levels as required by the accrediting agency.

Rather than following the more traditional quality assurance concepts, the contract services provided on this contract will be evaluated using performance management techniques and insight of Contractor performance rather than strict oversight based on the Quality Assurance Surveillance Plan (QASP). The ability to make decisions based on performance data analysis is the cornerstone of this type of performance management. The PBWS and Contractor developed metrics shall focus on desired outcomes and not interim process steps. Interim process metrics are delegated to the contractor who shall manage the processes and practices used to achieve contract outcomes by a Contractor Quality Control Plan. Using an outcome focus provides the contractor with the flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved at the specified levels of performance.

The Association for Assessment and Accreditation of Laboratory Animal Care International (AAALACi) currently accredits the WRAIR/NMRC animal facilities. Maintaining this accreditation without deficiency or comments during inspections and reviews is paramount to Total Quality Performance.

1.1 Statement of Work

The Method of Surveillance or Measurement Technique in the Quality Assurance Surveillance Plan (QASP) tells how performance will be assessed versus the standard. At the award stage of the contract much reliance is placed on the current Standard Operating Procedures (SOPs) of the WRAIR/NMRC Division of Veterinary Medicine. This reliance will not change after award. However, the Awarded Contractor shall have the ability and opportunity to provide input when WRAIR/NMRC Division of Veterinary Medicine SOPs need to be rewritten to include the manner and methods of work to be used during performance to meet the quality and requirements standards. The only exceptions to outcome focus process review procedures will be those services and performance items required by law, (local, state, and federal) and compelling business situations such as safety and security that the contractor must follow. The Contractor shall maintain strict adherence to current and rewritten SOPs for laboratory animal care and other associated guidelines as required by the contract terms and conditions. All performance based functions and other selected objectives, as appropriate, will be incorporated into the Contractors Quality Control Plan. The contractor shall furnish and otherwise accomplish all things necessary for or incident to the complete performance of the work as described throughout this PBWS and the contract provisions.

1.1.2 Scope of Work

The contractor shall provide animal husbandry for the following Walter Reed Army Institute of Research/Naval Medical Research Center (WRAIR/NMRC) animal facilities as follows:

WRAIR/NMRC Building 511 and WRAIR/NMRC Building 503

Both buildings are located inside the Post confines of the Forest Glenn Annex, Robert Grant Avenue, Silver Spring, MD. 20910. The two facilities are connected and comprise an estimated 150,000 Square Feet of floor space requiring Contractor service performance. This estimate can be further divided into 33,000 square feet of animal holding and 117,000 square feet of support space. Approximately 10,000 square feet of this total are offices and labs requiring custodial service. In addition, 21,500 square feet of the total is corridor space.

The services provided shall include:

- 1) routine animal care (husbandry, nutrition, enrichment, hygiene and record keeping);
- 2) sanitation and cleaning of all equipment, animal facilities, and animal support facilities;
- 3) animal handling, restraint, standard laboratory animal procedures, technical support, and program support of animal health surveillance, as required by the contract directives;
- 4) maintenance of all related equipment;
- 5) development and use of a contractor quality control program to ensure contractor compliance with all performance objectives, requirements and thresholds;
- 6) provide BSL1- BSL3 support to include management, caretaker and laboratory animal technician. Maintain BSL3 qualifications for 25% management, caretaker and laboratory animal technician.

Continuous quality animal care is the Contracted Goal and shall be provided in strict compliance with federal, state and local regulations and other guidelines listed in Appendix 1. The experimental animals must be maintained under carefully controlled conditions to allow the accurate interpretation of research results. Consequently, it is essential the animal colony be properly maintained to avoid any situation or condition such as inter-current diseases, animal identification problems, and escaped animals, which might adversely affect experiments or not comply with National Research Council Guidelines.

1.2. Animal Usage

Different species of rodents, rabbits, dogs, small ruminants, pigs, and new and old world non-human primates will be used in a wide variety of experiments and regulatory testing that will include microbiological and biohazard procedures. WRAIR/NMRC conducts scientific investigations in three main areas: (i) biologically active substances, (ii) high energy and trauma, and (iii) stress and performance. The historic emphasis has been researched against naturally occurring infectious agents encountered in military training or operation that depends on the use of laboratory animals. It is essential that the care and use of these animals conforms to all applicable rules and regulations and meets acceptable humane standards. Other species of animals may be housed from time to time if needed to meet the requirements of the Institutes. The historical data, and projected estimated quantities of laboratory animals listed in 1.2.1 of the PBWS.

1.2.1. Historical Data

HISTORICAL ANIMAL DATA

<u>Species</u>	<u>Oct-08</u>	<u>Nov-08</u>	<u>Dec-08</u>	<u>Jan-09</u>	<u>Feb-09</u>	<u>Mar-09</u>
NHP (Rhesus, African Greens, Aotus)	242	230	208	214	197	197
Swine	28	22	12	26	9	13
Mice	3977	3367	2967	3967	3945	3882
Rats	272	315	242	316	343	331
Guinea Pigs	40	60	88	39	14	14
Rabbits	0	28	28	28	56	56
Sand Rats	43	47	43	44	46	46

Average ranges over the last 2 calendar years:

Rodents/Rabbits	2500-5900
Dogs/Sheep/Swine/ferrets	10-65
Non-Human Primates	210-330

* averages for the month

Note: we do have approved protocols for hamsters, ferrets, sheep, fish

1.3. Performanced Based Service Contract (PBSC) Operational Functions for Animal Husbandry

1.3.A. Animal Support

Outline of Responsibilities: The purpose of this contract is to assist the WRAIR/NMRC with the management of the Animal Care Program at the Forest Glenn Facility. Animal care in the WRAIR/NMRC is under the Division of Veterinary Medicine who is specifically concerned with the care of all animals maintained in the Institute. The Contractor shall furnish the necessary on-site management and personnel for the performance of animal husbandry, the duties associated with related animal

husbandry support services, and research technical support services. Again, the intent of this contract is to establish and maintain a program to provide continuous quality animal husbandry and animal care for all animal species housed at WRAIR/NMRC.

1.3.B. Receipt of Laboratory Animals

Outline of Responsibilities: The Contractor will be responsible for receiving, examination, verification and caging of all incoming laboratory animals. Incoming Animals will be documented and notifications made as set forth in the SOPs. The contractor shall provide the Contracting Officers Representative (COR) animal census reports at contract start and weekly thereafter, available to COR and Department Chiefs.

The COR or alternate representative shall notify the Contractor with an animal due in report (animals due to arrive and be received at the loading dock) of requirements for all logistical support required, including animal caging and space requirements, for new animal studies. The Contractor shall: determine locations where animals will be housed and the need for additional cages, perform physical inspection of incoming animals for food/water source, heat prostration, cold injuries, dehydration, traumatic injuries, abnormal discharges, character of hair coat, posture, and birth during transit, and shall report abnormal conditions to the COR or section veterinarian.

Room designations and acclimation/quarantine of animals will be strictly adhered to in accordance with the SOPs. After acclimation/quarantine procedures have been met, transfer the animals to the designated rooms. Cage animals in Government provided caging, assure the appropriate caging of animals in accordance with the WRAIR/NMRC and NRC Guidelines, and SOP requirements. No deviations from the specified caging requirements may be made without the approval of the COR. Monitor animals twice daily and report any SOP deviation to the COR.

1.3.C. Feeding and Watering of Animals

Outline of Responsibilities: The Contractor will provide daily feeding, watering (or directed Government provided diets) and twice daily observation of all animals held in the WRAIR/NMRC facilities.

This is a 7 day a week function. Strict compliance with SOPs is required for food and water for the animals unless otherwise directed. Have water available at all times; assure all automatic watering systems are working properly daily. Allow no bottle interchange from one cage to another and keep feeding and watering devices clean and uncontaminated, or provide clean devices daily.

1.3.D. Handling and Restraint of Laboratory Animals

Outline of Responsibilities: The Contractor shall have qualified personnel available for recapture, handling and restraint of all animals as needed. Contractor shall: properly capture and restrain animals, without causing pain or injury, handle and restrain animals for experimentation and / or treatment by a veterinarian or animal technician or investigator, and capture and handle all animals for the purpose of cage changing.

1.3.E. Cleaning, Sanitation and Sterilization of Animal Caging Equipment and Facilities:

Outline of Responsibilities: The Contractor shall keep animal facilities clean and free of contaminants, this includes but is not limited to changing of bedding, washing, sanitizing cages, autoclaving equipment, feed, bedding, water and other materials and supplies as indicated by the contract requirements. Comply with SOPs.

The Government will provide cleaning agents, disinfectants and all logistical materials to clean and keep all areas covered by the contract, free of dirt, debris and contamination. Sanitation of animal rooms, procedure rooms and interior corridors shall be coordinated with the researchers, to not unnecessarily interfere with research projects.

More frequent mopping or sweeping may be necessary if the areas become soiled. On occasion, special cleanings will be required. Animal rooms are to be cleaned daily including holidays and as needed on weekends, a detailed schedule for all cleaning and sanitation will be developed as part of the Contractors QC Plan and Program as prescribed in this PBSW, the Directives, Guides and SOPs of the contract. The schedule will cover at least the following areas: cage washing rooms, sinks, corridors, refrigerators and walk in coolers, storage areas assigned for Contractor use, lunch rooms, locker rooms and rest rooms, elevators and elevator areas, autoclave rooms, and bedding storage areas. Maintain a same day cage washing service. All equipment received up to 2:45 PM must be cleaned and not held over for cleaning the next day.

Monitor the pH from the effluent of the cage wash equipment and the tunnel washer to ensure that they are kept optimal. Results of pH monitoring shall be recorded. Automatic effluent tempering and pH control systems must be monitored daily.

Maintain records of the temperatures for each washer and autoclave load, using the summary read-out heat tapes for all autoclave and cage wash equipment cycles. Temperature and pressure of the autoclaves will be documented in the daily log. This log for each machine will also contain the heat tapes used in the cagewash as temperature indicators.

Personnel working on the dirty side of the cage wash area are prohibited from entering the clean side of the cage wash area, unless they shower and change uniforms. Personnel working on the clean side of the cage wash area are prohibited from entering the dirty side of the cage wash area, if intending to return to the clean side that day.

Medical pathological waste from the animal rooms will be delivered along with all animal waste and carcasses to the designated area for disposal. Animal carcasses, general, medical, pathological, chemical and radioactive wastes will be disposed of in accordance with WRAIR/NMRC Safety Manual and documented as required. Hazardous waste will be rendered safe by autoclaving, containment, or other appropriate means before removal from the animal facility.

Change cages with absorbent/bedding to keep animals clean and dry and to minimize odors. Contractor and COR will jointly designate change days or periods not specified in the SOPs. Ensure management procedures within the animal rooms, storage and other areas do not encourage the harborage of vermin. Log all vermin in pest control logs located in building 503 and 511.

1.3.F. Animal Health Surveillance and Environmental Monitoring:

Outline of Responsibilities: Contractor shall, twice daily, (a.m. and p.m.) perform observations of animal health and notify the WRAIR/NMRC veterinary staff of any animal health or disease problems. Monitor the effectiveness of cage, rack and equipment sanitation procedures, identify and correct possible sources of spontaneous diseases. Assist in the health-monitoring program for rodents. Follow sentinel surveillance procedures in the SOPs. Establish and follow a sanitation-monitoring program to ensure that adequate sanitation procedures of the equipment and physical plant are being accomplished. During the course of animal care, check cages at least twice daily for animals which may be moribund, dead or have conditions such as tumors, sneezing, nasal discharge, diarrhea, weight loss, hemorrhage, cataracts, or similar maladies.

Record these conditions as required and notify the COR, responsible veterinarian and the Principal Investigator of all unexpected deaths or illness as set forth in SOPs. Dead animals must all be properly recorded. When requested by the Veterinarian, administer drugs and routine treatments, such as adding

antibiotics to drinking water. A Veterinarian in coordination with the investigator shall prescribe such functions.

1.3.G. General Animal Equipment Maintenance:

Outline of Responsibilities: Contractor shall be responsible for routine preventative maintenance of animal equipment and for notifying the Government COR when repair beyond the contractor's contract requirement is needed. The Contractor shall perform routine operator/user maintenance and repair carts, rodent racks, etc., including periodic lubrication of casters. The Government shall provide repair parts and supplies. The contractor shall furnish a written parts requirement list to the COR or designated representative for all equipment parts required or needed for repairs and for parts to maintain a bench stock. Maintain and provide minor repairs to the automatic watering and flushing systems; replace valves and broken sections of supply tubing and replace filters in the pressure reducing stations as specified in the operations manual. Unpack, wash and assemble new caging, equipment and accessories as needed.

1.3.H. Technical/Laboratory Animal Services:

Outline of Responsibilities: Provide veterinary technical services to individual investigators or Veterinary Medicine personnel when coordinated through the COR and Contractor management. Veterinary technicians provided by the Contractor shall be capable of performing standard veterinary procedures including but not limited to administering medications or other substances by injection, orally, or topically, anesthetizing, monitoring, and euthanizing animals, assisting in radiographic and surgical procedures, collecting blood and other samples, making entries in medical records, conducting health checks, and handling and restraining animals. Perform daily health checks and environmental enrichment to include socialization of compatible animals as determined by veterinary staff and the SOPs. Provide quality control, health and environmental monitoring and documentation. Provision of veterinary technician services will generally be Monday – Friday, however, overtime may be required at times to support the research mission.

1.3.I. Report Generation/ Preparation:

Outline of Responsibilities: Contractor will report and document the following problems to the COR or as required by the Contractors Quality Control Plan and / or the SOPs when encountered at the start of or during the workday. Deaths or sickness of animals, HVAC system not working properly, cage washers and autoclaves not working properly, lighting system not working, problems with automatic watering systems, or any other environmental, health, equipment, delivery, food and bedding, and animal problems requiring attention or evaluation before the completion of the workday.

1.3.J. Emergency Services:

Outline of Responsibilities: The Contractor shall be on-call 24 hours per day, 7 days a week, in maintaining the care and health of the laboratory animals as required by the terms and conditions of this contract. All requests for emergency services beyond normal duty days or hours will be ordered by the COR or the Division Director. The Contractor shall maintain an emergency phone roster to mobilize 50% of routine daily personnel to report on-site within two hours of notification by the Government. In addition to the 50% mobilization listing provide a full alert roster notification list showing all employees and their contact phone number and address.

1.3.K. Full-time Service:

Outline of Responsibilities: The Contractor shall provide all required services on a full-time basis to meet the contract work quality standards and requirements of the WRAIR/NMRC animal facilities, even when employees are on vacation, sick leave, jury duty to include weekends and holidays. Cagewash services are to be provided Monday through Friday only, except in emergencies as requested by the COR. Caretaker services shall be provided 7 days a week. Veterinary technician services shall be provided Monday through Friday during normal working hours. The Contractor will provide a company organizational chart with name, title, position and location at contract start and update at least monthly. Use of prudent overtime at no additional cost to the Government, standby employees, shift rotation or any other allowable procedure established by the contractor is acceptable to the Government as long as required performance levels are met. A Fail Safe procedure will be included in the Contractors Quality Control Plan to ensure adequately staffed crews are available every day of the year to provide essential animal husbandry services and non-interrupted animal protocol support. This support shall include, but is not limited to, feeding, watering, environmental parameter checks and daily observations. Performance to reduced standards is authorized on Saturdays, Sundays, Federal Holidays, during inclement weather or during facility stand-down as declared by a competent Federal Government authority. Working hours, and other than normal working hours, is defined in Section 4 below. On other than normal days, staffing, to be determined by the Contractor, shall be the number of employees required to perform tasks essential to the health and well being of the animals. Other tasks, such as changing cages or bedding, shall be done if a problem is identified. Problems include excessively dirty or wet bedding from a faulty water lixit or leaking water bottle or a broken cage. In the event, there is a holiday announced other than recognized Federal Holidays, the Contractor shall provide sufficient staff to perform essential services to reduced standards identified above and throughout the contract.

The Contractor shall designate all on-site Contract personnel as "essential employees" and shall require a sufficient staff to report for duty on time during periods of inclement and severe weather, or other adverse working conditions, including situations where WRAIR/NMRC facilities have been temporarily closed.

1.3.L. Requirements CLIN for Additional Personnel and Emergency Services:

Outline of Responsibilities: The Contractor shall provide additional highly skilled personnel to perform additional services in their area of training as ordered or called for by the COR. These additional personnel, set forth as Contract Line Item Number's (CLIN's) 0003, 1003, 2003, 3003, 4003, will be used to augment the Government team, perform emergency workload or perform added work not specified in the contract. The Contractor shall provide additional personnel at the hourly rate for each discipline as set forth in the contract Schedule. Additional requirement, contractor provided, specialist or person will be called for or ordered for a minimum period of one year. The Contractor shall maintain access to sufficient fully qualified and trained personnel of the multiple disciplines specified in the Schedule. These added employees, if ordered, shall be provided for duty within a 30-Calendar Day Notice Period.

1.3.M. Provide Administrative Information:

Outline of Responsibilities: When requested the Contractor shall collect and provide, to the COR, various types of available information concerning the contract and contract performance. These data will be used to assist in accomplishing administrative, financial and staff work responsibilities.

1.3.N. Training of Personnel:

Outline of Responsibilities: The Contractor shall provide on a weekly basis, training to their employees on subjects related to their profession and to maintain currency with changes in animal care, safety, use and maintenance of new equipment, new procedures and other topics germane to animal husbandry. All training will be documented and records maintained or distributed as required by the Contract Quality Control Plan and SOPs. In conjunction with a documentation file, the contractor will maintain a matrix of all personnel to include training received and date of training. The contractor shall prepare, maintain and submit quarterly proposed training plans to reflect the proposed training schedules. It is desirable that contract employees below the management and supervision levels be AALAS certified or working towards attaining certification. The Training Plan shall specify the training required and identify when and where the training shall be received. All SOP training will be provided using both a didactic and hands on approach to ensure complete understanding of expected standard.

1.3.O. Personnel Medical Requirements:

Outline of Responsibilities: All employees shall have a contractor provided pre-employment physical prior to working in WRAIR/NMRC animal facilities. This shall include drug screening, urine analysis, tuberculin test, blood chemical screen and complete blood count (CBC). Vaccinations required are tetanus, hepatitis B, Mumps, Measles and Rubella (MMR), and annual flu vaccine. Rabies vaccine is recommended. The contractor will maintain an Occupational Health Program for contract employees. A Purified Protein Derivative (PPD skin test for tuberculosis) (PPD) screening is required semi-annually. Additional testing to meet site-specific requirements shall be done when requested by the COR. Other vaccinations/titers may be requested when required by the work. See paragraph 4.11. for further details.

1.3.P. Personnel Background Investigation:

Outline of Responsibilities: Contractor shall obtain background investigation reports for all employees prior to employment on this contract. (See paragraph 4.9 below).

1.3.Q. Security:

Outline of Responsibilities: The Contractor shall assist WRAIR/NMRC Security Personnel in maintaining security for all animal facilities. The Contractor shall cooperate with the security services of the facility and prevent unauthorized personnel from entering the facility. Report any breach of this policy to an on-site security guard or at the main security desk.

1.3.R. Large Equipment Preventative Maintenance and Operator

Outline of Responsibilities: Perform daily maintenance on rack/tunnel washers, autoclaves, maintain records to document all equipment repairs and changes of equipment in compliance with SOPs. Monitor and maintain records of preventative and general maintenance and repairs performed on large equipment. For repairs beyond the contract scope, process work order requests directly to WRAIR/NMRC Facilities/Medical Maintenance. Maintain cage washing equipment in good working condition by proper cleaning. Clean all rack / tunnel washers and autoclaves as necessary. Clean catch screens and all jets as needed to prevent buildup of deposits. Report malfunctions of cage washing equipment immediately to alleviate long downtimes. Sanitize the automatic watering lines after rack washing. The Cage Wash and Autoclave Rooms in both buildings provide sanitation support for all primary enclosures used to house animals in the particular building.

The area in total contains three rack washers, two tunnel washers, and six autoclaves. All animal waste and bedding shall be removed from cages prior to washing. Breakdowns of autoclaves, rack washers, or tunnel washers plugged with animal waste and bedding is a contractor failure to use proper procedures and lack of satisfactory operator performance and user maintenance responsibilities. Actual repair and removal of debris costs will be assessed the contractor if outside maintenance assistance is required.

1.3.S. Facility Specialist (Intra/Extra Facility): Transport of Animals, Food, Supplies, Equipment and Miscellaneous (By Vehicle/Van/Hand Cart/Truck)

Outline of Responsibilities: The contractor employee, and any back up, performing as the required vehicle operator shall have a valid state driver's license. A vehicle operator is required 8 hours per day (normal shift) Monday through Friday except holidays. The driver duties will entail operation of large and small Government furnished trucks (less than 5 tons), vans, automobiles and handcarts for intra facility deliveries. Off post trips will not involve overnights and will be within a one hundred fifty (150) mile radius of the WRAIR/NMRC. Transport will include live animals, lab specimens, food supplies, equipment, cages and miscellaneous data, reports and materials. Transport will be by Government furnished vehicle external to WRAIR/NMRC facilities or by transport cart within the building. All normal operator maintenance, minor repairs, servicing and reporting as required by U.S. Army and WRAIR/NMRC directives are a Contractor driver requirement. Completion of required forms and vehicle record maintenance is required for all Government vehicles each day and each time used. The driver will report all vehicle repairs or maintenance required beyond operator responsibility to the COR or designee. Schedule all driver absences, through the Contractor's management, with the DAH/COR. All other Contractor personnel operating Government-owned, privately-owned or Contractor-owned vehicles on Walter Reed Facilities shall have a valid state license for the category of vehicle being operated. All Contractor personnel shall conform to all applicable vehicle safety rules prescribed in WRAIR/NMRC and Army Regulations set forth in Appendix 1.

1.3.T. Contractor Management, Control and Supervision

Outline of Responsibilities: Awarded contractor shall be dedicated to providing the very highest level of Animal Husbandry services. All Contractor Employees shall support the use of laboratory animals in research. The contract manager shall be required to meet at least weekly for Information Exchange with the COR, an alternative representative, and/or the KO during the first month of the contract. Meetings shall be held as often as necessary thereafter as determined by the COR or KO. The Contractor may request such a meeting when necessary. The Contract manager or his/her assistant manager shall be present on site during normal working hours Monday-Friday.

1.3.U. Contractor Quality Control (QC) and Quality Assurance (QA):

Outline of Responsibilities: The Contractor will provide for a disinterested QA inspection at least once monthly. The COR will be provided the finding and corrective actions by the fifteenth (15th) of every month. The contractor shall establish a quality control plan that encompasses all performance aspects of the contract. The Contractor shall ensure the Government's interests are protected through this function. The Contractor shall have sufficient, well-defined responsibility, authority, and the organizational freedom to identify and evaluate quality problems and to initiate recommendations, and provide solutions. This function will be a joint effort between the Project Manager, Assistant Project Manager, and the Section Supervisor. The contractor shall implement the quality program in accordance with the Contractors Quality Control Plan. The Plan shall include: **Management Involvement**. Personnel performing management functions shall have distinct, well-defined, duties and responsibilities within the

quality program. In the **Contractor QA Function**: Ensure that timely and effective corrective actions are obtained for all deficiencies identified by the Program and the Government. The Government will evaluate the contractor's performance under this contract. When an observation indicates defective performance, the COR will inform the contract manager, or contractor's designated representative, at the site. All deficiency responses shall include identification of the cause of the deficiency to preclude recurrence and an analysis of the quality program's effectiveness in the area of the deficiency. Develop and maintain a training program designed to ensure all contractor personnel are clearly aware of the contractual requirements and are current from the time of contract start and remain current on any changes throughout the life of the contract. Inspection, auditing, and testing shall be prescribed by clear, complete, and current instructions. The inspection instructions shall include the specific criteria for approval and rejection of services that shall be used in each inspection or audit. Checklists may be used for this purpose. The Contractor's inspection instructions shall be documented and shall be available for review, on line, by the COR or KO, throughout the life of the contract. The Contractor shall notify the on-site COR in writing of any changes to Contractor's inspection instructions. Conduct special item inspections at the KO, COR, or Institute Commander's written request. Results of the inspection or audit shall be provided, in writing, in a timely manner.

Quality Control (QC): The QC inspection system shall satisfy the requirements in the QASP of the Contract. It shall be designed to keep the Contractor's management informed of all issues affecting quality. The QC records of inspections shall indicate the nature and number of observations made, the number and type of deficiencies found, and the nature of corrective action taken as appropriate. Records will be available to the COR on line and shall be maintained during the contract life.

1.3.U.1 Summary Report:

The Contractor shall submit a summary report to the Contracting Officer and COR, each month during the life of this contract. These reports shall also be available to the COR on a computer at the contractor's office and shall include as a minimum:

1. Any Facility issues, equipment issues, safety issues, security issues, animal issues, personnel listing and issues
2. Employee Pet Report and Contact Information
3. Organizational chart
4. Narrative Copy of Monthly Summary Report: One copy shall be submitted to the COR and one copy to the Contracting Officer. In lieu of paper copies reports may be submitted electronically via e-mail in Microsoft Word format. The prior month's summary report shall be delivered not later than the eighth (8th) calendar day of each month.

1.3.V. Safety Program and Safety Training:

Outline of Responsibilities: The contractor shall follow a plan that meets the Army, WRAIR/NMRC, AAALAC and OSHA safety program standards. The plan will be a part of the Contractor's Quality Control Plan and also address Material Safety Data Sheet use for required items when introduced to the WRAIR/NMRC facility. The contractor shall submit a copy of the safety program to the Contracting Officer (KO) for approval and one copy to the COR prior to performance start. The plan will be updated as changes are made.

1.3.W. Administrative and Clerical Support:

Outline of Responsibilities: The contractor must support Microsoft Office®, a WRAIR/NMRC Animal Care and Use Database (in design), a DOD supportable program approved by the COR, for development, transmission, update and control of a matrix program covering as a minimum all

performance items in the Specification Data Sheet (SDS). The use of other DOD approved software and hardware and occasional changes should be anticipated.

1.3.X. Mishap and Injury Incident Reports:

Outline of Responsibilities: Immediately upon the occurrence of a job-related injury, the contractor shall prepare a Mishap Report and forward the original through the COR and the KO to the Installation Safety Officer, within one (1) work day of the occurrence. Also see paragraph 4.10. Should a third party assert a claim against the contractor as a result of an accident that occurs in connection with contract performance, the contractor shall submit, in writing, within twenty-four hours of notification, a full report of the claim to the Contracting Officer.

1.3.Y. General Cleaning and Sanitation Services in Vivarium Areas:

Outline of Responsibilities: The contractor shall provide all management, and labor necessary to ensure that custodial services are performed at WRAIR/NMRC Bldg. 503 vivarium areas, Bldg. 511 elevator area, and in Bldg. 511 vivarium areas in a manner that will maintain a satisfactory sanitary facility and present a clean, neat and professional appearance. The contractor shall accomplish all cleaning tasks in accordance with the best commercial practices to meet the levels of sanitation and cleanliness requirements of this Performance Based Work Statement, the SOPs and/or industry standards. Respond to all customer comment notices received and take appropriate action to correct issues validated as deficiencies. The cleaning frequency is (i) daily, (ii) as necessary, or (iii) as otherwise established by COR to maintain the facility at the contract standards.

Maintain Floors.

All floors, except carpeted areas, shall be swept, dust mopped, damp mopped, wet mopped, dry buffed, spray buffed or processed with the floor maintenance cleaners as needed to ensure they have a uniform, glossy appearance, maintain sanitary conditions, and are free of dirt, debris, dust, and other foreign matter.

Remove Trash.

All trash containers shall be emptied daily and returned to their initial location. The trash shall be deposited in the nearest outside trash collection container. Trash receptacles shall be clean, and free of odors. Ensure plastic trash liners are in good condition.

Soiled Caging and Equipment.

All soiled caging and equipment will be removed from the facility as needed throughout the day. No soiled caging or equipment will be left in the corridor or animal rooms at the end of the day.

Clean Interior Glass/Mirrors.

Clean all interior glass, including glass in doors, partitions, walls, display cases, and directory boards, weekly and as needed.

Clean Drinking Fountains and Sinks.

Clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as exterior surfaces of fountains and sinks, daily.

Clean and Sanitize Stairways, Elevators and Elevator Entry Areas.

All floor surfaces shall be cleaned in accordance with appropriate commercial requirements for the floor covering. Grease and grime shall be removed from stair guards, handrails and baseboards. Elevators will be cleaned daily and immediately after animal transport. Stairwells will be cleaned weekly.

General Spot Cleaning.

Perform spot cleaning on a continual basis in accordance with the best commercial practices.

General Dusting.

All horizontal surfaces shall be cleaned weekly to eliminate dust.

Basic Restrooms/Locker Rooms (within the vivarium) Cleaning Services.

Outline of Daily Responsibilities: Restrooms and locker rooms are cleaned, sanitized, free of scale, disinfected and free of dirt. Showers are disinfected and free of soap films, scum and other deposits. Toilets, lavatories, dispensers, plumbing fixtures, partitions, doors, walls, metal grates and guards and urinals are disinfected and free of scale, stains, scum and other deposits. Floors are free of litter, dirt, dust and debris. Supplies are adequate until next service including soap for the soap dispensers. Supplies shall be stored in designated areas. No overstocking shall be allowed.

1.3.Z. Occupational Health and Safety:

Outline of Responsibilities: The Contractor shall be responsible for the health and safety program for their employees and assuring enforcement and compliance. Prior to the commencement of work the Contractor shall submit to the COR and the Contracting Officer, in writing, a draft Safety Plan for complying with all the Safety and health provisions of this contract. The draft of this plan shall be provided with the Contractor's proposal, followed by a detailed final draft version 15 calendar days after award of the Contract. The final draft plan shall be reviewed for the Government by the COR and the WRAIR Safety Officer within 15 calendar days of receipt. A revised final Safety Plan shall be submitted to the COR and the Contracting Officer fifteen (15) days after receipt of the Government's review. Subsequent to award the Contractor shall make any necessary changes and meet with the Contracting Officer or designated representative of the Contracting Officer, and the Safety Officer to develop details of administration of the overall safety program.

1.3.AA Logistics Support (Receipt Stocking Inventory and Maintenance):

Outline of Responsibilities: The Contractor shall provide necessary logistical support for the WRAIR/NMRC animal facilities as set forth in the contract requirements or as may be requested by the COR to maintain necessary animal care. The Contractor, with respect for order and ship times, shall keep the COR's designated purchasing agent apprised of requirements for logistical support items, including animal feed, cage wash chemicals, sanitation supplies, bedding, enrichment items and standard animal housing equipment. Food should be ordered so it is not stored in the animal facility longer than sixty (60) days. The Contractor will maintain inventory listings and a matrix to monitor stock conditions of logistical items. These data shall be provided to the COR as set forth in the Contractors QC Plan. The Contractor shall be responsible for various logistical supplies including: receipt, storage and maintenance of inventories, an accounting for all logistical supplies, reporting discrepancies of receipt immediately to the DAH. Sign, date and process forward all invoices, receiving documents and packing slips to Department of Animal Husbandry (DAH). Other responsibilities require: Inventories of animal feed, bedding, cleaning supplies, laboratory supplies, protective clothing and animal housing equipment, notice to the DAH, in writing, when any logistical item needs to be reordered. The form and format will be addressed in the QC Plan. Allow lead-time as required. Receive and visually inspect each shipment, feed and bedding will not be accepted in damaged bags or if of the incorrect type and quality, or if milling date is less than thirty (30) days from expiration. Uncrate and assemble laboratory animal equipment. Report receipt of all shipments; check milling dates to assure that feed is within required limits, when dispensing feed record milling date. The Contractor shall maintain a log of records and copies of receiving invoices for reference purposes and to authorize payment by the Government. Store all supplies in designated storage areas, feed and bedding shall be stacked and stored off the floor. Assure the freshness of feed through proper rotation on a first-in, first-out basis. Non-human primate and guinea pig feed shall not be fed if older than specified requirements; all requirements are listed in the Standard Operating Procedures. Report expiration issues or abnormalities as required and inform the COR.

1.3.AB Maintain Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALACi) Accreditation:

Outline of Responsibilities: The Contractor shall comply with the contract requirements at all times. Any disregard of SOPs, Policy Directives or Regulations which results in harm to the Government, loss of research results, breach of security, harm to the animals under care, or jeopardy to the facilities AAALACi accreditation, or that requires Government corrective procedures to be implemented shall result in significant actions under the Inspection Clause procedures of the Contract. The Project Management (Project Manager, Deputy Project Manager, and Animal Facility Supervisors) shall assist in reviewing SOPs for all functions and activities as performed by Contract personnel. This shall include assisting the COR or alternate representative in writing and preparation of AAALACi and Institutional Animal Care and Use Committee (IACUC) site visit reports for the WRAIR/NMRC animal facilities as well as responses to remarks made during such visits or inspections. The AAALACi site visit reports are prepared every three years. The IACUC site visits occur semi-annually.

1.3.AC Provide Qualified Personnel:

Outline of Responsibilities: The Contractor and all Contractor personnel shall possess all licenses, permits, training and certifications required to perform the contract requirements. Contractor personnel shall provide services and work in a professional and courteous manner and abide by applicable WRAIR/NMRC rules, regulations, and procedures, and present a neat appearance when working at WRAIR/NMRC facilities. The Contractor shall provide curriculum vitae of all key personnel (Project/Contract Manager, Deputy Project/Contract Manager, Animal Facility Supervisors, Facility Specialist, Laboratory Animal Technician, Senior Surgery Technician, Surgery Technician II, Surgery Technician I, IACUC Coordinator II, Animal Welfare Compliance Coordinator, and Aquatic Research Facility Technician) proposed under this Contract. The individuals' training and qualifications shall meet all contract requirements for the position in which they are working

1.3.AD Comply with SOPs and Assist with Rewrite as/when Required:

Outline of Responsibilities: See also Paragraph 4.5.4. Animal husbandry services shall be performed utilizing approved SOPs. The Government shall provide written SOPs as needed for the conduct of all operations that contractor personnel will perform to fulfill the contract. Copies of all SOPs will be placed in appropriate locations in the animal facility and shall be accessible to all employees in the facility. The Contractor shall review current SOPs at contract start and then provide comments and suggestions for their improvement and review as necessary thereafter. All approved SOPs shall become the property of the Government.

SECTION 2
QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)
Animal Husbandry Services
WRAIR/NMRC

2. QUALITY ASSURANCE SURVEILLANCE PLAN

2.1. PURPOSE.

The purpose of section is to define performance evaluation as stated in the QASP.

2.1.1. The Performance Objective describes what the government will survey. The absence of any contract requirement from the QASP shall not detract from its enforceability nor limit the rights or remedies of the government under any other provision of this contract, including the clauses entitled, "Inspection of Services" and "Default". The government has the right to inspect all services required in the contract.

2.1.2. The Contract reference for each listed service is set forth in column C

2.1.3. The next column sets forth the Performance Standard for that service (column D) that may occur before the government will invoke payment

2.1.4. Performance measurement is how the Government will assess the contractor (column E).

2.2. GOVERNMENT QUALITY ASSURANCE.

Contractor performance will be compared to the contract performance standards and the QASP. The government may use a variety of surveillance methods to evaluate the contractor's performance to determine if it meets the contract standards. The methods used on this contract are:

2.2.1. One hundred percent inspection of the output items.

2.2.2. Periodic inspection of the processes or output items.

2.2.3. Customer complaints.

2.3. PERFORMANCE EVALUATION.

Performance of a service will be evaluated to determine whether or not it meets the performance threshold of the contract. When the performance threshold is not met a Contract Discrepancy Report (CDR) will be issued to the contractor by the contracting officer or if authorized by the COR. The contractor's payment for the month in which the performance in question occurred, will be withheld until contractor fixes the discrepancy. The contractor shall respond to the COR by completing the form and returning it to the contracting officer within fifteen (15) calendar days of receipt.

Section Three
Government Furnished Equipment
For
Animal Husbandry Services

3. Government Property

The Government has all equipment required on this contract and it will be available to the Contractor for use only in support of this contract. Property will be provided prior to contract performance dates and will not be transferred to the contractor.

3.1. Administrative and Storage Areas.

The Government will provide the facility space and furnishings identified in Section 3 of this PBWS for the Contractor's use as office, supply, changing rooms, locker rooms and equipment storage spaces, including housekeeping closets. No alterations shall be made to these facilities without the written permission of the COR. Each request shall be submitted to the COR in writing, for approval. Any such modifications or alterations shall be made at the expense of the Contractor. Upon completion or termination of the contract, the Contractor shall return all Government furnished facilities and furnishings in the same condition and quality as received, fair wear and tear excepted.

3.2 Equipment/Supplies.

- a. A computer system will be made available to each Manager, Facility Supervisor, Laboratory Animal Technician, Surgery Technicians and a Clerical Assistant employee not to exceed twelve (12) systems. The contractor shall be responsible for providing limited, external preventive maintenance of this equipment, (i.e., keeping equipment clean and dust and static free).
- b. The Government shall provide all hardware, support equipment and software for the system.
 - c. The Government will replace Government-provided computer equipment as necessary.
- d. Vehicles, less than 5 tons (3 Trucks, 3 Vans and 1 Pickup truck) for movement of animals, courier services, and obtaining material, supplies and equipment.
- e. Government will supply all animal feed and bedding, all cleaning supplies, cleaning equipment and chemicals.
- f. Government will supply key box and keys (including electronic employee passes) for areas to receive animal husbandry and housekeeping services.
- g. The following is a partial list of GFP that will be maintained by the Government.
However, this equipment requires normal/routine Operator Maintenance by the Contractor:

Rack and Tunnel Washers
Waste Management Systems and animal room drainage
Wet-Dry Vacuums (HEPA and non-HEPA)
Floor Buffers/Floor Scrubbers
High-pressure spray washers
VCL, Microisolator and other caging systems
Laminar flow workbenches
Biological safety cabinets

Autoclaves
 Steris® VHP Generators
 A variety of racks, dollies, and carts
 Cage jacks
 Pallet jacks
 (HVAC) systems
 Trash compactor

3.3 Services.

The Government is responsible to:

- a. Provide reasonable amounts of utilities that are available in the facilities.
- b. Provide class A & C telephone services at the desks in the Managers office. Commercial long distance service is included, with proper control logs for official business.
- c. Provide Military Police (301-295-7554/7545) & Fire Protection (301-295-7543/7544).
- d. Removal of trash and waste from bulk storage containers, provide carcass and animal waste pick up at designated locations.
- e. Provide insect & vermin control.
- f. Provide recycling collections.
- g. All repairs to the facility and equipment not due to the Contractor's negligence
- h. US Postal Services are available on the installation; the Contractor shall pay all expenses of such services if used.
- i. Provide trash compactor in building 503.
- j. Government shall provide each employee a security/identification badge that must be worn at all times while in the WRAIR/NMRC facilities.

3.4 Personal Protective and Safety Equipment:

Except for that designated as Contractor provided (i.e. uniform rental and laundry service (scrubs) for all personnel assigned to the Contract and OSHA approved safety shoes for all employees working in animal rooms, cage wash area, and vehicle drivers), the Government shall provide all other necessary safety equipment, and personal protective equipment IAW WRAIR/NMRC Safety Regulations. Animal care personnel shall be required to wear the appropriate protective equipment, at all times, based on species housed and/or protocols supported IAW SOPs. All animal care personnel shall wear proper personnel protective equipment as required per SOPs to include but not limited to disposable dust/mist facemasks and shoe covers/booties. The Contractor shall maintain a constant supply of these items on the Personal Protective Equipment (PPE) carts. Supplies will be ordered through the Government by submitting purchase requests weekly. Additional protective wear may be required from time to time according to Material Safety Data Sheets (MSDS) and as required by the Radiation Safety Office (RSO) and/or the Occupational Safety and Health Office (OSHO). Personal radiation badges, provided by the Government, are required IAW WRAIR/NMRC Safety Manual. Additional protective equipment and procedures are required by the Radiation Safety Officer (RSO) when radioactive material is used. Personal protective equipment, provided by the government, may also include:

- 1). Chemical Protective Clothing (lab coats, overalls);
- 2). Protective Eyewear (Safety Glasses, Goggles, or Face-Shield);

- 3). Gloves - Chemical protection gloves (latex exam, sterile surgical or nitrile gloves) and heat resistant gloves. Only Non-asbestos heat resistant gloves shall be worn when work requires heat resistant gloves.
- 4). NIOSH Approved Respirators (specific for anticipated hazards); and
- 5). Hearing Protection.

3.5 Sanitation and Cleanliness.

The contractor shall maintain all furnished facility space in a neat, clean, orderly, and sanitary condition. All areas shall be subject to fire, safety, and health inspections at any time. Clean uniforms shall be worn daily. The uniforms shall be readily identifiable and conform in color and style. Uniforms shall be neat and clean. The uniforms must be changed if personnel leave the facility area for any reason. A designated, clean lab coat or coveralls shall be put on over the uniform during breaks or lunch if the employee remains in the facility. A jacket or coat should be included for personnel exposed to inclement weather when working on the loading dock. The contractor shall correct cited violations within the current shift or the next shift as may be authorized by the COR. Serious violations shall result in a call back to work until corrected. Areas requiring significant work to become compliant will be completed in 24 hours or one workday as authorized by the COR.

3.5.1. Equipment Standards.

a. Sanitation. The Contractor shall ensure all original and replacement Government Furnished equipment introduced into the WRAIR/NMRC is in proper working order, as specified by the equipment manufacturer, and shall be cleaned and disinfected prior to introduction into the WRAIR/NMRC. All equipment removed from a contaminated or designated use area shall be cleaned and disinfected prior to its removal from or/and reintroduction into the area.

b. Electrical Equipment. All Government Furnished electrically operated equipment shall be determined safe prior to use by the Contractor and be equipped with an appropriate length of Underwriters Laboratories (UL) approved three-conductor cord. The cord shall be permanently attached to the machine.

c. Safety and Inspections. The Contractor shall determine all other Government Furnished equipment is in good repair and complies with all Government safety standards. Any equipment which the Contractor considers to be in disrepair or unsafe shall be reported to the COR or hand-receipt holder for inspection and/or repair prior to further use as specified by the Government or replaced with equivalent equipment that is in good repair and meets the specifications contained herein. All electrical equipment shall be inspected at least annually and after maintenance work is performed.

**Section Four
General Information
For
Animal Husbandry Services**

4. General Information

4.1. Contractor Personnel.

4.1.1. Qualifications.

The Contractor shall furnish all personnel necessary to accomplish work required by this contract and shall ensure personnel meet training and experience requirements of this PBWS. Additionally, personnel shall read, write, speak, and understand English and have a favorable background check, without evidence of a criminal history, prior to employment under this contract. For specific requirements, see paragraph 4.9 of this part. Results of the background check will be forwarded through the COR to the Contracting Officer.

4.1.2 Project/Contract Managers.

The Contractor shall provide a full-time, on-site Project/Contract Manager and a Deputy/Assistant Project/Contract manager who shall act with full authority for the Contractor and shall be responsible for overall management and coordination of work under this contract. The manager and alternate may *not* be an on-site dual positioned working manager except for managing, supervision and training duties. Names and commitment resumes meeting the qualifications in the paragraphs below shall be submitted to the Contracting Officer with the Contractors Proposal. Resumes or CVs shall be updated as changes occur after contract award.

4.1.2.1 Management and Employee Availability.

The Project/Contract Manager or Deputy/Assistant shall be the central point of contact for the COR and KO on this contract. One or the other shall be available during **normal** Monday-Friday operating hours, (7:00 AM - 3:30 PM / 0.50 hour lunch, or 7:00 AM – 4:00 PM / one hour lunch) within one hour, to meet on post with the Contracting Officer, COR, or a designated representative, to discuss problem areas. After **core** working hours, the project/contract manager or a designated alternate shall be available by direct pager, cell phone or through a phone answering service within fifteen minutes for emergency consultations (an answering machine is not acceptable).

The Project/Contract Manager or Deputy/Assistant Project/Contract Manager shall be on-site and available during **core** working hours. At all other times when contractor personnel are performing services under the contract a supervisory person, the Project/Contract Manager or Deputy/Assistant Project/Contract Manager, or a facility supervisor must be on-site. The **core** working hours for Contractor operations shall be 7:00 AM to 4:00 PM, Eastern Time, Monday through Friday. No work shall be performed outside the core working hours without coordination with the COR or designee. Continuous service shall be provided during the core hours based on staggered start times not to exceed a normal 8.5 to 9 hour workday (which must include 0.5 (one half) to 1 (one) hour for lunch) for each contract employee. On occasion, the Contractor may be required to extend operations up to two hours beyond a

shift ending period. This will usually occur when continued work is required to assure uninterrupted animal protocol support. The Contractor shall develop a procedure to provide extended support up to two (2) hours with thirty (30) minutes notice. Extended support notices will come at or near the end of a normal shift and is not classified as emergency support. Emergency support will be required generally after normal core hours or as a result of some event not usually occurring. (See CLIN 0003).

4.1.2.2 Qualifications.

The Project/Contract Manager shall have a BS/BA and also required to be AALAS certified at the Technologist Level (LATG) with at least six years experience in an animal facility, four of which shall have been in a supervisory capacity.

Additional qualification requirements appear later in this PBWS. Replacement of managers, if necessary, will be immediate and any replacement will have all required contract qualifications upon reporting for work. The Contractor will develop procedures to discourage no notice departures from managerial salaried employment contracts.

4.1.3 Contractor Employees.

The Contractor shall not employ, or continue employment, of persons for work on this contract if such employee is identified to the Contractor by the Contracting Officer as a potential threat to the health, safety, security, general well being, or operational mission of the installation or its population. The contractor will develop policies and procedures to discourage “walk off” of employees and shall implement a method for replacement that will ensure performance standards as required in QASP are met at all times. Contract personnel that have performed animal care duties in an animal facility other than WRAIR/NMRC shall not be allowed to enter either of the WRAIR/NMRC animal facilities within forty-eight (48) hours of departure from the outside facility.

Re-entry, in any event, will require and include a shower and clothing change. Contractor shall provide at contract start, with quarterly updates, an “Employee Pet Report”. The report will list all employee pets. A pet is defined as any maintained or owned animal from a horse to a mouse, a reptile or any other exotics.

4.1.4 Personal Appearance of Contractor Personnel.

Contractor personnel shall present a neat well-groomed appearance while on duty and shall wear uniforms, safety shoes, scrubs, or protective equipment at all times. No shorts, no sandals, no T-shirts as outer garments.

4.1.5 Employment.

U. S. Citizens, permanent residents, and non-resident aliens with legal working visas shall be eligible for employment under this contract to work within the WRAIR/NMRC facilities.

4.1.6 Off Duty Military Personnel.

Employment is not recommended due to potential for duty conflicts.

4.1.7 Employee Conduct and Courtesy.

Contractor personnel shall observe and comply with the rules and regulations prescribed by the Installation Commander concerning fire, safety, sanitation, security, vehicle operation, and possession of drugs, firearms or other lethal weapons, when on the installation. Contractor personnel shall be subject to such checks as may be deemed necessary to ensure that no violations occur. Contractor employees shall perform all contract duties in a courteous and timely manner. Contractor employees shall not loiter in any working area. The Contractor shall remove from duty any employee who is under the influence of alcohol, drugs, or other incapacitating agent. Removal of contract employees for cause shall not constitute a reason for nonperformance of contract terms in Section 2.

4.2 Smoking.

Smoking is prohibited in all WRAIR/NMRC facilities. The Contractor shall enforce a smoke-free environment by ensuring that employees smoke only in designated outside areas.

4.3 Conservation of Utilities.

The Contractor shall implement the installation energy conservation program throughout the facilities in accordance with Army and WRAIR/NMRC Regulations.

4.4 Environmental Protection.

The Contractor shall comply with all applicable Federal, State, and local environmental protection laws, and all stated regulations and standards. (Appendix 1)

4.5 General Administration.

The Contractor shall perform all administration required by this contract to include the following:

4.5.1. Reporting Waste, Fraud, Abuse and Theft.

The Contractor shall notify the Contracting Officer and the COR of any instances of suspected waste, fraud, abuse, loss, or theft of Contractor or Government property by any person, employee or subcontractor.

4.5.2 Contractor Manpower Report.

The Contractor shall submit to the Contracting Officer through the COR, a manpower report of all service employees who have performed work under this contract. The report period shall cover the prior fiscal year (1 Oct – 30 Sep). Service employees shall be identified by their occupational classes and wage classification and date hired as applicable to the contract wage determination. The report shall include employees' rate of pay, to include their overtime rate, and all monetary fringe benefits. This report shall be submitted to the Contracting Officer and COR within thirty (30) days after end of current fiscal year.

4.5.3 Technical Direction Representatives.

Technical direction under this contract may be given to the contractor by the COR or appointed alternates. Technical direction is defined as that process by which the contractor receives

guidance, instruction or contract clarification as it relates to an element of work solely within the existing requirements of the PBWS. The Contracting Officer (KO) is the only individual authorized to amend in any way the terms of the contract.

4.5.4 Standard Operating Procedures (SOPs).

SOPs for operation of WRAIR/NMRC government provided facilities and equipment were provided to the Contractor with the solicitation. Upon award of the contract they shall be enforced by the Government to ensure that procedures are conducted to maintain the appropriate animal facility conditions.

During the pre-award phase, the Contractor shall review and provide input for proposed changes to SOPs for the conduct of all operations that contractor personnel will perform to fulfill the contract. The Contractor's list of SOPs to be re-written will be supplied to the Contracting Officer to consult with the COR for approval. Once SOPs are approved, the Contractor will then submit a final Quality Control Plan to the Contracting Officer.

Copies of the current SOPs and all revisions or updates will be placed in appropriate locations in the animal facilities and shall be accessible to all employees. The Contractor may write new SOPs and shall revise existing SOPs on an as needed basis. The COR may also communicate the need for new SOPs to the Contractor upon receipt of revised or corrected information. New or revised SOPs shall be delivered to the COR within fifteen (15) calendar days of the COR's communication. All SOPs will be reviewed and approved by the COR or alternate representative, and shall be the property of the Government. Upon contract award, the latest media disc of SOPs used by the Government will be provided to the Contractor. All local SOPs required for compliance shall be made a part of the Contractors Quality Control Plan when the plan is offered for acceptance by the KO, COR or designated Government representative. New and revised SOPs will be made available to contractor employees.

4.5.5 Interface with Participating Associate Contractors (PAC).

The contractor shall establish and maintain good working relationships with associate contractors who are affiliated with other WRAIR/NMRC contracts, and any others, such as suppliers or maintainers who can impact the performance of this contract.

4.6 Phase-In.

The contractor shall establish procedures to ensure a smooth transition of all management and functional responsibilities identified in this PBWS. The contractor shall ensure all responsibilities are transferred without any degradation in service. The contractor shall develop and implement a Phase-In Plan that shall compliment the incumbent contractor's phase-out plan. Executive Order 13495 dated January 30, 2009, entitled "Nondisplacement of Qualified Workers Under Service Contracts" shall be incorporated in full text.

4.7 Phase-Out.

The Contractor shall submit a phase-out draft plan ninety (90) calendar days before any required period of exercise of the first year option of the contract. If the contract is optioned, the plan shall be updated during the same time period each year thereafter. This plan shall include provisions for training of government or other, follow-on contractor employees. If the Government elects to have phase-out service they will be conducted during the final fifteen (15) calendar days prior to this contract's expiration. The contractor shall establish procedures with any successor to ensure a smooth transition of

all responsibilities and requirements without any degradation in service. Upon request by the KO or the COR the contractor shall implement the transition plan, which will include turning over all data and providing site orientation and “over the shoulder” training to the successor

4.8 Freedom of Information Act (FOIA) and Privacy Act (PA)

Any FOIA or PA request received by the contractor shall be forwarded, no later than the next workday after receipt, to the COR. The COR will deliver the request to the appropriate unit for processing action.

4.8.1 Non-public Data Protection:

The Contractor shall protect the privacy of all information reported by or about contract employees and shall protect against unauthorized disclosure. The contractor shall ensure personal privacy data is protected to prevent unauthorized disclosure and ensure proper disposal of records subject to the act.

4.9 Personnel Security Clearance Requirements

Background

The Department of the Army and Walter Reed Army Institute of Research/Naval Medical Research Center has determined and require that all WRAIR / NMRC employees and contractor employees undergo a background investigation. This requirement includes subcontractors, who will be working in a WRAIR/NMRC facility, or who will have access to WRAIR/NMRC equipment, and non-public privileged, proprietary, or trade secret information.

General

Notwithstanding other submission requirements stated elsewhere in this contract, the contractor shall submit the following information to the Contracting Officer, ten (10) calendar days prior to commencement of work hereunder:

- a. Certification that all required security review requests have been processed and a list of contractor employee’s names for which the required security information checks have been provided.
- b. The contractor **Shall Not** commence work under this contract until the Preliminary Check as specified below has been completed. The Government at no cost to the contractor will conduct any additional required background investigations.

4.9.1 Preliminary Check (National Crime Information Center and Credit Bureau Check)

Prior to commencement of work, the Contractor will perform, as a minimum, an inquiry through the NCIC and a credit check through an appropriate credit bureau entity for all contractor employees identified above. Also see 4.1.1. The Contractor will notify the Contracting Officer and the COR, in writing, of the results of the preliminary check. Notification will be given by the Contracting Officer or COR to the contractor to commence work with those individuals who have been cleared. Individuals who receive an unfavorable preliminary report shall not perform work under this contract, unless WRAIR/NMRC Security and the COR determine that a background investigation will be conducted and the Contracting Officer has notified the contractor in writing of this determination. Within ten (10) calendar days of this notification the contractor will be required to submit the additional security

forms required for those individuals. An individual who receives an unfavorable report may, upon written request to the WRAIR/NMRC Security Staff, obtain a copy of the report.

4.9.2 Security and Identification (ID) Badges.

Upon notification as referenced above, the contractor employees who are cleared to commence work shall complete an in-processing requirement checklist and forms and shall submit the forms in person, before security/ photo ID badges will be issued Employees must be escorted prior to completion of all in-processing requirements.

4.9.3 Additional Background and/or National Agency Check (NAC) Investigations.

The Government may conduct an additional background investigation as specified above for contractor employees. All employees will require a favorable NAC.

Required background investigations may include, but are not limited to:

- Review of prior Government/military personnel records;
- Review of FBI records and fingerprint files;
- Searches of credit bureaus;
- Personal interviews;
- Written inquiries covering the subject's background and
- Residency locations for the past seven (7) years.

The contractor is responsible for ensuring that the integrity of contract performance is maintained pending completion of all appropriate background investigations of contractor employees. The contractor shall require all contract employees to submit the appropriate forms for the necessary reviews immediately upon notice of contract award. The Contractor shall review all forms for completeness and accuracy prior to submitting them to the COR and/or the WRAIR/NMRC Security office. In addition to the submission of the required forms, the contractor shall provide a cover letter which includes: contractor's name, contract number, contractor employees' names, social security numbers, dates of birth, and former names if applicable.

WRAIR/NMRC Personnel Security Staff will resolve with the contract employee any issues on the form, which are inaccurate or incomplete. Employees who have been previously granted a Government clearance shall advise WRAIR/NMRC Personnel Security Staff of the details of such clearances to determine if a previous clearance is suitable for the current position. At any time a contractor employee for whom security forms have been submitted is terminated or otherwise ceases work under the contract, the contractor shall immediately notify WRAIR/NMRC Personnel Security Staff, in writing, with copies to the COR. The OPM background investigation will take approximately one hundred twenty (120) days. In the event that a cleared individual is replaced, the contractor shall notify the COR and comply with all requirements of this clause, as specified herein, prior to the commencement of work by the replacement individual. The Contractor shall be responsible for the return of any Government issued security badges to the COR.

4.10 Occupational Health and Safety (OHS).

All services and/or work shall be performed in accordance with Federal, state, and local regulations including Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Maryland regulations, as well as US Army / WRAIR/NMRC and Public Health Service (PHS) guidelines, safety and occupational health policies, and procedures.

This may include required physical examinations, access to medical records, and medical tests. In addition, policies and procedures specific to the animal facility and laboratories shall be enforced. Review and approval of the Contractor's proposed OHS program by the Contracting Officer or COR, or other US Army employee, is not intended as, and shall not be construed as, any assumption of responsibility or liability by the Government for the health or safety of the contractor's employees. The Contractor is liable for death, bodily injury, or property damage caused by violation of applicable laws, regulations, SOPs, policies, approved procedures, or other rules or safety precautions caused in whole or in part by the Contractor or its employees.

The Government reserves the right to conduct unannounced inspections, including review of safety and health documentation records, at any time. The Government reserves the right to investigate accidents involving Contractor personnel. The Contractor shall immediately report to the COR any bodily injury or death in performance of official duties in any way associated with this contract or activities undertaken in pursuit of compliance with this contract. Notification shall be made by electronic means (telephone or e-mail). Also report damaged Government property, or loss of Government property resulting from the activities of the Contractor, its agents, or its employees.

The Contractor shall identify and purchase the necessary safety items (i.e., safety shoes, work clothing (scrubs) and other items deemed necessary and not furnished by the Government). It is the sole responsibility of the Contractor to provide all training and/or ensure compliance with all government-mandated training for its employees as directed in current Federal, Army, Public Health Service, state, and local regulations, guidelines and Joint Safety, Health and Environmental Compliance Manual.

The Contractor shall assure that each employee assigned to a hazardous procedure or task has sufficient training and possesses the requisite knowledge and skills to perform the procedure or task safely. Further, the Contractor shall re-assess such needs throughout the duration and performance of this contract. Some experimental animal studies may be conducted using biological, chemical or radiological hazards that are known or suspected to be hazardous to humans. Strict biological, chemical, or radiological containment for safe work practices and proper waste disposal procedures shall be employed to minimize exposures to personnel and the work environment.

Material Safety Data Sheets (MSDS) from chemical manufacturers or other reliable sources shall be used by the Contractor to determine the hazards and appropriate safe work practices. SOPs shall be in compliance with OSHA regulations including the Hazard Communication Standard (29 CFR 1910.1200), the OSHA Occupational Exposure to Hazardous Chemicals in the Laboratory (29 CFR 1920.1450).

Also comply with Occupational Health and Safety in the Care and Use of Research Animals (National Research Council, 1997 or later editions), Biosafety in Microbiological and Biomedical Laboratories (CDC-NIH 2007 or later editions), and the Food and Drug Administration Safety Staff Manual Guides, safety manuals and policies and procedures.

4.11. Medical Examinations.

The Contractor shall not knowingly employ any person who is identified as a potential threat to the health, or general well being to the animals housed in the facility, or the research occurring in the facility. The Contractor shall provide baseline physical exams for its personnel, and the Contractor shall verify in writing that personnel have received a baseline physical examination and are medically fit for work prior to reporting to work. Thereafter an annual Occupational Health evaluation to meet the WRAIR/NMRC requirements will be performed for each employee.

The Contractor must have an Occupational Health Program that includes an Occupational Health Provider familiar with animal husbandry. The baseline physical examination to be provided by the Contractor (or designated Subcontractor) shall include but not be limited to the following procedures:

- 1) medical history review with emphasis on:
 - a) status of tetanus immunization, (required current)

- b) status of allergies to fur, animals (rat, mouse, rabbit, and other species as may be or come to be housed in the facility), and latex.
- 2) All employees must be enrolled in a Hearing and Respiratory Protection Program
- 3) Urine drug screen
- 4) Laboratory tests
 - a) Serum Chemistry 26 panel
 - b) Complete blood count
 - c) Urine analysis
- 5) TB test / screen, within the last 6 months, and every 6 months thereafter; if positive, a chest x-ray and certification from the Occupational Health Provider that the TB is not active.
- 6) Tetanus booster, if indicated
- 7) Vision screen
- 8) Vital signs (blood pressure, temperature and pulse)
- 9) Chest X-ray (if indicated from other tests such as TB)
- 10) EKG (for employees over age 40 years)
- 11) Other vaccinations required are hepatitis B, MMR, and annual flu vaccine. Rabies vaccine is recommended.
- 12) Lift testing – 50 pound requirement

All certifying physicians must have written instructions supplied by the Contractor containing the items outlined in this part prior to their certification of potential employees. Biohazardous agents designated Biosafety Level 2 (BSL2) or Biosafety Level 3 (BSL3) may be used in research in WRAIR/NMRC facilities. Under these conditions, the COR may require the Contractor to have an additional physical examination and vaccinations performed on the subject employee at government expense. The Contractor shall also provide personnel working on this contract with *annual* medical evaluations. The Contractor will ensure employees working in BSL2 and BSL3 areas are not immune compromised. The Contractor shall verify annually in writing that personnel have received an annual medical evaluation and are medically fit for work. The annual medical evaluation may include the above procedures as *determined* necessary by the Occupational Health Provider. The name and address and phone number of the Occupational Health Provider shall be provided to the COR and maintained current.

4.12. Training

Annual training may be required at the expense and direction of the Government. Time will be allowed to obtain the training to complete the Government training. Contractor will provide recurring training to ensure personnel are current on SOPs and job related topics.

**SCOPE OF PROFESSIONAL AND TECHNICAL RESOURCES FOR BASIC CONTRACT
PERSONNEL
ANIMAL HUSBANDRY SERVICES FOR WRAIR/NMRC**

Historical Number of Employees	Job Code	Job Prerequisites/requirements
	Project Admin.	required HS diploma or GED; working knowledge of Microsoft programs and other general office equipment (i.e. FAX, copiers, printers); certified at the ALAT level within 24 months of hire.
1	Project Manager	BS/BA required; required to be AALAS certified at the Technologist Level (LATG) with at least six years experience in an animal facility, four of which shall have been in a supervisory capacity. May be substituted with approval of the COR.
1	Deputy Project Manager	required to be AALAS certified at the LATG level with 4 years experience and at least 2 years in a supervisory role.. An individual AALAS certified at the LAT level may be considered if this individual has a minimum of six years experience in an animal facility, four of which must have been in a supervisory capacity. May be substituted with approval of the COR.
1	Assistant Animal facility supervisor	required to be AALAS certified at the LAT level with a minimum of four years experience in an animal facility two of which must have been in a supervisory category. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of six years experience in an animal facility, 2 of which must have been in a supervisory capacity, LATg within one year of hire, may be substituted with approval of the COR.
1	Animal facility supervisor	required to be AALAS certified at the LAT level with a minimum of six years experience in an animal facility three of which must have been in a supervisory category. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of eight years experience in an animal facility, four of which must have been in a supervisory capacity, LATg within one year of hire, may be substituted with approval of the COR.
5	Animal Caretaker I	high school diploma or GED; certified at the ALAT level within 24 months of hire, with 1 year experience.
5	Animal Caretaker II	high school diploma or GED; certified at the ALAT level within 24 months of hire; at least 4 years of experience.
2	Animal Caretaker III	high school diploma or GED; certified at the LAT level within 24 months of hire; at least 8 years experience.
2	Surgery Tech I	certification at the AALAS LAT level or higher and shall have one year experience in surgical technical work; equivalent experience in a human surgical setting is acceptable. Experience and/or certification may be waived with COR approval.
1	Surgery Tech II	certification at the AALAS LAT level or higher and shall have two years experience in surgical technical work; LATg within 24 months of hire; equivalent experience in a human surgical setting is acceptable. Experience and/or certification may be waived with COR approval.

	Senior Surgery Tech	bachelors degree in animal science or related field and certification at the LAT level, must be able to obtain LATg within 1 year of hire date, must have four years experience in an animal research facility and two years directly related to surgical technical work. Experience and/or certification may be waived with COR approval.
4	Laboratory Animal Technicians	required HS diploma or GED; required to be AALAS certified at the LAT level. In addition, this individual is required to have a minimum of four years experience in an animal facility. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of eight years experience in an animal facility may be substituted with approval of the COR.
2	Cage Wash I	high school diploma or GED; certified at the ALAT level within 24 months of hire.
2	Cage Wash II	high school diploma or GED; certified at the ALAT level within 24 months of hire; at least 1 year of experience.
1	Facility Specialist	be able to drive government furnished vehicle (up to 5-ton); shall be AALAS certified at the ALAT level or higher within 24 months of hire.
	IACUC Coordinator II	required BS degree or higher in life sciences is desirable; minimum 1 year experience working in animal programs supporting veterinary staff or scientists; minimum 2 years experience working as an IACUC coordinator in animal program; Experience may be waived with COR approval; LAT level or above or successful achievement of LAT certification with 1 year required.
	Animal Welfare Compliance Coordinator	required BS degree, 2-5 years of animal care compliance experience; direct laboratory animal training and experience, and demonstrated proficiency with computer programs (MS software); extensive knowledge of animal welfare laws , regulations and policies; excellent interpersonal, written and verbal communication skills; LAT certification is a plus.
	Aquatic Research Facility Technician	required minimum 2 years experience in aquaculture, aquatic research or related field; BS in biological sciences w/ specialization in aquaculture or related discipline; some training in plumbing fittings, biofilters and general lab equipment maintenance; proficiency with aquatic organisms as related to animal care certification.
	Research Support Specialists	required HS diploma or equivalent; certified LAT or equivalent education/experience; experience in rodent facility management , timed mating, rodent technical procedures, barrier management and data management; computer program proficiency (MS software); proficient vocabulary and experience with ABSL3 environment is a plus.
	Radiology Technician	required associated degree in radiology or related field; at least 1 year experience in related work; certified at the ALAT level within 12 months of hire and LAT level within 36 months of hire.

The levels/types of personnel expertise and resources anticipated to be required to perform under this contract, including education training and experience requirements follow. The listing is not all-inclusive but is provided to show a sampling of the factors the Government shall use in evaluation of the proposed contractor personnel. Similar skills, education, knowledge and training will be required to meet performance requirements under this contract. All personnel will be able to read, write and understand English.

Qualifications for Personnel: Example Titles and expertise are as follows:

a. Project/Contract Manager shall provide management of the animal care personnel and other assigned personnel within the Contract for their respective areas of responsibility. The Manager (or Deputy in the Managers absence) shall have full authority to act for the Contractor in all matters relating to the daily operation of this contract. The Manager shall provide competent on-site supervision to ensure that all functions of the contract are carried out in an efficient, courteous and professional manner, and shall assure that the policies and procedures for the WRAIR/NMRC are followed. The Project Manager shall generate the monthly progress report and other related reports. The Project Manager shall have a BS/BA and also required to be AALAS certified at the Technologist Level (LATG) with at least six years experience in an animal facility, four of which shall have been in a supervisory capacity. May be substituted with approval of the COR. Knowledge of IBM-compatible computers, Microsoft Office software, and database systems are preferred. This individual will direct the implementation and maintenance of the QC/QA program with the assistance of the Deputy Project Manager and the Section Supervisors.

Quality Control Responsibilities: Training on, and knowledge of Federal Regulations governing animal husbandry is a requirement. Contractor management (management) shall implement the Contractors quality program in accordance with the Approved Quality Control Plan. Added duties include ensuring that timely and effective corrective actions are obtained for all deficiencies identified. The plan will require all contractor personnel to be involved in the quality control process. Management shall establish, implement and maintain the quality control program to assure that requirements of the contract are met as specified (e.g., timeliness, accuracy, appearance, completeness, consistency, and conformity to standards, guidelines, specifications and SOPs). Under the QC Program the Contractor shall develop and implement a QC Plan. The Program Manager (or Deputy in Managers absence) shall develop and maintain both a Training and Occupational Health and Safety (OHS) program designed to ensure all contractor personnel are clearly aware of the contractual requirements and are current from the time of contract start and remain current on any animal husbandry and OHS changes and updates throughout the life of the contract. Currency is required for all changes in the animal husbandry industry that might impact performance or health and safety under this contract. Inspection, auditing, and testing shall be prescribed by clear, complete, and current instructions.

b. Deputy/Assistant Project Manager shall provide management of the animal care personnel and other assigned personnel within the Contract for their respective areas of responsibility. In the absence of the Project Manager, the Deputy/Assistant Project Manager of the animal facility shall perform the duties of the Project Manager. This person must be knowledgeable of veterinary medical terminology and animal nursing. The Deputy/Assistant Project Manager is required to be AALAS certified at the LATG level with 4 years experience and at least 2 years in a supervisory role. An individual AALAS certified at the LAT level may be considered if this individual has a minimum of six years experience in an animal facility, four of which must have been in a supervisory capacity. May be substituted with approval of the COR. Knowledge of IBM-compatible computers, Microsoft Office software, and database systems are

preferred. This individual will assist the Project/Contract Manager in implementing and maintaining the QC/QA program.

c. Bldg 511 Facility Supervisor: The Contractor shall provide a Facility Supervisor for building 511, who will provide supervision, management, technical (e.g. daily clinical rounds, routine veterinary treatments as prescribed by the veterinarian, preliminary health exam of sick animals prior to reporting to the COR, assistance with technical functions required by research protocols, maintenance of animal medical records, etc.), and husbandry services for the animal care facilities. The Facility Supervisor is required to be AALAS certified at the LAT level with a minimum of six years experience in an animal facility three of which must have been in a supervisory category. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of eight years experience in an animal facility, four of which must have been in a supervisory capacity, LATg within one year of hire, may be substituted with approval of the COR. Individuals shall be required to lift a minimum of 50 lb. Some knowledge of IBM-compatible computers, Microsoft Office software, and database systems is preferred. This individual will assist the Project/Contract Manager in implementing and maintaining the QC/QA program.

d. Bldg 503 Assistant Facility Supervisors: The Contractor shall provide an Assistant Facility Supervisor who will provide supervision, management, technical (e.g. daily clinical rounds, routine veterinary treatments as prescribed by the veterinarian, preliminary health exam of sick animals prior to reporting to the COR, assistance with technical functions required by research protocols, maintenance of animal medical records, etc.), and husbandry services for the animal care facilities. The Assistant Facility Supervisor is required to be AALAS certified at the LAT level with a minimum of four years experience in an animal facility two of which must have been in a supervisory category. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of six years experience in an animal facility, 2 of which must have been in a supervisory capacity, LATg within one year of hire, may be substituted with approval of the COR. Individuals shall be required to lift a minimum of 50 lb. Some knowledge of IBM-compatible computers, Microsoft Office software, and database systems is preferred. This individual will assist the Project/Contract Manager in implementing and maintaining the QC/QA program.

e. Facility Specialist: The Contractor shall provide a facility specialist. The facility specialist shall be responsible to ensure deliveries (both animal and supplies) intra and extra the WRAIR/NMRC facilities are conducted IAW the Animal Welfare Act and DVM SOPs. Movement of materials and equipment intra facility shall be by handcarts and hand-carrying.

The facility specialist shall keep maintenance records for all vehicles leased and owned by the Division of Veterinary Medicine. Maintenance schedules will be followed. The driver shall coordinate with the COR or DAH designee, vehicle service work required within two weeks for routine maintenance and immediately for all remedial service.

The facility specialist shall rotate the use of the vehicles to prolong the life of the vehicles and to meet GSA mileage requirements. The facility specialist shall report mileage for all assigned vehicles to the DAH on the 1st and the 15th of each month. The facility specialist must be knowledgeable of federal regulations involving transportation of live animals. The vehicle operator must have a valid state driver's class D. A safe driving record with absolutely no history of DWI is the minimum requirement for these vehicle operators. The facility specialist shall ensure that the dock, truck, vehicle parking area and receiving area is clean and free of debris at all times. The facility specialist shall be responsible for loading and off-loading of all animals, supplies, and materials.

The facility specialist shall assist other contractor personnel in acceptance of all animal, supplies and equipment shipments. The facility specialist shall assist in maintaining inventories of all vehicle supplies and materials located in storage areas.

Facility specialist must be able to lift a minimum of fifty (50) pounds over their heads in order to be able to help load and off-load trucks and cargo vans. An annual eye examination in order to assess vision and depth perception acuity is required. The facility specialist shall adhere to all SOPs governing transportation; this includes performing safety checks before use of vehicles; keeping vehicles clean inside and out (including sanitizing of animal transport vehicles when necessary); keeping fuel and fluid levels full; and, operating the vehicle in a safe manner at all times. The facility specialist shall be cross-trained in the duties of animal care taking / cage-washing and be able to perform those duties when not performing the duties of a motor vehicle operator. All facility specialists shall be AALAS certified at the ALAT level or higher within 24 months of hire.

f. Laboratory Animal Technician: The Contractor shall provide animal Technicians who will provide management, technical (e.g. daily clinical rounds, routine veterinary treatments as prescribed by the veterinarian, preliminary health exam of sick animals prior to reporting to the COR, assistance with technical functions required by research protocols, maintenance of animal medical records, etc.), and husbandry services for the animal care facilities. Individuals shall be required to lift a minimum of 50 lb. This person must be knowledgeable of veterinary medical terminology and animal nursing. The Laboratory Animal Technician (LAT) shall have a high school diploma or GED and required to be AALAS certified at the LAT level. In addition, this individual is required to have a minimum of four years experience in an animal facility. An AALAS certified technician at the Assistant Laboratory Animal Technician (ALAT) Level with a minimum of eight years experience in an animal facility may be substituted with approval of the COR. Some knowledge of IBM-compatible computers, Microsoft Office software, and database systems is preferred.

g. Senior Surgery Technician: Senior Surgery Technician shall provide supervisory and expertise in peri-operative and post-operative monitoring and oversight for small and large animal operative procedures to ensure compliance with institution policies, SOPs, and command directives, as well as external/federal regulatory guidelines, policies and procedures. Provide administrative and compliance support by receiving and coordinating PI small animal surgery schedules; issues, receives, and catalogs rodent surgery monitoring cards; conducts frequent and routine surgery monitoring from schedules received; provides immediate feedback and retraining if necessary to PI and surgeons on specific techniques; maintains records of all findings and reports serious violations observed to the Chief, Department of Veterinary Surgery. Provide protocol support for Principal Investigators (PI) and conducts post-operative surgery observations for a variety of research animal species, including, but not limited to rats, mice, rabbits, guinea pigs, hamsters, sheep, dogs, swine, and non-human primates. Provide support to other surgery functions to include sanitation, sterilization, animal handling and other pre and post-operative support, maintains drug and supply inventories, and processes purchase orders. Individuals shall be required to lift a minimum of 50 lb. Senior Surgery Technician shall be able to perform the duties listed for both Surgery Technician I and II. Senior Surgery Technician will have a Bachelors degree in animal science or related field and certification at the LAT level, must be able to obtain LATg within 1 year of hire date, must have four years experience in an animal research facility and two years directly related to surgical technical work. Experience and/or certification may be waived with COR approval.

h. Surgery Technician II: Surgery Technician II shall assist in peri-operative and post-operative monitoring and oversight for small and large animal operative procedures to ensure compliance with institution policies, SOPs, and command directives, as well as external/federal regulatory guidelines, policies and procedures. Provide administrative and compliance support by receiving and coordinating PI small animal surgery schedules; issues, receives, and catalogs rodent surgery monitoring cards; conducts

frequent and routine surgery monitoring from schedules received; provides immediate feedback and retraining if necessary to PI and surgeons on specific techniques; maintains records of all findings and reports serious violations observed to the Chief, Department of Veterinary Surgery. Provide protocol support for Principal Investigators (PI) and conducts post-operative surgery observations for a variety of research animal species, including, but not limited to rats, mice, rabbits, guinea pigs, hamsters, sheep, dogs, swine, and non-human primates. Provide support to other surgery functions to include sanitation, sterilization, animal handling and other pre and post-operative support, maintains drug and supply inventories, and processes purchase orders. Individuals shall be required to lift a minimum of 50 lb. Surgery Technician II shall be able to perform the duties listed for Surgery Technician I. Surgery Technician II will be certified at the AALAS LAT level or higher and shall have two years experience in surgical technical work; LATg within 24 months of hire; equivalent experience in a human surgical setting is acceptable. Experience and/or certification may be waived with COR.

i. Surgery Technician I: Surgery technicians perform technical and surgical duties within the surgical support area(s). They assemble and autoclave surgical packs, assist in preparation of animals and facilities for surgical procedures, monitor anesthesia of animals, and, at times, assist during surgery. They are responsible for the maintenance of all surgical equipment in the facility and for the cleanliness and order of the surgical suites, preparation and recovery areas after each surgical procedure. They assist in preparing and monitoring animals pre-, intra-, and post-operatively, and provide technical assistance in the clinical pathology laboratory, x-ray and central pharmacy. Responsibilities may also include animal health monitoring, administration of medicine/treatments, and assistance to the clinical veterinarian. Individuals shall be required to lift a minimum of 50 lb. Surgery Technician I will be certified at the AALAS LAT level or higher and shall have one year experience in surgical technical work; equivalent experience in a human surgical setting is acceptable. Experience and/or certification may be waived with COR approval.

j. IACUC Coordinator II: Contractor shall provide an IACUC Coordinator II who shall duties in support of the Animal Care and Used Program to include but not limited to assisting with the protocol approval process and training of research individuals. IACUC Coordinator II shall have Bachelors degree or higher in life sciences is desirable, minimum 1 year experience working in animal programs supporting veterinary staff or scientists and minimum 2 years experience working as an IACUC coordinator in animal program. Experience may be waived with COR approval. LAT level or above or successful achievement of LAT certification within 1 year is required. Knowledge of IBM-compatible computers, Microsoft Office software, and database systems are preferred.

k. Animal Welfare Compliance Coordinator: Contractor shall provide an Animal Welfare Compliance Coordinator who shall assist the attending veterinarian and Animal Care and Use program in monitoring the proper use of animals being used in research. Animal Welfare Compliance Coordinator shall have a Bachelors degree, 2-5 years of animal care compliance experience, direct laboratory animal training and experience, and demonstrated proficiency with computer programs (MS software/database systems). Animal Welfare Compliance Coordinator shall have extensive knowledge of animal welfare laws, regulations and policies, and excellent interpersonal, written and verbal communication skills. LAT certification is a plus. Experience and/or certification may be waived with COR approval.

l. Aquatic Research Facility Technician: Contractor shall provide an Aquatic Research Facility Technician who shall provide technical expertise in the care and husbandry of an aquatic laboratory animal facility to include but not limited to fish and amphibians. Aquatic Research Facility Technician shall be required to have a minimum of 2 years experience in aquaculture, aquatic

research or a related field. A Bachelor in biological sciences with specialization in aquaculture or related discipline is required. Aquatic Research Facility Technician shall have some training in plumbing fittings, biofilters and general lab equipment maintenance. Individuals shall be required to lift a minimum of 50 lb. Aquatic Research Facility Technician shall have proficiency with aquatic organisms as related to animal care certification. Experience and/or certification may be waived with COR approval.

m. Animal Caretakers (I-III): Animal caretakers will have a high school diploma or GED and certified at the ALAT level within 24 months of hire, with a minimum of 1 year experience. In addition, they should have sufficient knowledge of different animal species husbandry requirements to enable them to perform all required duties. The contractor will determine the number of personnel required in this category. These personnel must have the ability to understand and operate sophisticated technological equipment (ventilated cage systems, autoclaves, cagewashers, effluent tanks, BSL2 Hoods) and complex management policies for animal care.

Personnel must possess the physical strength, dexterity, and endurance to handle cages, racks, large pieces of miscellaneous equipment, feedbags and other materials and equipment normally found in a research facility. All individuals shall be required to lift a minimum of 50 lb. Some knowledge of detergent/disinfectant usage and operating knowledge of the following types of equipment: autoclave, automatic cage wash machine and tunnel washers, conveyer belts, bedding dispensers, bottle fillers, high pressure and steam cleaning devices is desired. The individuals working in the cage wash area must possess the physical stamina to be on their feet all day, lifting, pushing, and pulling equipment in an area that is noisy and has relatively high ambient temperature and humidity.

n. Cage Wash: Personnel in cage wash shall have a high school diploma or GED; certified at the ALAT level within 24 months of hire. Personnel must be able to work in and around water and be able to lift a minimum of 50 lbs. Experience and/or certification may be waived with COR approval.

o. Research Support Specialist: Contractor shall provide a Research Support Specialist to assist with research laboratory techniques in the support of approved animal use protocols. Research Support Specialist shall have a high school diploma or equivalent, certified LAT or equivalent education/experience, and experience in rodent facility management, timed mating, rodent technical procedures, and barrier management. Individuals shall be required to lift a minimum of 50 lb. Research Support Specialist shall be proficient in data management and computer programs (MS software). Research Support Specialist shall be proficient research vocabulary. Experience with ABSL3 environment is a plus. Experience and/or certification may be waived with COR approval.

p. Radiology Technician: Contractor shall provide a Radiology Technician to provide technician support and expertise to investigators and veterinarians in ultrasound and digital radiography. Radiology Technician shall have at least an associated degree in radiology or related field and at least 1 year experience in related work. Radiology Technician shall obtain certification at the ALAT level within 12 months of hire and LAT level within 36 months of hire. Experience and/or certification may be waived with COR approval.

q. Clerical Administrator: The Contractor shall provide an individual capable of performing secretarial and clerical duties associated with on site requirements for completion of this contract. This will include record keeping related to the animal facility and the generation of reports. Qualifications shall be at or above industry standards. This person shall have experience using IBM or IBM compatible computers and Microsoft Office software systems. Proficiency with PC software including electronic mail and Word would be beneficial. Experience with spreadsheets and database software is desirable. Duties include: answering inquiries/phone calls, setting up a filing system; filing; copying (Xerox); using FAX machine; typing; receiving; breakdown animal shipments and delivery of animals; picking up and delivering materials weighing less than 25 pounds through the WRAIR/NMRC facility. The contractors may assign other secretarial, administrative and clerical duties as appropriate.

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

1.1 Purpose

This Quality Assurance Surveillance Plan (QASP) defines the performance standards and performance measures of deliverables indicated in the Contract. The QASP also describes the procedures that the Walter Reed Army Institute for Research (WRAIR) will use to monitor the contractor's contract performance. It is important to note WRAIR's primary concern is with the products and services provided by the contractor and not with the procedures used to produce them. Therefore, the QASP focuses on examining the products and services provided by the contractor and not the processes used to produce them. It is intended that the QASP be a tool to guide the Contracting Officer (CO) and the Contracting Officer's Representative (COR) in assessing contractor performance. In some cases, specific metrics are used to measure contractor performance, in other cases subjective judgment and evaluation by WRAIR personnel will be the determining criteria. This plan describes the methodology utilized to make both quantitative and qualitative evaluation of contractor performance under this Contract.

1.2 QASP Relation to the Solicitation

This QASP is not part of the contract but is included in the solicitation for information purposes. WRAIR will retain the right to change the surveillance methods and Quality Assurance (QA) procedures, or to increase or decrease the degree of surveillance efforts at any time necessary to assure contract compliance.

1.3 QASP Relation to the QCP

The QCP is a required element of the contractor's technical proposal in response to the solicitation. While the QCP represents the way in which the contractor will ensure its quality and timeliness of services, as defined in the PWS, the QASP represents the way in which WRAIR will evaluate the contractor's performance. The contractor's QCP and the QASP should be complementary programs that ensure successful contract performance.

1.4 Revisions to the QASP

The QASP is a tool for use in Government administration of the Performance Based Work Statement (PBWS) and remains subject to revision at any time by the Government throughout the contract performance period. Revisions to this surveillance plan are the responsibility of the Contracting Officer's Representative (COR). Changes may be made unilaterally and need not be announced to the contractor; the Government may provide informational copies to the contractor at its option.

The contractor will assume responsibility for all tasks and deliverables in the PBWS under this award. All operational procedures and quality control measures will be tested and implemented. As the performance period progresses, the levels of surveillance may be altered for service areas in cases where performance is either consistently excellent or consistently unsatisfactory. If observations reveal consistently good performance, then the amount of surveillance may be reduced. If observations reveal consistent deficiencies, increased surveillance may be implemented.

1.5 Performance Standard

A performance standard is a level of performance the contractor must meet for each performance measure for each deliverable defined in the Contract. WRAIR is contracting to have all work performed as specified. Any inaccuracies or omissions in services or products are referred to as "defects" on the part of the contractor. The contractor shall be held responsible for all identified

defects, and WRAIR may require the work to be re-performed. Performance standards take into account that in some instances an allowable level of deficiencies (deviations) is possible while overall performance continues to meet WRAIR desired level of service. Often deficiencies result from misunderstandings or inadequate communication between contractor, COR and customers. In general, these detected deviations can be quickly corrected and resolved by contractor through communication with COR and customer.

1.5.1 Allowable Deviation

The allowable deviation is the level or number of performance deficiencies the contractor is permitted to reach under this contract. Allowable deviations take into account the difference between an occasional defect and a gross number of defects. Allowable deviations can be expressed as a percentage of or as an absolute number (e.g., three per month).

1.5.2 Substantially Complete

Many service contracts deal with service outputs that are evaluated using subjective values (e.g., excellent, satisfactory, unsatisfactory). The criteria for acceptable performance and for defects must be defined for these service outputs. The concept of “substantially complete” should be the basis for inspections based on subjective scales.

Work is considered “substantially complete” where there has been no significant departure from the terms of the Contract and no omission of essential work. In addition, the contractor has performed the work required to the best of its ability and the only variance consists of minor omissions or deficiencies.

1.6 Non-performance

Non-performance occurs when the contractor’s performance does not meet or exceed the prescribed performance standard for a given requirement. Requirements may contain multiple performance elements, and therefore, deficiencies may occur in one or more aspects of performance (e.g., timeliness, accuracy, completeness, comprehensiveness, etc.) or subject areas of effort.

When inspection and review indicates that the contractor's service output is not in compliance with the Contract requirements, the COR must determine whether the contractor or the Government caused the deficiency. If the cause of the defect rests with the Government, corrective action must be taken through Government channels. If the cause of the defect is due to action or inaction by the contractor, the contractor is responsible for correction of the problem at no additional expense to the Government.

1.6.1 Documentation

Thorough documentation of unperformed or poorly performed work is essential for tracking contractor performance throughout the period of performance. The COR will document deficient work by compiling facts describing the inspection methods and results. The COR will develop documentation to substantiate nonconformance with the Contract. The COR will decide whether to elevate the problem to the cognizant Contracting Officer (KO) for corrective action.

1.6.2 Remedial Actions

Service contracts allow for penalties in the event that the contractor fails to perform the required services. Penalties are defined as those actions taken under the direction of the KO against the contractor within the general provisions of the Contract for nonconformance.

In accordance with *FAR 52.246-4: Inspection of Services-Fixed-Price*, the Government may require the contractor to re-perform any services that do not conform to contract requirements. If the defects cannot be corrected by re-performance, the KO may either require the contractor to take the necessary

action to ensure that future performance conforms to the requirements, or the KO may reduce the Contract price to reflect the reduced value of the services performed. At an extreme decision point, penalties may include a decision not to exercise contract options. The KO will determine the penalty for nonconformance based upon his or her judgment and the severity of the nonconformance.

SECTION 2: ROLES AND RESPONSIBILITIES

The purpose of QA is to ensure that the customers are satisfied with the products and services received from the contractor and to ensure that the contractor is meeting its obligation to WRAIR. The roles and responsibilities of the stakeholders involved in QA are described below.

2.1 Contractor Responsibility

The contractor is responsible for delivering products or services in accordance with the Contract. The contractor is responsible for implementing a Quality Control Plan (QCP), which is included as part of its technical proposal. The QCP describes the contractor's methods for ensuring all products and services provided under this Contract meet established deliverables and performance standards. The contractor is responsible for producing, maintaining, and providing for audit, quality control records and reports and all records associated with the investigation. The contractor shall appoint a single quality control point-of-contact to act as a central recipient of communication from the Government. Any additional reports required by the Government on the total contract-level will be on an 'ad-hoc' basis.

2.2 Government Responsibility

This section of the QASP briefly defines the duties and responsibilities of key Government personnel involved in contract administration and quality assurance. The key personnel who will be responsible for QA are the Contracting Officer (CO), the Contracting Officer's Representative (COR), WRAIR customers.

2.2.1 Contracting Officer

The CO has the authority to administer WRAIR Contract. The KO may delegate many of the day-to-day contract administration duties to the COR. However, certain contractual actions such as negotiation and issuance of contract modifications, resolution of contractor claims and disputes, issuance of cure notices, issuance of show-cause letters, termination of the Contract, and Contract close-out functions are retained by the KO. Administrative actions such as invoice approval and issuance of contractor Deficiency Reports (CDR) may be, and normally shall be, delegated by the KO to the COR. For tasks and/or subtasks (e.g., deliverables) which include incentive arrangements (award fee, shared savings, award term, etc.), the COR shall provide recommendations to the KO for action. All communication regarding questions or issues related to QA and inspection will be directed to the KO or the COR. The KO shall approve any revision to the QASP processes or standards.

2.2.2 Designated Government Representative

The COR shall be appointed for each task/subtask as required, and shall serve as the first line manager of all tasks and/or subtasks issued under this Contract. The COR represents the KO in the Contracting Officer's Representative functions and therefore is the contractor's initial point-of-contact with the Government. In turn, the COR may delegate some of his/her responsibilities by appointment of Task Monitors by task/subtask to execute some administrative duties in order to ensure that the QA function is properly executed. If modifications to the Contract, or at the task/subtask level, are necessary, the COR will assist the cognizant KO in preparing and negotiating the modifications. If there are problems with contractor performance, the COR will inform the contractor of the problems and recommend to the CO that adverse contractual actions are appropriate (e.g., CDR, issuance of a cure notice or task/subtask

closure) if the contractor fails to correct the problem. Also, the COR must refer differences of contract interpretation to the KO.

The COR will perform the actual contract surveillance and report to KO. Some of the key QA contract administration duties of COR include, but are not limited to, the following:

- Complete surveillance as required by this QASP and the specific task/subtask, and make recommendations to the KO.
- Make recommendations to the KO for the acceptance or rejection of completed work and for administrative actions based on unsatisfactory work or non-performed work;
- Identify necessary changes to the task/subtask, prepare WRAIR cost and/or staffing requirements estimates, conduct QA/contractor meetings, approve submittals of effort and/or reports, and maintain work files;
- Promptly furnish the KO with any requests for changes, deviations, or waivers to the task/subtask, with justifications/rationale;

2.2.3 Customers

Customers (users) are the WRAIR and WRAIR associated users supported by the contractor. This includes the Federal employees who will be the recipients of contractor support under this Contract. Customers are responsible for assisting the COR in conducting QA by providing information on contractor performance through a Customer Feedback Program.

SECTION 3: PERFORMING QUALITY ASSURANCE

3.1 Quality Assurance Methods

The methods used in the QA process are the Government's tools to monitor the contractor's products and services. The means of determining whether the contractor has met all contract requirements will be by three approaches: COR review and approval, customer review and feedback. Reviews either confirm the contractor's successful achievement of all performance requirements or highlight areas where defects exist and improvements are necessary.

In cases of poor performance, WRAIR may increase the level of review and focus on known problem areas. In either case, the reasons for the change in review will be documented. In all cases, the applicable requirements shall be included in each task/subtask at issuance.

3.1.1 COR review and approval

COR review and approval provides a systematic way of looking at service outputs and forming conclusions about the contractor's level of performance in accordance with a planned schedule of deliverables.

Application

Contractor will submit completed deliverables (e.g. protocols, plans and reports) to COR for review and approval.

Performance Standards

Performance standards will include accuracy, completeness, comprehensiveness, timeliness of deliverables.

3.1.2 Customer Feedback

Validated customer review and feedback is a quality assurance method based on customer and contractor interaction. Customers continually receive the outputs of contractor performance and are in a position to evaluate the contractor on a recurring basis. Because customers have a clear stake in the quality of contractor services, they are valuable resource for QA.

Application

Contractor will submit completed deliverables (e.g. protocols, plans and reports) through COR to customer for review and feedback. Customers are made aware of contract requirements and monitor the services provided by the contractor, both positive and negative. Where there is a case of poor performance or non-performance, customers notify the COR. The COR then investigates the report and, if found to be valid, document their findings. The numbers of complaints and resulting inspections depend upon customer awareness and response. If the complaint is valid and caused by poor performance or non-performance by the contractor, the contractor must take appropriate corrective action. A valid complaint is one in which the COR confirms that poor performance or non-performance violates contract requirements.

Customer Feedback Process

Upon award of the task/subtask, the COR will send letters to all customer points-of-contact. These letters will inform them of the need for their active participation in the overall Quality Assurance Program. The COR will also provide a Customer Feedback Record for the customer to use to either document performance problems or identify when superior services are received. Copies of all such documents shall be provided to COR. If CO involvement is required, the COR shall request it.

Customer Feedback Records submitted to the COR will be validated. It is primarily the responsibility of the contractor to investigate each complaint to determine the problem. While COR can also investigate customer complaints, the responsibility for initial review shall remain with the contractor. At the Government's discretion, the COR will investigate problems from customer groups and complaints involving major problems with services being provided.

The contractor shall take action when a Customer Feedback Record is received. If a valid complaint exists, the contractor shall re-perform the product or service. The contractor may use the complaint as an indicator that the QCP needs improvement. Corrective actions shall be implemented prevent the recurrence of similar problems in the future or detect and fix such problems before a product or service is delivered to a customer. If the customer complaint is found to be invalid, the COR shall educate the customer regarding contract/task/subtask scope of work as it pertains to the customer's expectations.

3.2 Analysis and Results

Once the reviews or customer feedback records have been completed, an analysis of the contractor's performance will be conducted. The purpose of the analysis is to ensure that WRAIR is receiving high-quality products and services from the contractor. COR will review the results, rate contractor compliance with the performance standards, and characterize the contractor's overall performance. Analysis of all types of contract monitoring will result in one of the following outcomes: excellent performance, satisfactory performance, or unsatisfactory performance.

3.2.1 Excellent Performance

Excellent performance is the result of the contractor significantly exceeding the performance requirement being inspected. WRAIR may reduce its level of surveillance when the COR determines

there are very few or no deficiencies and the contractor performance has significantly exceeded requirements. The COR may notify the contractor that their performance has been excellent.

3.2.2 Satisfactory Performance

When the contractor's performance is satisfactory, performance meets the specified standard and the number of defects does not exceed the allowable deviation. Although the contractor's performance may be deemed satisfactory, the COR may determine that an increased level of surveillance be used for individual products or services that show defect rates approaching the minimum performance standards. The contractor will be notified by the COR when performance is marginal, or approaching an unacceptable level in any area.

3.2.3 Unsatisfactory Performance

When the performance standard for any service has not been met, the contractor's performance is unsatisfactory, and is, therefore, unacceptable. The following responses are available to the COR regarding that task/subtask:

- The KO and/or COR meet with the contractor to discuss discrepancies, trends, and intended corrective measures;
- The level of surveillance is increased until the contractor demonstrates acceptable performance over a period of time;
- The KO issues a Contract Deficiency Report for each service that WRAIRs not meet its performance standard;
- Should deficiencies be significant and affect multiple tasks/subtasks, KO action such as a 'Cure' notice may be appropriate.

Performance Requirements Summary

The following performance requirements will be used to measure the performance of the Service Provider (contractor). WRAIR Designated Government Representatives (COR) will monitor contractor performance as stipulated in the Contract under the performance based task assignments.

The following table outlines contractor responsibilities for performance metrics, performance standards, and surveillance methods.

#	PERFORMANCE OBJECTIVE	PBWS	PERFORMANCE STANDARD	PERFORMANCE MEASUREMENT
1	Animal Support. Maintain the animal care program. Follow all animal care SOPs and mandatory regulations.	1.3.A	No loss of animals due to contractor negligence 99% of the time (by Species) per 12 months.	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas covering Animal care.
2	Receipt Of Laboratory Animals. Follow applicable animal receiving SOPs.	1.3.B	99% of the time.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to Animal records and caging requirement reviews. All animals are 100% reviewed upon arrival by the Government or designated representative. SOP guidance will be used as a checklist.
3	Feeding And Watering Of Animals. All animals shall be fed and watered to orders by end of shift.	1.3.C	100% compliance with food and water directions.	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas covering Animal care. The use of validated customer comment notices and the Contractors matrices under the QC Plan will also be used. SOP guidance will be used as a checklist.
4	Handling And Restraint of Laboratory Animals. Cause no injury when handling or restraining animals due to negligence.	1.3.D	100% of the time	Periodic Inspection and Customer Complaint: Contractor employees will be observed as they process animals. Customer complaint forms may also be used if the investigator so decides. Once validated by the COR these reports will be used by contractor management to correct performance.

5	Cleaning, Sanitation, and Sterilizing of Animal Caging Equipment And Facilities. Follow applicable SOPs. Clean to the degree specified for the item or area. Run no washer or autoclave below required temperature or conduct 100% rewash/resterilize.	1.3.E	Note equipment failure and respond accordingly 100% of the time.	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas covering Animal care. The use of validated customer comment notices and the Contractors matrices under the QC Plan will also be used. SOP guidance will be used as a checklist for compliance.
6	Animal Health Surveillance and Environmental Monitoring. Observe all animals IAW SOPs.	1.3.F	99% of the time. Report problems immediately.	Periodic Inspection and Customer Complaint: The COR or authorized Alternate or representative will review these areas at least twice daily. A customer comment or complaint form will be completed for any performance failures noted. This form when validated will become a document for use in further training by the contractor.
7	General Animal Equipment Maintenance. Perform operator/user maintenance and lubricate moving parts as required by operator's manuals or QC Plan.	1.3.G	No equipment malfunction due to contractor failure 95% of items inspected. 100% after inspection. No equipment misuse.	Periodic Inspection: Insight by the COR on a daily to weekly schedule will document equipment repair status. Contractor QC reports will be used to track trends and increased or decreased performance. Equipment analysis and status reports along with personal observations shall document progress.
8	Technical/Laboratory Animal Services.	1.3.H	No repeat customer complaints concerning providing technical services	Customer Complaint: All investigators and Government personnel will be trained in the use of the customer comment procedure and will provide data documenting both outstanding and poor performance by the contract employees. When validated the information will provide trends and training data.

9	Report Generation/Preparation. Perform all reporting as required by the contract terms and the QC Plan.	1.3.I	No failure to report for a second time and no more than 1 late report per month.	Periodic Inspection: QC Plan data will be used as a checklist to confirm all required reports are on time and accurate. The COR or report recipient will document the review.
10	Emergency Services.	1.3.J	100% response to emergency calls from the COR during and after core hours	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to COR records as to when personnel were notified and actions taken. All emergencies will be declared by the COR or Division Director.
11	Full Time Services. 7 Days a Week. Fail safe procedure in place and working for replacement staff.	1.3.K	No loss of performance quality due to personnel absences.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to census reviews for manning. The contractors Fail Safe procedures for manning will be monitored on a daily basis to ensure sufficient staffing at all times to not degrade service. Adequate personnel will be present to complete all core duties IAW applicable SOPs.
12	Providing Additional Personnel and Emergency Services. All fully qualified additional personnel provided in 30 day period when called for by the COR.	1.3.L,	90 % of the time. No consecutive failures.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to order and receipt documentation for added personnel will provide the data to indicate full compliance with performance timing. Training records will be reviewed to ensure performance quality.
13	Provide Administrative Information. Provide requested information in less than 1 week.	1.3.M	80 % of the time. In two weeks 98% of the time.	Periodic Inspection: Information Requests will be documented when provided to the contractor each time. This record will provide verification of response.

14	Training of Personnel. Perform & document all required employee training. Safety training for assigned areas will be completed within one week of start date. All training for assigned areas will be completed within 4 weeks.	1.3.N	90% of the time. Document training through QC plan. Follow the plan 100% of the time.	100% Inspection: Contractor training records and matrices from the Quality Control Plan will be used in addition to observation of performance by employees. Daily, weekly, and monthly review of on line files expected.
15	Personnel Medical Requirement. No employees on the job without full medical requirement compliance.	1.3.O	80% of annuals in 12 months. 100% in 13 months every year. Certified 100%.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to a partial review of start up medical records along with contractor certification. These data will ensure full compliance. Same procedure will be used for annual renewals.
16	Personnel Background Investigation. Obtain NAC for all personnel. Obtain other checks as may be required.	1.3.P	100% NCIC/Background and Credit check prior to work. Background and NAC papers timely and correct 99% of the time	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to all NAC documentation and Background checks flowing through the COR from WRAIR Security will provide total review.
17	Security. Have a WRAIR/NMRC Security Photo ID within 1 week of start date. Never open a secure area for others.	1.3.Q	Comply with all Security directives 100% of the time. No security violations	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to review of all Security reports from WRAIR Security Office constitutes 100% coverage.
18	Large Equipment PM and Operator Maintenance. Clean screens, all jets and inside of autoclaves IAW Manufacturer's recommendations and applicable SOPs or as needed.	1.3.R	No plugged drains or equipment malfunction due to contractor's fault. 95% of items inspected. 100% after inspection. No equipment misuse.	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas covering animal care. The use of validated customer comment notices and the Contractors matrices under the QC Plan will also be used.

19	<p>Facility Specialist. Available MON.-FRI. Valid state driver's license. Must be able to operate all non-CDL Government furnished vehicles up to 5-tons.</p>	1.3.S	100% of the time. All records and reports complete and on time. 50 out of 52 weeks without follow-up.	<p>100% Inspection and Customer Complaint: Daily vehicle reports will be reviewed to ensure compliance and required attendance. Validated Customer complaint forms will also be reviewed to ensure performance is at the necessary standard of care, timeliness and operation. Operator and Maintenance records will also be analyzed for quality and compliance.</p>
20	<p>Contractor Management, Control And Supervision Fully Qualified Key Personnel Supervisor on duty whenever employees are working.</p>	1.3.T	100% of the time.	<p>100% Inspection: Reviews of Contractor matrices from the Quality Control Plan will be used in addition to face to face conferences with Top Management. The COR or Alternates will observe Management on the job every day as one or more of these positions are require to be on the site any time employees are working.</p>
21	<p>Contractor Quality Control and Quality Assurance a. Quality Control Plan and metrics completed and current b. Corrective actions on time and sufficient. c. Sufficient on revision of actions.</p>	1.3.U	<p>a. 100% of the time. b. 90 % of the time. c. 100% of the time.</p>	<p>100% Inspection: Contractor matrices from the Quality Control Plan will be used. This function will be a joint effort between the Project Manager, Assistant Project Manager, and the Section Supervisors.</p>
22	<p>Summary Report. Due to the COR by 8th day of the month.</p>	1.3.U	Only 1 failure to provide report on time and 100% compliance by 15 day of the month.	<p>100% Inspection: Reports will be reviewed to ensure compliance.</p>
23	<p>Safety Program and Safety Training. (Biohazard, Chemical And Radiation Environments.) Safety Plan developed and implemented prior to Performance start. All safety SOPs and WRAIR/NMRC safety regulations will be</p>	1.3.V	100% of the time	<p>100% Inspection and Customer Complaint: Validated Customer complaint forms will also be reviewed to ensure performance is at the necessary standard of care, timeliness and operation. Operator and Maintenance records will also be analyzed for quality and</p>

	followed at all times.			compliance.
24	Administrative/Clerical Support. Provide monthly matrix updates as needed to the COR, Provide COR real time reviews of QC Plan if requested	1.4.W	Compliance on 11 of 12 times.	100% Inspection: Reviews of Contractor matrices from the Quality Control Plan will be used in addition to face to face conferences with Top Management. The COR or Alternates will observe Management on the job every day as one or more of these positions are require to be on the site any time employees are working.
25	Mishaps and Injury Incident Reports. Do immediate notice and reporting of mishaps to COR or Division Director. Follow WRAIR/NMRC reporting procedures.	1.3.X	100% of the time for accident notices.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to daily interface with the QC Manager. This is a full time five day position and daily QC discussions will be a result of QC plan item reviews.
26	General Cleaning and Sanitation in Vivarium Areas	1.3.Y	Follow industry standards and all applicable SOPs.	100% Inspection: Monthly analysis of Contractor matrices from the Quality Control Plan will be used in addition to Government Safety Reports, Bio/Hazard Training files, and review of documentation internal to the sites will ensure full compliance.
27	Occupational Health and Safety (OHS). Ensure compliance & training with OHS Directives and SOPs. No employees on the job without full medical requirement compliance.	1.3.Z	100% compliance with SOPs, Policy Letters, and Regulations.	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to a partial review of start up medical records along with contractor certification. These data will ensure full compliance. Same procedure will be used for

				annual renewals.
28	Logistics Support. (Receipt Stocking Inventory and Maint.) a. Order all requirements so as to not have an out of stock or overstock condition. Rotate feed and supplies using FIFO. Comply with SOP feed age requirement and storage requirement. b. Do not run out of a food product for animals on protocol or in the activity more than once a year.	1.3.AA	a. 100% of time. b. No repeat failures within a calendar year.	100% Inspection: Weekly inventories will be performed and feed orders will be placed no later than Thursday of each week. Supply orders will be placed as needed to ensure supplies are on hand to meet facility needs.
29	Maintain AAALACi Accreditation. Loss of as a result of Contractor's failures is a reason for Termination for Default and assessment of reprourement costs.	1.3.AB.	100% accreditation maintained	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas. The use of validated customer comment notices and the Contractor's matrices under the QC Plan will also be used.
30	Provide Qualified Personnel. a. Contractor shall propose for work under this contract only qualified personnel. b. All replacements will be fully trained to the required contract level within two weeks of reporting to work. c. Key personnel will be approved by COR.	1.3.AC	a. 100% of the time. b. 2 failures per award period. Replace any untrained employee at once. C. 100% of time	100% Inspection: Contractor matrices from the Quality Control Plan will be used in addition to OS training records and required formal documentation in the OS areas. All issued safety reports from internal and external reviews will also be included in the inspection process.

31	Comply with SOPs and assist with rewrite as /when required. Request exceptions to SOP guidance from COR.	1.3.AD	100% compliance.	Periodic Inspection and Customer Complaint: Scheduled and un-scheduled inspections will be made of all areas covering Animal care. The use of validated customer comment notices and the Contractors matrices under the QC Plan will also be used. Review all SOPs for current practice during last month of the first year and each subsequent option year. Submit re-writes to COR within 2 weeks after procedures change.
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APPENDIX 1

**Animal Husbandry
APPLICABLE PUBLICATIONS AND FORMS**

A.1. GENERAL.

Publications and forms are listed below. The Contractor is obligated to follow those publications to the extent specified in other sections of this Performance Based Work Statement. The Contractor shall be guided by those publications to the extent necessary to accomplish the contract requirements. The contractor at the start of the contract shall obtain all publication. It shall be the Contractor's responsibility to establish follow-on requirements for supplements or amendments to listed publications that may be issued during the life of the contract.

A.1.1. Army Publications:

The contractor will use the Internet addresses (www.arnet.gov or www.usapa.army.mil) for obtaining U.S. Government and Army Regulations, Forms and Directives. Any item not available in the net/on line site will be provided by the COR as requested or the contractor will be informed where the item is available.

A.1.1.1. Commercial Publications.

Procurement of commercial publications, necessary for performance on this contract, shall be the responsibility of the Contractor.

A.1.2. REGULATIONS.

<u>NUMBER & TITLE</u>	<u>DATE</u>
1. Good Laboratory Practices (GLP) Regulations (21 CFR Chapter 1, Section 58)	04/01/07
2. DODI 3020.37, Contractor Services During Crisis	11/06/90
3. DODD 3216.1, Use of Laboratory Animals in DOD Programs	04/17/95
4. Occupational Health and Safety in the Care and Use of Research Animals by National Research Council (NRC)	1997
5. Guide for the Care and Use of Laboratory Animals "The Guide"	1996

6. USDA Policies and CCAC Guidelines	Online
7. AAALAC Standards and Policy Letters	Online
8. 2007 AVMA Guidelines on Euthanasia	Online
9. AALAS Training Guides Animal Research	ALAT - 2001 LAT - Jan 2004 LATG - Sep 2007
10. OSHA Regulations as applicable to Animal Research	
11. Title 9 CFR Part 1, Animal Welfare Act Regulations	01/01/07
12. 29 CFR 1926 USDOL-OSHA Safety and Health Regulation	07/01/07
13. 29 CFR 1910 Bloodborne Pathogens	07/01/07
14. OLAW/PHS Policy on Humane Care and Use of Laboratory Animals	07/27/06
15. AR 70-18, The Use of Animals in DOD Programs	12/01/03
16. CDC/NIH Biosafety in Microbiological and Biomedical Laboratories, Edition 5	2007
17. Hazard Communication Standard (29 CFR 1910.1200)	05/25/86
18. OSHA Occupational Exposure to Hazardous Chemicals in the Laboratory (29 CFR 1920.1450)	07/01/07
19. Environmental Protection. Federal, State, and local EPA laws	07/01/07
20. All MD. State EPA Regulations and Standards	Current to 2002
21. Army EPA Regulations AR 200-1 Environmental Protection and	

Enhancement	02/21/97
AR 200-2 Environmental Effects of Army Actions	12/23/88
22. Army Regulation 385-55, Prevention of Motor Vehicle Accidents	03/12/87
23. AR 385-40, Accident Reporting and Records	11/01/94
24. Food and Drug Administration Safety Staff Manual Guides	6/2/06
25. NIH Guidelines for Research involving Recombinant DNA Molecule	NIH-1994
26. USA and WRAIR Reg. 385-10 Army Safety Program	02/29/00
27. Williams-Steiger Occupational Safety and Health Act 29 USC 651	1970
28. U.S. Government Principles IRAC	1985
29. AR 190-13 Army Physical Security Program	09/30/93
30. AR 420-90 Fire and Emergency Services	09/10/97
31. AR 310-25 Dictionary of U.S. Army Terms	10/15/83
32. AR 190-51 Security of Unclassified Army Property (Sensitive and Non-sensitive)	09/30/93
33. AR 380-19 Information Systems Security	02/27/98
34. Department of Defense Directive 5210.88	2/11/2004
35. AR 385-69 Biological Defense RDTE Safety Program	Aug 2007
36. Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching	Jan 1999
37. 49CFR 171-178 Hazardous Materials Regulations (DOT)	10/01/07

38. PHS 42 CFR Part 72 Etiologic Agents

10/01/07

A.1.7 Animal Care and Use Laws and Regulations.

All animal husbandry services shall be carried out in strict accordance with the laws and regulations set out in this Appendix 1. No deviation may be made from those directives without approved waivers as may be obtained under the directive.

CLAUSES INCORPORATED BY FULL TEXT

**CONTRACTOR MANPOWER REPORTING (CMR) - (ACCOUNTING FOR CONTRACT SERVICES)
(OCT 2007) (USAMRAA)**

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report ALL contractor manpower (including sub-contractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address: <https://cmra.army.mil>. The required information includes: (1) Contract Number; (2) Delivery Order Number (If applicable); (3) Task Order Number (If applicable); (4) Requiring Activity Unit Identification Code (UIC); (5) Command; (6) Contractor Contact Information; (7) Federal Service Code (FSC); (8) Direct Labor Hours; (9) Direct Labor Dollars; and, (10) Location. In the event the Contracting Officer's Representative (COR)/Contracting Officer's Technical Representative (COTR) has not entered their data requirements first, the contractor must also enter the COR/COTR required data with the exception of fund cite, obligations, and disbursement data. The CMRA help desk number is 703-377-6199 for any technical questions. As part of its quote or offer, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. The reporting period will be the period of performance not to exceed 12 months ending 30 September of each government fiscal year and must be reported by 31 October of each calendar year.

ORGANIZATIONAL AND CONSULTANT CONFLICTS OF INTEREST (MAR 1999) (USAMRAA)

- a. It is recognized by the parties hereto that the effort performed by the contractor under this contract is of a nature that it creates a potential organizational conflict of interest as is contemplated under the FAR Subpart 9.5.
- b. In the performance of this contract, the contractor may have access to data which is procurement sensitive or is proprietary to other companies, Government consultants or advisors, or the Government. The contractor agrees that he will not utilize such procurement sensitive or proprietary data in performance of future competitive contracts, for studies in the same field, procured either through sealed bids or competitive negotiations. The contractor further agrees not to act as a subcontractor or consultant to any other prime contractor or subcontractor seeking to utilize such data.
- c. The contractor will include the provisions of paragraphs a and b in every first tier subcontract for performance of any portion of this requirement.
- d. This clause shall have effect from Date of Contract Award through Contract Completion.

SAFEGUARDING PROPRIETARY INFORMATION (MAY 1999) (USAMRAA)

- a. "Proprietary information" shall mean all information, whether disclosed orally, in writings, by drawings, or otherwise relating to the work to be performed under this contract, whether proprietary to the Government or one of its collaborating partners. Proprietary information includes, but is not limited to, information regarding properties, formulae, structures, manufacturing processes, and test results. Information ceases to be proprietary when it is generally available to the public or is available from sources other than the Department of the Army. All

information submitted to the contractor under this contract shall be presumed to be proprietary to the Department of the Army or one of its collaborating partners until the Department of the Army announces to the contrary.

b. The contractor shall safeguard proprietary information both during and after the term of this contract, and shall neither appropriate, nor disclose, nor make unauthorized use of the proprietary information received under this contract. The requirements of this paragraph include, but are not limited to, the following:

- (1) Maintenance of a high degree of physical security over proprietary information at all times;
- (2) Discussion of proprietary information only among contractor's employees whose duties and responsibilities require knowledge of that information; and,
- (3) Elimination of proprietary information in open publications by the contractor and its personnel.

c. The contractor shall require all personnel who receive proprietary information to execute the statement in paragraph d below when this contract becomes effective or when first employed (if employed after the contract becomes effective). All statements executed pursuant to this paragraph shall be forwarded to the U.S. Army Medical Research Acquisition Activity when this contract terminates, when the employment ends, or upon request of the Contracting Officer.

d. The following statement shall be executed pursuant to paragraph c above:

I hereby acknowledge that I have been informed that my duties may require that I have access to proprietary information. I understand this proprietary information which I will receive includes, but is not limited to, properties, formulae, structures, protocols, manufacturing processes, and test results.

I agree that I will neither appropriate nor disclose nor make unauthorized use of proprietary information both during and after my employment. I further agree that I will neither include nor draw upon proprietary information received under this contract in open publication. This agreement is executed with the intention that collaborating partners of the United States Government who have submitted information to the Government under non-disclosure obligations shall be third party beneficiary hereunder, and shall have the right to enforce the obligations undertaken herein.

Name:

Date:

e. The contractor shall insert the substance of paragraphs a through d above in each subcontract hereunder. Compliance with the provisions of this clause shall be the responsibility of the contractor.

KEY PERSONNEL (MAR 1999) (USAMRAA)

a. The Contractor agrees to utilize the following Key Personnel on this contract:

Project Manager
Deputy Project Manager
Animal Facility Supervisor
Facility Specialist

b. The above Key Personnel shall be utilized as necessary to fulfill the requirements of this contract.

c. The offerer must provide thorough and detailed documentation of the experience, abilities, and background for Key Personnel under this contract in the form of resumes or equivalent statements of qualifications. Such documentation should include but not be limited to: name, curriculum vitae, type and description of experience.

d. The contractor agrees that during the contract performance period substitution for Key Personnel shall not be permitted unless such substitution is necessitated by sudden illness, death, or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (e) below.

e. All requests for substitutions must provide a detailed explanation of the circumstances necessitating the proposed substitution(s), a complete resume for the proposed substitute(s), and any other information requested by the Contracting Officer needed to approve or disapprove the proposed substitution(s). All proposed substitutes shall have qualifications that are equal to or higher than the qualifications of the person to be replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof.

f. If any of the listed Key Personnel are subcontractor personnel, the contractor shall include the substance of this clause in any subcontract which he awards under this contract.

BIOLOGICAL SURETY FOR WRAIR

Biological Surety for WRAIR Personnel Reliability Program

1. Applicable Documents:

- a. Army Regulation 50-1, Biological Surety, dated 28 Jul 08.
 - (1) Chapter 2 Personnel Reliability (Mandatory)
 - (2) Chapter 5, Biological Select Agent and Toxin Occupational Health Program (Mandatory)
- b. Army Regulation 600-85, Army Substance Abuse Program. Paragraph 14-20. (Advisory)
- c. Memorandum, subject: Implementation of the Army Biological Surety Program, dated 7 Jan 05.
- d. MEDCOM Circular 40-19, Interim Guidance on Occupational Health Practices for the Evaluation and Control of Occupational Exposures to Biological Agents, Implementation Draft, 14 Jan 05.
- e. OTSG/MEDCOM Policy Memorandum 05-013, US Army Medical Command (MEDCOM) Biological Surety (BioSurety) Policy, 22 Aug 05.
- f. WRAIR Standard Operating Procedure (SOP), Personnel Reliability Program.

Copies of the above referenced documents may be obtained through Ms. Liza Dunham, Biological Personnel Reliability Program Manager, at 301-319-9536.

Ms. Dunham may also be contacted via email at liza.dunham@na.amedd.army.mil.

2. Requirements for Biological Operations:

- a. When having access to biological select agents and toxins on-site at the Walter Reed Army Institute of Research of Silver Spring, MD, the contractor shall comply with AR 50-1, The Army Biological Surety Program 28 Jul 08, AR & DAPAM 385-69, The Biological Defense Safety Program, 7 CFR part 331, 9 CFR part 121, 42 CFR part 73, Possession, Use and Transfer of Biological Select Agents and Toxins. In addition, the contractor shall comply with any local biological safety, security, or surety procedures when working with biological select agents and toxins. The contractor shall ensure that all subcontractors comply with the aforementioned.

b. Only contractor personnel assigned to Biological Personnel Reliability Program (BPRP) will be subject to occupational health screening provided by the government, and the contractor will provide drug abuse screening services consistent with AR 50-1 and AR 600-85. Medical and Urinalysis results will be provided to the Biological Personnel Reliability Program (BPRP) Manager in accordance with local procedures. The Contractor shall provide records of employment required for BPRP screening to the BPRP Manager in accordance with local procedures.

c. Personnel provided under the contract will be required to successfully obtain and maintain a Department of Health and Human Services Security Risk Assessment (SRA), have a favorable adjudicated National Agency Check, Local Agency Check and Credit Check (NACLC), and shall be medically qualified to wear appropriate respiratory protection. When required, as a part of services being provided, contractor personnel shall be eligible to receive both Investigational New Drug (IND) and FDA licensed vaccinations. Potentially Disqualifying Information (PDI) discovered during the contract period will be provided to the BPRP Manager in accordance with local procedures.

3. Government Furnished Services:

a. Occupational Health Services for personnel assigned to the BPRP will be provided by a Government Occupational Health Clinic.

b. Vaccinations and Enrollment in Special Immunizations Programs as required.

c. Personnel protective equipment as required.

4. Contractor Furnished Services - The contractor shall provide drug screening services in accordance with AR 50-1 and AR 600-85 and provide testing results to the BPRP Manager in accordance with local procedures.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
1004	Destination	Government	Destination	Government
1005	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
2004	Destination	Government	Destination	Government
2005	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
3004	Destination	Government	Destination	Government
3005	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government
4004	Destination	Government	Destination	Government
4005	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-4	Inspection Of Services--Fixed Price	AUG 1996
52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-AUG-2009 TO 31-JUL-2010	N/A	WALTER REED ARMY INSTITUTE OF RESEARCH MAJ KEVIN NEMELKA ROBERT GRANT BLDG 503 SILVER SPRING MD 20910-7500 301-319-9415 FOB: Destination	W74MYF
0002	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
0003	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
0004	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
0005	POP 01-AUG-2009 TO 31-JUL-2010	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
1001	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
1002	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
1003	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
1004	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
1005	POP 01-AUG-2010 TO 31-JUL-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
2001	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
2002	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
2003	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF

2004	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
2005	POP 01-AUG-2011 TO 31-JUL-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
3001	POP 01-AUG-2012 TO 31-JUL-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
3002	POP 01-AUG-2012 TO 31-JUL-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
3003	POP 01-AUG-2012 TO 31-JUL-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
3004	POP 01-AUG-2012 TO 31-JUL-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
3005	POP 01-AUG-2012 TO 31-JUL-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
4001	POP 01-AUG-2013 TO 31-JUL-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
4002	POP 01-AUG-2013 TO 31-JUL-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
4003	POP 01-AUG-2013 TO 31-JUL-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
4004	POP 01-AUG-2013 TO 31-JUL-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF
4005	POP 01-AUG-2013 TO 31-JUL-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W74MYF

CLAUSES INCORPORATED BY REFERENCE

52.242-15	Stop-Work Order	AUG 1989
52.242-15 Alt I	Stop-Work Order (Aug 1989) - Alternate I	APR 1984
52.247-34	F.O.B. Destination	NOV 1991

Section G - Contract Administration Data

VOUCHERS**CONTRACTOR PAYMENT.**

For performance of a service that meets or exceeds the performance standard identified in column D, the contractor shall be paid.

If performance of a service does not meet the performance standard identified in column D, the government will hold payment until performance is met as stated in the QASP.

CLAUSES INCORPORATED BY FULL TEXT

REPRESENTATIONS AND CERTIFICATIONS (MAR 1999) (USAMRAA)

The representations, certifications, and other statements submitted by the contractor, dated _____, are incorporated herein by reference.

TRAVEL (JULY 2007) (USAMRAA)

a. Approval of Foreign Travel. The cost of foreign travel is allowable only when the specific written approval of the Contracting Officer is obtained prior to commencing the trip. Approval shall be requested at least (Insert number of days--suggest 90-120) calendar days before the scheduled departure date in order that all necessary clearances may be processed. Each individual trip must be approved separately, even though it may have been included in a previously approved budget. Foreign travel under this contract is defined as any travel outside of the United States and its territories and possessions.

b. Costs incurred by contractor personnel on official company business, whether foreign travel and/or domestic/local travel, are allowable, subject to the limitations contained in the Federal Acquisition Regulation (FAR) clause at 52.216-7, Allowable Cost and Payment, incorporated into this contract.

Section H - Special Contract Requirements

ADDITIONAL INFORMATION

H.1 CONTRACT POINTS OF CONTACT

1. Contracting Officer:

USA Medical Research Acquisition Activity
Aaron J. Wade
820 Chandler Street
Fort Detrick, MD 21702-5014

Phone: 301-619-8397
Fax: 301-619-3002

Email: aaron.wade1@us.army.mil

2. Contract Specialist

USA Medical Research Acquisition Activity
Kristen Trump
820 Chandler Street
Fort Detrick, MD 21702-5014

Phone: 301-619-2346
Fax: 301-619-3002

Email: kristen.trump@us.army.mil

CLAUSES INCORPORATED BY FULL TEXT

INSURANCE (MAR 1999) (USAMRAA)

Prior to award of this contract, the contractor shall obtain and provide proof of insurance in the types and amounts specified in FAR 28.307-2 except as noted.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	JUL 2004
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	JAN 1997
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	SEP 2007
52.203-13	Contractor Code of Business Ethics and Conduct	DEC 2008
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.204-9	Personal Identity Verification of Contractor Personnel	SEP 2007
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	SEP 2006
52.215-2	Audit and Records--Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-11	Price Reduction for Defective Cost or Pricing Data--Modifications	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data--Modifications	OCT 1997
52.215-15	Pension Adjustments and Asset Reversions	OCT 2004
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other than Pensions	JUL 2005
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.216-7	Allowable Cost And Payment	DEC 2002
52.216-8	Fixed Fee	MAR 1997
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.219-9	Small Business Subcontracting Plan	APR 2008
52.219-14	Limitations On Subcontracting	DEC 1996
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.222-2	Payment For Overtime Premiums	JUL 1990
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	SEP 2006
52.222-41	Service Contract Act Of 1965	NOV 2007
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	NOV 2006
52.222-50	Combating Trafficking in Persons	AUG 2007
52.222-54	Employment Eligibility Verification	MAY 2009
52.223-5	Pollution Prevention and Right-to-Know Information	AUG 2003

52.223-14	Toxic Chemical Release Reporting	AUG 2003
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	DEC 2007
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.227-1	Authorization and Consent	DEC 2007
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.229-3	Federal, State And Local Taxes	APR 2003
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-23 Alt I	Assignment of Claims (Jan 1986) - Alternate I	APR 1984
52.232-25	Prompt Payment	OCT 2008
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-1	Disputes	JUL 2002
52.233-3	Protest After Award	AUG 1996
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.244-5	Competition In Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items	DEC 2008
52.245-9	Use And Charges	JUN 2007
52.246-25	Limitation Of Liability--Services	FEB 1997
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	MAY 2004
52.249-6	Termination (Cost Reimbursement)	MAY 2004
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.249-14	Excusable Delays	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Central Contractor Registration (52.204-7) Alternate A	SEP 2007
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country	DEC 2006
252.211-7007	Reporting of Government-Furnished Equipment in the DoD Item Unique Identification (IUID) Registry	NOV 2008
252.215-7000	Pricing Adjustments	DEC 1991
252.219-7003	Small Business Subcontracting Plan (DOD Contracts)	APR 2007
252.223-7004	Drug Free Work Force	SEP 1988
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993

252.225-7001	Buy American Act And Balance Of Payments Program	JUN 2005
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.225-7004	Report of Contract Performance Outside the United States and Canada--Submission after Award	MAY 2007
252.225-7006	Quarterly Reporting of Actual Contract Performance Outside the United States	MAY 2007
252.225-7012	Preference For Certain Domestic Commodities	DEC 2008
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	SEP 2004
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.242-7004	Material Management And Accounting System	NOV 2005
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.244-7000	Subcontracts for Commercial Items and Commercial Components (DoD Contracts)	JAN 2007
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000

CLAUSES INCORPORATED BY FULL TEXT

EXPORT CONTRACT ACT COMPLIANCE (DEC 2006) (USAMRAA)

The contractor shall assess the work to be performed in this effort to assure that all actions are in compliance with the Export Administration Regulations, 15 CFR Part 730 (EAR), of the Export Administration Act of 1979, 50 U.S.C. app. 2401-2420 (EAA). Technology listed in the Commerce Control List (CCL), 15 CFR Part 774, of the EAR shall not be exported or exposed to foreign nationals without the written consent of the U.S. Department of Commerce.

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 Days prior to the expiration date.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 Days of the expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an

extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (JUL 2005)

(a) Definition. HUBZone small business concern, as used in this clause, means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

(b) Evaluation preference. (1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except--

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference; and

(ii) Otherwise successful offers from small business concerns.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base offer.

These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(c) Waiver of evaluation preference. A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph

(d) of this clause do not apply if the offeror has waived the evaluation preference.

___ Offeror elects to waive the evaluation preference.

(d) Agreement. A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns.

(e) A HUBZone joint venture agrees that in the performance of the contract, the applicable percentage specified in paragraph (d) of this clause will be performed by the HUBZone small business participant or participants.

(f) A HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business manufacturer concerns. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JUNE 2007)

(a) Definitions. As used in this clause--

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/services/contractingopportunities/sizestandardsttopics/>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the rerepresentation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it () is, () is not a small business concern under NAICS Code 541940- assigned to contract number TBD.

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond _____. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond _____, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.233-4 APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM (OCT 2004)

United States law will apply to resolve any claim of breach of this contract.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

(End of clause)

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall--

(a) Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and

(b) Separately identify a payment amount for each contract line item included in the payment request.

(End of clause)

252.204-7007 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (52.204-8) ALTERNATE A

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541940.

(2) The small business size standard is \$7.0M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

() Paragraph (c) applies.

() Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) Web site at <https://orca.bpn.gov/>.

After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer, and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR/DFARS clause No.	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of Provision)

VOUCHERS (DEC 2006) (USAMRAA)

- a. The Contractor shall submit an original and one copy of public vouchers (SF 1034), with supporting documentation, not less frequently than monthly to the Contract Specialist, Kristen Trump, Block 8. They will then forward the invoice to the Contracting Officer's Representative (COR) for review and approval for payment.
- b. All vouchers shall state the total amount claimed and the subtotals claimed, by category. The Government will make payments to the Contractor in amounts determined to be allowable by the Contracting Officer in accordance with the FAR clause at 52.216-7, Allowable Cost and Payment. For instance, travel costs shall include, as a minimum: date and place (city, town, or other similar designation) of the expenses; purpose of the trip; name of person and that person's title or relationship to the contractor, number of trips, public carrier rates, per diem costs, incidental costs, etc.
- c. Cumulative totals of expenditures in each category shall also be shown.
- d. Each voucher submitted must state the period of performance. Each voucher submitted must request payment for only those man-hours or cost expenditures incurred in that period.
- e. The Contracting Officer shall be notified immediately in the event a budget category is expected to deviate from the negotiated budget.
- f. The completion voucher shall be submitted by the Contractor to the Contract Specialist.

Note: This contract was considered for Wide Area Work Flow (WAWF), however due to the complex nature of the Cost Plus Fixed Fee CLIN's and Incremental Funding – it would be in the best interest of the Government to exempt this contract from WAWF.

CONTRACTOR IDENTIFICATION (DEC 2005) (USAMRAA)

When contractor personnel perform the services required in this contract on a Government installation they are required to possess and wear an identification badge that displays his or her name and the name of the Company. The contractor shall ensure that contractor personnel identify themselves as contractors when attending meetings, answering Government telephones, providing any type of written correspondence, or working in situations where their actions could be construed as official Government acts.

While performing in a contractor capacity, contractor personnel shall refrain from using their retired or reserve component military rank or title in all written or verbal communications.

Section J - List of Documents, Exhibits and Other Attachments

Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Past Performance References	1	
Attachment 2	Past Performance QUESTIONNAIRE	3	
Attachment 3	SOP Listing	6	
Attachment 4	Wage Determination No. 2005-2103	10	05/29/2008

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.203-11	Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions	SEP 2007
52.222-38	Compliance With Veterans' Employment Reporting Requirements	DEC 2001
52.225-20	Prohibition on Conducting Restricted Business Operations in Sudan--Certification	JUN 2008
252.209-7001	Disclosure of Ownership or Control by the Government of a Terrorist Country	OCT 2006
252.225-7003	Report of Intended Performance Outside the United States and Canada--Submission with Offer	DEC 2006

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

___ Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other-----

(f) Common parent.

___ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

___ Name and TIN of common parent:

Name-----

TIN-----

(End of provision)

52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)

(a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it () is a women-owned business concern.

(End of provision)

52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541940.

(2) The small business size standard is \$7.0M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

Paragraph (c) applies.

Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of Provision)

52.209-5 CERTIFICATION REGARDING RESPONSIBILITY MATTERS (DEC 2008)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and

(C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.; and

(D) Have [ballot], have not [ballot], within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples. (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. Sec. 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. Sec. 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. Sec. 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) Principal, for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment; and similar positions).

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004) - ALTERNATE I (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is () (insert NAICS code).

(2) The small business size standard is () (insert size standard).

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(7) (Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.) The offeror shall check the category in which its ownership falls:

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

___ Individual/concern, other than one of the preceding.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.219-22 SMALL DISADVANTAGED BUSINESS STATUS (OCT 1999)

(a) General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

(b) Representations.

(1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

___ (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(C) It is identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration(PRO0Net); or

___ (ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2)___ For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.]

(c) Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

- (1) Be punished by imposition of a fine, imprisonment, or both;
- (2) Be subject to administrative remedies, including suspension and debarment; and
- (3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

(End of provision)

52.222-18 CERTIFICATION REGARDING KNOWLEDGE OF CHILD LABOR FOR LISTED END PRODUCTS (FEBRUARY 2001)

(a) Definition.

Forced or indentured child labor means all work or service--

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

(b) Listed end products. The following end product(s) being acquired under this solicitation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin. There is a reasonable basis to believe that listed endproducts from the listed countries of origin may have been mined, produced, or manufactured by forced or indentured child labor.

Listed End Product

Listed Countries of Origin

(c) Certification. The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

() (1) The offeror will not supply any end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in a corresponding country as listed for that end product.

() (2) The offeror may supply an end product listed in paragraph (b) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The offeror represents that --

(a) () It has, () has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) () It has, () has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that

(a) [] it has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (AUG 2003)

(a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership in Environmental Management, requires submission of this certification as a prerequisite for contract award.

(b) By signing this offer, the offeror certifies that--

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-

Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: (Check each block that is applicable.)

(i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed in 40 CFR 372.65;

(ii) The facility does not have 10 or more full-time employees as specified in section 313.(b)(1)(A) of EPCRA 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) The facility does not fall within the following Standard Industrial Classification (SIC) codes or their corresponding North American Industry Classification System sectors:

(A) Major group code 10 (except 1011, 1081, and 1094.

(B) Major group code 12 (except 1241).

(C) Major group codes 20 through 39.

(D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal and/or oil for the purpose of generating power for distribution in commerce).

(E) Industry code 4953 (limited to facilities regulated under the Resource Conservation and Recovery Act, Subtitle C (42 U.S.C. 6921, et seq.), 5169, 5171, or 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis); or

(v) The facility is not located within the United States or its outlying areas.

(End of clause)

52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (OCT 2008)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. DISCLOSURE STATEMENT--COST ACCOUNTING PRACTICES AND CERTIFICATION

(a) Any contract in excess of \$650,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) one copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____ Name and Address of Cognizant ACO or Federal Official Where Filed: _____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$50 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

(4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS--ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

YES NO

(End of clause)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE

52.204-6	Data Universal Numbering System (DUNS) Number	APR 2008
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation Of Compensation For Professional Employees	FEB 1993
52.237-1	Site Visit	APR 1984

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price and Cost Plus Fixed Fee combination contract resulting from this solicitation.

(End of provision)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Contracting Officer:

USA Medical Research Acquisition Activity
 Aaron J. Wade
 820 Chandler Street
 Fort Detrick, MD 21702-5014

Phone: 301-619-8397

Fax: 301-619-3002

Email: aaron.wade1@us.army.mil

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.acquisition.gov/far/>

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

(End of provision)

52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Defense Federal Acquisition Regulation (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

CONTRACT SPECIALIST

The Contract Specialist (CS) is the point of contact for this acquisition. Any questions or concerns regarding this acquisition shall be submitted electronically via e-mail to kristen.trump@us.army.mil.

SITE INSPECTION

Site inspection will be 10:00 a.m. Eastern Time on 12 May 2009 – Site inspection will not be mandatory, however this will be the only one scheduled. (FAR 52.237-1 Site Visit – Section L) Building 511

NOTE: All visitors must have documentation of a Negative TB Test within the last 6 Months for this site inspection.

One Proposal

The Government will evaluate only one proposal from each prime Offeror.

Award on Initial Offer

The Government intends to evaluate proposals and award a contract without discussions with Offerors (except clarifications as described in FAR 15.306(a)). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a cost/price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. (FAR 52.215-1 (f)4)

Proposal Revisions

Should the Government determine that discussions are necessary, the Contracting Officer will provide proposal revision instructions to the Offeror, as required.

Proposal Incorporation into the Contract

The Government will incorporate into the resultant contract any and/or all commitments made in the Offeror's proposal.

PROPOSAL PREPARATION INSTRUCTIONS

Solicitation Questions

Questions concerning the proposal are due no later than 2:00 PM Eastern Time, on 08 May 2009. Questions shall be submitted to kristen.trump@us.army.mil and to aaron.wade1@us.army.mil by this closing date and time, and no questions shall be addressed after this cutoff period. Offerors shall submit one set of questions only; multiple emails shall not be accepted. An Amendment to the solicitation will be submitted addressing the answers.

Offeror Definition

"Offeror", as used in this solicitation, encompasses either a single entity, or a consortium of entities including subcontractors or teaming partners, that submit a proposal in response to this solicitation. If the Offeror consists of a consortium of entities, one shall be clearly designated as the Prime Offeror.

Page Limitation

The Government cannot consider pages submitted in excess of the stated page limitations. Page limitations include all text, graphs, pictures, appendices, references, exhibits, etc. Tabs, index sheets, tables of contents, dividers and other such aids that are solely used to assist the evaluator in locating information and are advisory in nature, imparting no other information other than the identification of content, will not be counted against any page limits stated within this RFP.

Proposal Content Style

Proposals shall be clear, specific, complete, and concise, presenting complete effective methods and approaches for satisfying the RFP's requirements. Content shall be indexed (cross-indexed, as appropriate) and logically assembled.

Cost/Price Information

Cost/price information shall be included in the Cost Proposal Volume II **ONLY** and shall not be discussed or exhibited in any other part of the Offeror's proposal. Any labor-hours referenced outside the Cost Proposal Volume II shall be quoted in productive hour figures only, without indication as to cost for these hours.

PROPOSAL CONTENTS

The overall proposal shall consist of the following separate, individually titled volumes. Each copy of each volume shall be separated, with appropriate identification.

- Volume I: Cover Letter and Executed RFP Documents
- Volume II: Cost/Price Proposal, Labor Category Pricing
- Volume III: Non-Priced Proposal, Past Performance

Proposals shall be in 12-point Times New Roman or 11-point Arial font with margins no smaller than 1" on the top, bottom, and sides.

Volume I: Executed RFP Documents

Overview

In Volume I, the Offeror shall complete and include all certifications required by the solicitation. This volume shall include two sections, as follows:

- a) Company cover letter
- b) Executed RFP documents (Section K Representations, Certifications and Other Statements of Offerors)

Page Limitation

<u>Sub-section</u>	<u>Page Limit</u>
Company cover letter	None
Executed RFP documents	None

Volume II: Cost/Price Proposal

Overview

The offeror shall demonstrate that they have the necessary financial capacity, working capital and other resources to perform this contract without assistance from any outside sources.

The offeror shall provide a statement of the methodology and assumptions utilized as the basis for estimating costs. Offerors shall address at a minimum all escalation factors applied to base costs, the basis for estimating labor utilization and the calculation of the hourly labor rate, the basis and rate calculations of all indirect cost factors to include historical and audited rates.

In addition, provide information regarding your accounting system and your ability to support Government cost-type contracts. Provide previous DCAA reports on adequacy, etc. Please note: prior to award, a preaward survey of the contractor’s accounting system may be performed to determine that their accounting system is capable of adequately reporting costs on a cost-type Government contract. Information regarding preaward surveys of prospective contractor’s accounting systems can be found at www.dcaa.mil under publications, Information for Contractors Pamphlet.

Narrative Technical Approach

The technical portions of these proposals will be evaluated and considered during evaluation of Volume III, Technical Proposal; however, the Government does expect these portions to be consistent with the Offeror's technical proposal. Offerors whose technical approaches do not correspond with their overall technical proposal may be excluded from award consideration.

The Government desires to receive only those portions of the technical approach necessary to justify the labor mix and hours proposed. The Government does require past performance, representations and certifications, resumes, and qualifications.

Volume III: Non-Priced Proposal

Overview

General statements such as or similar to “will comply,” “meets the intent of,” or “we intend to meet all requirements” are insufficient for evaluation purposes.

This volume shall include five (5) sections, as follows:

<u>Sub-section</u>	<u>Page Limit</u>
a) Executive Summary/Abstract - - - - -	1 Page
b) Technical/Scientific Approach - - - - -	40 Pages

- c) Management Approach - - - - - 20 Pages
- d) Past Performance (Section J – Attachment 1 & 2) - - - - - None (3 – 5 References)
- e) Subcontracting Plan (if applicable) - - - - - None

Additional Pages will be removed and will not be evaluated.

Technical/Scientific Approach

The Offeror shall define a technical approach that conveys its capabilities, technical expertise, tools, techniques, strategies, and methodologies to be applied to the functional areas described in Section C. The proposal must indicate a thorough understanding of the Performance Based Work Statement (Section C) and provide a comprehensive approach as to how tasks will be accomplished. The Offeror must clearly state and justify any exception to or variation from the requirements.

Management Approach

The Offeror must present a comprehensive plan that supports the requirements of this solicitation. Offerors must clearly delineate the line of authority associated with the proposed organization and its ability to plan, organize, and use resources in a coordinated and timely manner in order to achieve technical requirements and control costs. Specifically, this section must include a Quality Control Plan (QCP) and an Organizational Staffing Plan. Additionally, this section shall identify the Offeror’s understanding, approach, methods, and ability to satisfy the requirements of the solicitation and shall be logically organized.

The Offeror must convey to the Government that the Offeror is capable; possesses sufficient expertise and experience; has adequate resources; and is able to plan, organize, and use resources in a coordinated and timely manner in order to achieve technical requirements and control costs.

Past Performance

The Offeror must submit **at least three (3)**, but **not more than five (5)** references, including all the information and in the format provided in Section J – Attachment 1 & 2.

Offerors may identify federal, state, or local government or commercial contracts that were similar in nature to the current acquisition. References are limited to those for which services have been performed, in whole or in part, within the past three (3) calendar years. Any references not meeting this condition will not be evaluated. The Government will randomly check the provided past performance history, and may check and consider performance on tasks not identified by the Contractor.

Past Performance – The Offeror must submit at least three (3), but not more than five (5) references. It is the responsibility of the contractor to send the questionnaires to their customers and to ensure that they are received on time.

Additional Government Past Performance Information

The Government reserves the right to obtain past performance information through random checks of provided contract references or through information maintained in the Government's past performance database. Should this information be sufficient to negatively impact the Offeror's chance of being awarded a contract under this solicitation, the Government will provide this negative information to the Offeror and provide an opportunity for rebuttal, explanation, or clarification.

Subcontracting Plan (if applicable)

Any subcontracting arrangements contemplated by the Offeror must be presented to the Government in detail in a Subcontracting Plan. The Subcontracting Plan shall be included as a part of Volume III of its proposal. The plan shall disclose the subcontractor's tasks and be presented in enough detail to allow the Government to determine how much subcontracting the Offeror contemplates.

All proposed subcontracting/teaming arrangements must also include signed subcontracting agreement(s).

For each proposed subcontractor, the prime contractor must submit an unopened sealed envelope containing three (3) CD's and two (2) hard copies of the subcontractor's cost buildup information. The subcontractors must submit the unopened sealed envelope to the prime contractor, and then the prime contractor shall submit it to the Government as part of their Cost Proposal, (Volume II).

PROPOSAL SUBMISSION

Offerors shall submit their proposal in accordance with the instructions outlined in Section L of this RFP. Failure to submit all documents concurrently and in accordance with the instructions outlined in Section L of this RFP may render a proposal NON-RESPONSIVE.

Electronic Format Submission

The Offeror shall provide:

Two (2) compact discs (CD's) containing its complete proposal, including all technical and cost/price data. The CD shall be clearly labeled with: Offeror's name, solicitation number, and date.

Three (3) compact discs (CD's) containing only the Non-Priced Proposal as stated for Volume III

Volume I and Volume III must be submitted in **BOTH** Microsoft Office format and Adobe Acrobat .pdf. Specifically, in the Cost/Price Volume (Volume II) the labor rates and cost buildup sections must be submitted in **BOTH** Microsoft EXCEL and Adobe Acrobat .pdf formats.

Failure to provide copies of the proposal in the acceptable formats may render a proposal non-responsive.

Hardcopy Submission

The Offeror shall provide two (2) hardcopies of its complete proposal, including all technical and cost/price data submitted in the proposal. Each volume of each proposal shall be contained in a three-ring binder with appropriate identification.

The original copy of Volume I of the proposal shall contain the signed original of all documents requiring signature or completion by the Offeror. The original will be considered property of record if there are discrepancies. Use of reproductions of signed originals is acceptable in all other copies of the proposal; all other copies shall be clearly identified as copies, and not the signed original.

Subcontractor Cost Buildup Submission

For each proposed subcontractor, the prime contractor must submit an **UNOPENED SEALED** envelope containing three (3) CDs and two (2) hardcopies of the subcontractor's cost buildup information. The subcontractors must submit the unopened sealed envelope to the prime contractor, and then the prime contractor shall submit it to the Government as part of their Cost Proposal, (Volume II).

Section M - Evaluation Factors for Award

M.1 BASIS FOR AWARD

One award will be made based on the best overall value proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the following evaluation factors: Technical Approach, Management Approach, Past Performance, and Price. Evaluation factors are listed in descending order of importance. The non-Price factors combined are significantly more important than the Price factor; however price may become the deciding factor if proposals are evaluated and determined to be literally equivalent on all non-Price factors. On the rare occasion that no relevant past performance exists within the offeror's organization or for whom information on past performance is unavailable, the offeror will not be evaluated favorably or unfavorably on past performance but will be treated as a neutral performance risk. To receive consideration for award, a rating of no less than "Acceptable" must be achieved for the Technical/Scientific Approach, Management Approach and Past Performance. Proposals that are unrealistic in terms of technical or schedule commitments or unrealistically high or low in price will be deemed reflective of an inherent lack of technical competence or indicative of the offeror's failure to comprehend the complexity and risks of the contract requirements and may be grounds for rejection of the proposal. Offerors are cautioned that the award may not necessarily be made to the lowest price offered.

- (c) The Government reserves the right to:
 - (d) reject any or all proposals;
 - (e) award no contract at all depending on the quality of the proposal(s) submitted and the availability of funds;
 - (f) award to other than the lowest priced offer;
 - (g) waive informalities and minor irregularities in offers received; and
 - (h) award a contract without discussions

- 2. Each initial offer should contain the offeror's best terms from a technical and price standpoint.

M.2 NON-PRICED EVALUATION FACTORS

The Government will evaluate the technical capability of the offerors that submit acceptable offers.

- 1. Technical Approach and Understanding of requirement.
 - (a) Experience
 - (b) Feasibility of Approach
 - (c) Completeness
- 2. Management Approach
- 3. Past Performance Record
- 4. Cost/Price

Factor 1. Technical Approach:

a. Experience: The technical approach will be evaluated based on the offeror's described methods and practices to meet all the requirements of the contemplated contract. The description of the technical approach will be evaluated for experience with variety of species, comparable scope of work, facility size *and* specificity, level of detail, and completeness of analysis of the full requirement. The offeror's technical approach will be evaluated based on the detail provided to address each portion of the solicitation; each portion must be sufficiently detailed as to allow the government to evaluate the feasibility of the offeror's capability to comply with the applicable Performance Work Statement (PWS) including a full explanation of the techniques and procedures to be followed. Generic statements such as "*Standard procedures will be employed*" and "*Well-known techniques will be used*" will be interpreted to reflect unacceptable understanding of the technical and scientific requirements of this solicitation.

b. Feasibility of Approach: The proposal will be evaluated based upon the extent to which successful performance is contingent upon proven methods and techniques, and the extent to which the offeror's methods and approach to the contract is expected to result in successful completion of the technical requirements within the required schedule.

c. Completeness: The proposal will be evaluated based upon the extent to which requirements have been considered, defined and satisfied, rating each proposal strictly in accordance with its content as presented in the offeror's proposal not on the basis of what is implied. Evaluators will not assume that the offeror's performance will include areas of investigation or any effort not specified in its proposal. Discrepancies may be viewed as a lack of understanding.

NOTE: Proposals that are found to be unrealistic in terms of the performance and schedule will be considered as indicative of a lack of understanding of the complexities inherent in the requirement.

Factor 2. Management Approach:

a. The Government will evaluate the degree to which the Offeror's methodologies, processes and capabilities reflect an ability to effectively and efficiently manage the base contract, and implement and execute husbandry services under this contract. This section shall include the evaluation of requirements support, resource management, task order implementation process, and human resources development to the degree in which the Offeror demonstrates the ability to control, coordinate, and direct performance requirements, organize and manage resources that will achieve technical requirements, and retain and attract a quality staff and support development structure.

b. Recruitment and Retention Plan/Employee Turnover: The offeror will be evaluated for the demonstrated ability to attract and retain high quality staff by providing a copy of the organizational recruitment and retention plan and a detailed description of the organization's turnover rate by year for the last three years segregated into "management" and "non-management" categories.

c. Subcontract Approach and Expertise: The offeror shall be evaluated for demonstrated expertise and capability to manage/administer subcontractors, including procedures used and successes in subcontracting efforts during the past two years under three categories: (1) small <\$50,000, (2) medium \$50,000-\$250,000, and (3) large >\$250,000. Any subcontracting arrangements contemplated by the

offeror must be presented to the Government in detail in a Subcontracting Plan. The Subcontracting Plan shall be included as a part of the proposal. The plan shall disclose the subcontractor's tasks and be presented in enough detail to allow the Government to determine how much subcontracting the Offeror contemplates. Also, goals in terms of what percentages are forecast on subcontracting with different socioeconomic small businesses should be provided.

Factor 3. Past Performance

a. The Government will assess the degree of relevancy and success in past performance efforts in the past 3 years of a similar scope, size, complexity, and subject matter in accordance with the solicitation. This criteria is also assessed by the performance risk associated with an offeror's likelihood of success in performing the solicitation's requirements and quality as indicated by that offeror's record of current or past performance with the same or similar requirements. The Government will assess each Offeror's general corporate background, and recent success in managing similar or related work. Also, they will assess each Offeror's problems encountered in the performance of similar services and the description of how the problem(s) was/were resolved. The SSEB can make calls, use personal experience, and search the Internet to evaluate past performance.

b. Each offeror will be required to forward a copy of the Past Performance Questionnaire (an Attachment to the solicitation) to each of their references for completion and return to the Contracting Officer prior to closing of the solicitation. This information will be used to assess the relevancy of performance risk involved in accepting each offeror's proposal.

c. In the event an established offeror is simply without a record of past performance, the offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

Factor 4: Price

Price shall be evaluated by comparing overall prices proposed by each offeror and will be used to determine which proposal offers the greatest value to the Government. This decision shall be based on a comparative assessment of proposals against all technical evaluation criteria in the solicitation. This decision shall be based on the rationale for any business judgments and tradeoffs made, including benefits associated with additional costs.

The Offerors will be placed on notice that any proposals that are unrealistic in terms of Non-Priced factors commitment or unrealistically low in cost(s) and/or price will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk of contract requirements, and may be grounds for rejection of the proposal.

CLAUSES INCORPORATED BY REFERENCE

ATTACHMENT 1

PAST PERFORMANCE

REFERENCES

1. Contractor Name, Address & Phone:
2. Contract No:
3. Contract Initiation Date:
4. Completion Date (Projected or Actual):
5. Contract Value (with options): \$
6. Type of Contract:
7. Government POC Name, Phone & Email Address
8. Description of Contract Requirements:

ATTACHMENT 2

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

U.S. ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
Fort Detrick, MD

The information obtained from this questionnaire will be utilized to evaluate the past and present performance of offerors submitting proposals in response to the W81XWH-09-R-0011 – Walter Reed Army Institute of Research (WRAIR) Animal Husbandry Services. The information you provide will be instrumental in allowing the Government to evaluate how well the contractor performed under your contract(s).

- a. Please complete all sections of the attached questionnaire. Include your name and title, organizational address, e-mail address, telephone and fax number.
- b. Include the contractor's name and address, the title and/or description of the type of work performed, the award number, the value of the contract (including options), the award and completion date of the project and the type of award/solicitation.
- c. Use the rating scale found on the bottom left corner of the questionnaire to rate each performance element.
- d. Comments are encouraged and would be appreciated. The last page may be used if additional space is needed for comments. Clear handwritten responses are sufficient.
- e. Please FAX or e-mail your response to the Contract Specialist whose number and address is shown at the bottom right corner of the questionnaire.

Thank you for your time and participation.

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PAST PERFORMANCE QUESTIONNAIRE

YOUR NAME & TITLE				YOUR ORGANIZATIONAL ADDRESS							
TEL NO. FAX :				E-MAIL:							
CONTRACTOR'S NAME & ADDRESS				TITLE OR DESCRIPTION OF REQUIREMENT:							
CONTRACT NUMBER:				CONTRACT VALUE (INCLUDING OPTIONS):							
CONTRACT TYPE: <input type="checkbox"/> FIXED PRICE <input type="checkbox"/> COST + FEE <input type="checkbox"/> COMPETITIVE <input type="checkbox"/> NON-COMPETITIVE <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATED				CONTRACT AWARD & COMPLETION DATE:							
PAST PERFORMANCE ELEMENT				RATING							
				1	2	3	4	5	6	NA	
1. Contractor demonstrated a thorough understanding of technical requirements of the contract/task.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:											
2. Contractor anticipated/identified and resolved problems effectively.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:											
3. Contractor managed and directed resources (i.e. personnel, subcontractors, equipment, etc.) effectively.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:											
4. Contractor provided the necessary skilled personnel to perform the required work.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:											
5. Contractor retained the necessary skilled personnel and maintained a low turnover rate.				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:											

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PAST PERFORMANCE QUESTIONNAIRE

6. Contractor met scheduled contract delivery dates.	<input type="checkbox"/>						
Comments:							
7. Contractor provided accurate, complete and high quality deliverables.	<input type="checkbox"/>						
Comments:							
8. Contractor complied with the terms of the contract.	<input type="checkbox"/>						
Comments:							
9. Contractor was diligent in forecasting and controlling contract cost.	<input type="checkbox"/>						
Comments:							
10. I would recommend award to this contractor again.	<input type="checkbox"/>						
Comments:							

1	0 – 25% of the time	Strongly Disagree	PLEASE RETURN COMPLETED RESPONSE TO: U.S. Army Medical Research Acquisition Activity ATTN: MCMR-AAA-W/Kristen Trump 820 Chandler Street Fort Detrick, MD 21702-5014 E-MAIL: kristen.trump@us.army.mil
2	26 – 40% of the time	Disagree	
3	41 – 55% of the time	Somewhat Disagree	
4	56 – 70% of the time	Somewhat Agree	
5	71 – 85% of the time	Agree	
6	86 – 100% of the time	Strongly Agree	
NA		No Knowledge of This Element	

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