

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W81XWH93005001		PAGE 1 OF 94				
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W81XWH-10-T-0029		6. SOLICITATION ISSUE DATE 12-Nov-2009		
7. FOR SOLICITATION INFORMATION CALL:			a. NAME JUSTIN PICKETT			b. TELEPHONE NUMBER (No Collect Calls) 301-619-7433		8. OFFER DUE DATE/LOCAL TIME 01:00 PM 11 Dec 2009		
9. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014  TEL: FAX:			CODE W81XWH		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input checked="" type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$7M NAICS: 541990			11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS
15. DELIVER TO USA MED RESEARCH ACQ ACTIVITY ARCHIE CARDWELL 820 CHANDLER ST FORT DETRICK MD 21702-5014 TEL: 301-619-2630 FAX: 301-619-3002			CODE W81XWH		16. ADMINISTERED BY					CODE
17a. CONTRACTOR/OFFEROR				CODE		18a. PAYMENT WILL BE MADE BY				CODE
TEL.				FACILITY CODE						
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER					18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
<b>SEE SCHEDULE</b>										
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED										
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31c. DATE SIGNED			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)			30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)					
					TEL: EMAIL:					

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
(CONTINUED)**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<p><b>SEE SCHEDULE</b></p>					

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED  INSPECTED  ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY ( <i>Print</i> )	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT ( <i>Location</i> )
		42c. DATE REC'D ( <i>YY/MM/DD</i> )

## Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Base Period-Services FFP Base Period services and support to the Ft. Detrick Business Development Office (FDBO).**Inclusive of a 15-day Transition-In Period. FOB: Destination PURCHASE REQUEST NUMBER: W81XWH93005001	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Base Peirod--ODC's COST Base Period ODC's FOB: Destination PURCHASE REQUEST NUMBER: W81XWH93005001		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Base Period--CMR FFP CONTRACTOR MANPOWER REPORTING (CMR): 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: <a href="https://contractormanpower.army.pentagon.mil">HTTPS://CONTRACTORMANPOWER.ARMY.PENTAGON.MIL</a> FOB: Destination PURCHASE REQUEST NUMBER: W81XWH93005001	1	Lot		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001 OPTION	Option Period 1--Services FFP Option Period 1 services and support to the Ft. Detrick Business Development Office (FDBO). FOB: Destination	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1002 OPTION	Option Period 1--ODC's COST Option Period 1 ODC's FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1003 OPTION	Option Period 1--CMR FFP CONTRACTOR MANPOWER REPORTING (CMR): 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: <a href="https://contractormanpower.army.pentagon.mil">HTTPS://CONTRACTORMANPOWER.ARMY.PENTAGON.MIL</a> FOB: Destination	1	Lot		

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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001 OPTION	Option Period 2--Services FFP Option Period 2 services and support to the Ft. Detrick Business Development Office (FDBO). FOB: Destination	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002 OPTION	Option Period 2--ODC's COST Option Period 2 ODC's FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2003 OPTION	Option Period 2--CMR FFP CONTRACTOR MANPOWER REPORTING (CMR): 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: <a href="https://contractormanpower.army.pentagon.mil">HTTPS://CONTRACTORMANPOWER.ARMY.PENTAGON.MIL</a> FOB: Destination	1	Lot		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3001 OPTION	Option Period 3--Services FFP Option Period 3 services and support to the Ft. Detrick Business Development Office (FDBO). FOB: Destination	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3002 OPTION	Option Period 3--ODC's COST Option Period 3 ODC's FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
3003 OPTION	Option Period 3--CMR FFP CONTRACTOR MANPOWER REPORTING (CMR): 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: <a href="https://contractormanpower.army.pentagon.mil">HTTPS://CONTRACTORMANPOWER.ARMY.PENTAGON.MIL</a> FOB: Destination	1	Lot		

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 NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4001 OPTION	Option Period 4--Services FFP Option Period 4 services and support to the Ft. Detrick Business Development Office (FDBO). **Including a 15-day Transition-Out Period. FOB: Destination	12	Months		

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NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4002 OPTION	Option Period 4--ODC's COST Option Period 4 ODC's FOB: Destination		Lot		

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4003 OPTION	Option Period 4--CMR FFP CONTRACTOR MANPOWER REPORTING (CMR): 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: <a href="https://contractormanpower.army.pentagon.mil">HTTPS://CONTRACTORMANPOWER.ARMY.PENTAGON.MIL</a> FOB: Destination	1	Lot		

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NET AMT

## 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
1001	Destination	Government	Destination	Government
1002	Destination	Government	Destination	Government
1003	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2002	Destination	Government	Destination	Government
2003	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3002	Destination	Government	Destination	Government
3003	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4002	Destination	Government	Destination	Government
4003	Destination	Government	Destination	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 15-JAN-2010 TO 14-JAN-2011	N/A	USA MED RESEARCH ACQ ACTIVITY ARCHIE CARDWELL 820 CHANDLER ST FORT DETRICK MD 21702-5014 301-619-2630 FOB: Destination	W81XWH
0002	POP 15-JAN-2010 TO 14-JAN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
0003	POP 15-JAN-2010 TO 14-JAN-2011	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
1001	POP 15-JAN-2011 TO 14-JAN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
1002	POP 15-JAN-2011 TO 14-JAN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
1003	POP 15-JAN-2011 TO 14-JAN-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
2001	POP 15-JAN-2012 TO 14-JAN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
2002	POP 15-JAN-2012 TO 14-JAN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
2003	POP 15-JAN-2012 TO 14-JAN-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
3001	POP 15-JAN-2013 TO 14-JAN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
3002	POP 15-JAN-2013 TO 14-JAN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
3003	POP 15-JAN-2013 TO 14-JAN-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
4001	POP 15-JAN-2014 TO 14-JAN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
4002	POP 15-JAN-2014 TO 14-JAN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH
4003	POP 15-JAN-2014 TO 14-JAN-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W81XWH

## CLAUSES INCORPORATED BY REFERENCE

52.216-7	Allowable Cost And Payment	DEC 2002
52.219-14	Limitations On Subcontracting	DEC 1996
252.201-7000	Contracting Officer's Representative	DEC 1991

## 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.

## CLAUSES INCORPORATED BY FULL TEXT

### **52.004-4002 Contractor Performance Assessment Reporting System (CPARS) (USAMRAA) (September 2009)**

The Contractor Performance Assessment Reporting System (CPARS) has been adopted electronically to capture assessment data and manage the evaluation process. CPARS is used to assess a contractor's performance and provide a record, both positive and negative, on a given contract during a specific period of time. The CPARS Automated Information System (AIS) collection tool and other CPARS information can be accessed at <https://www.cpars.csd.disa.mil>. CPARS collects contractor performance information and passes it to the Federal Past Performance Information Retrieval System (PPIRS) where it can be retrieved by Federal Government Agencies including the DoD Services. The CPARS process is designed with a series of checks and balances to facilitate the objective and consistent evaluation of contractor performance. Both government and contractor program management perspectives are captured on the CPAR form and together make a complete CPAR. The Contractor shall assign and provide to the Contracting Officer's Representative (COR), within 10 calendar days after award, the name, title, email address and phone number of the designated Contractor Representative (CR) within their firm

who will be responsible for CPAR information and reviewing the Government's proposed assessment for the period of performance. A User ID and Password for the CPARS will be provided to the designated CR for this purpose of accessing the CPARS. The CR has the authority to: Receive the Government evaluation; Review/comment/return the evaluation to the Government within 30 calendar days after the Government's evaluation is completed; Request a meeting to discuss the CPAR. This meeting must be requested, in writing, no later than seven calendar days from the receipt of the CPAR and must be held during the contractor's 30-day review period. The CR must either concur or nonconcur to each CPAR.

#### 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.

#### CLAUSES INCORPORATED BY FULL TEXT

#### 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (JUN 2008)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;

(8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);

(9) Acknowledgment of Solicitation Amendments;

(10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

(c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

(d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.

(e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

(f) Late submissions, modifications, revisions, and withdrawals of offers:

(1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.

(2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://fedgov.dnb.com/webform>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (4) A summary of the rationale for award;
- (5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

#### CLAUSES INCORPORATED BY FULL TEXT

#### 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (AUG 2009)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual

representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (c) through (m) of this provision.

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

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"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.

Inverted domestic corporation means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), i.e., a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

Manufactured end product means any end product in Federal Supply Classes (FSC) 1000-9999, except--

(1) FSC 5510, Lumber and Related Basic Wood Materials;

(2) Federal Supply Group (FSG) 87, Agricultural Supplies;

(3) FSG 88, Live Animals;

(4) FSG 89, Food and Related Consumables;

(5) FSC 9410, Crude Grades of Plant Materials;

(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;

(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;

(8) FSC 9610, Ores;

(9) FSC 9620, Minerals, Natural and Synthetic; and

(10) FSC 9630, Additive Metal Materials.

Place of manufacture means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

Restricted business operations means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate--

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such authorization;
- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

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 size standards in this solicitation.

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 business concern" means a concern which 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; and whose management and daily business operations are controlled by one or more women.

"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 its stock is owned by one or more women; or

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

(b) (1) Annual Representations and Certifications. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in 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 paragraphs -----.

(Offeror to identify the applicable paragraphs at (c) through (n) of this provision that the offeror has completed for the purposes of this solicitation only, if any.)

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.

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.]

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

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

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

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it ( ) is, ( ) is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(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.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, ( ) is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it ( ) is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

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(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).) The offeror represents as part of its offer that it ( ) is, ( ) is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

50 or fewer  \$1 million or less

51 - 100  \$1,000,001 - \$2 million

101 - 250  \$2,000,001 - \$3.5 million

251 - 500  \$3,500,001 - \$5 million

501 - 750  \$5,000,001 - \$10 million

751 - 1,000  \$10,000,001 - \$17 million

Over 1,000  Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It ( ) is, ( ) is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, 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); or

(B) It ( ) has, ( ) (has not 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.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) 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: \_\_\_\_\_.)

(10) HUBZone small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(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 (c)(10)(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.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

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

(ii) It ( ) has, ( ) has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

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

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

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

(f) Buy American Act Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act --Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." The terms "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate.* (Applies only if the clause at FAR 52.225-3, Buy American Act-Free Trade Agreements-Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "Bahrainian, Moroccan, Omani, or Peruvian end product," "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," "Free Trade Agreement country," "Free Trade Agreement country end product," "Israeli end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act."

(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Moroccan, Omani, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements--Israeli Trade Act":

Free Trade Agreement Country End Products (Other than Bahrainian, Moroccan, Omani, or Peruvian End Products) or Israeli End Products:

Line Item No.

-----  
-----  
-----

[List as necessary]

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products, i.e., an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product."

Other Foreign End Products:

Line Item No.	Country of Origin
_____	_____
-	-
_____	_____
-	-
_____	_____
-	-

[List as necessary]

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.  
 (2) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate I (Jan 2004)*. If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian End Products:

Line Item No.
_____
-
_____
-
_____
-

[List as necessary]

(3) *Buy American Act-Free Trade Agreements-Israeli Trade Act Certificate, Alternate II (Jan 2004)*. If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act-Free Trade Agreements-Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.	Country of Origin
_____	_____
-	-

_____	_____
-	-
_____	_____
-	-

[List as necessary]

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made or designated country end products.

Other End Products:

Line Item No.	Country of Origin
_____	_____
-	-
_____	_____
-	-
_____	_____
-	-

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items covered by the WTO GPA, the Government will evaluate offers of U.S.-made or designated country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made or designated country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Responsibility Matters (Executive Order 12689). The offeror certifies, to the best of its knowledge and belief, that --

(1) The offeror and/or any of its principals ( ) are, ( ) are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency,

(2) ( ) 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 Federal, state or local government 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

(3) ( ) are, ( ) are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and

(4) ( ) Have, ( ) have not, 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.

(i) Taxes are considered delinquent if both of the following criteria apply:

(A) 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.

(B) 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.

(ii) Examples.

(A) 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.

(B) 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.

(C) 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.

(D) 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).

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). (The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).)

(1) Listed End Product

Listed End Product	Listed Countries of Origin:
.	.
.	.
.	.

(2) Certification. (If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

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

(ii) The offeror may supply an end product listed in paragraph (i)(1) 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 any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(j) Place of manufacture. (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products.) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly--

(1)  In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2)  Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Act. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) (The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.)

(1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror () does () does not certify that--

(i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror in substantial quantities to the general public in the course of normal business operations;

(ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and

(iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(2) Certain services as described in FAR 22.1003-4(d)(1). The offeror () does () does not certify that--

(i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));

(iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.

(3) If paragraph (k)(1) or (k)(2) of this clause applies--

(i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and

(ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(1) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) 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 Internal Revenue Service (IRS).

(2) 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.

(3) 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.

(4) 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 -----.

(5) Common parent.

Offeror is not owned or controlled by a common parent;

Name and TIN of common parent:

Name -----.

TIN -----.

(m) Restricted business operations in Sudan. By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) Prohibition on Contracting with Inverted Domestic Corporations.

(1) Relation to Internal Revenue Code. A foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 U.S.C. 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 U.S.C. 395 and for this solicitation provision (see FAR 9.108).

(2) Representation. By submission of its offer, the offeror represents that it is not an inverted domestic corporation and is not a subsidiary of one.

(End of provision)

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.212-4 CONTRACT TERMS AND CONDITIONS-- COMMERCIAL ITEMS (MAR 2009)

(a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. If repair/replacement or reperformance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(b) Assignment. The Contractor or its assignee may assign its rights to receive payment due as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Governmentwide commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement or any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

(ii) Invoice date and number;

(iii) Contract number, contract line item number and, if applicable, the order number;

(iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;

(v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;

(vi) Terms of any discount for prompt payment offered;

(vii) Name and address of official to whom payment is to be sent;

(viii) Name, title, and phone number of person to notify in event of defective invoice; and

(ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) Payment.--

(1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(4) Discount. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.

(5) Overpayments. If the Contractor becomes aware of a duplicate contract financing or invoice payment or that the Government has otherwise overpaid on a contract financing or invoice payment, the Contractor shall--

(i) Remit the overpayment amount to the payment office cited in the contract along with a description of the overpayment including the--

(A) Circumstances of the overpayment (e.g., duplicate payment, erroneous payment, liquidation errors, date(s) of overpayment);

(B) Affected contract number and delivery order number, if applicable;

(C) Affected contract line item or subline item, if applicable; and

(D) Contractor point of contact.

(ii) Provide a copy of the remittance and supporting documentation to the Contracting Officer.

(6) Interest.

(i) All amounts that become payable by the Contractor to the Government under this contract shall bear simple interest from the date due until paid unless paid within 30 days of becoming due. The interest rate shall be the interest rate established by the Secretary of the Treasury as provided in Section 611 of the Contract Disputes Act of 1978 (Public Law 95-563), which is applicable to the period in which the amount becomes due, as provided in (i)(6)(v) of this clause, and then at the rate applicable for each six-month period as fixed by the Secretary until the amount is paid.

(ii) The Government may issue a demand for payment to the Contractor upon finding a debt is due under the contract.

(iii) Final decisions. The Contracting Officer will issue a final decision as required by 33.211 if--

(A) The Contracting Officer and the Contractor are unable to reach agreement on the existence or amount of a debt within 30 days;

(B) The Contractor fails to liquidate a debt previously demanded by the Contracting Officer within the timeline specified in the demand for payment unless the amounts were not repaid because the Contractor has requested an installment payment agreement; or

(C) The Contractor requests a deferment of collection on a debt previously demanded by the Contracting Officer (see 32.607-2).

(iv) If a demand for payment was previously issued for the debt, the demand for payment included in the final decision shall identify the same due date as the original demand for payment.

(v) Amounts shall be due at the earliest of the following dates:

(A) The date fixed under this contract.

(B) The date of the first written demand for payment, including any demand for payment resulting from a default termination.

(vi) The interest charge shall be computed for the actual number of calendar days involved beginning on the due date and ending on--

(A) The date on which the designated office receives payment from the Contractor;

(B) The date of issuance of a Government check to the Contractor from which an amount otherwise payable has been withheld as a credit against the contract debt; or

(C) The date on which an amount withheld and applied to the contract debt would otherwise have become payable to the Contractor.

(vii) The interest charge made under this clause may be reduced under the procedures prescribed in 32.608-2 of the Federal Acquisition Regulation in effect on the date of this contract.

(j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.

(l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this

purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.

(o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(p) Limitation of liability. Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

(q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.

(r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 3701, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; Section 1553 of the American Recovery and Reinvestment Act of 2009 relating to whistleblower protections for contracts funded under that Act; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.

(s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

(t) Central Contractor Registration (CCR). (1) Unless exempted by an addendum to this contract, the Contractor is responsible during performance and through final payment of any contract for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current, accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(2)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in FAR subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (t)(2)(i) of this clause, or fails to perform the agreement at paragraph (t)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (SEP 2009)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

X  (2) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008)(Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (MAR 2009) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

\_\_\_(4) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (MAR 2009) (Pub. L. 111-5).

\_\_\_ (5) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999) (15 U.S.C. 657a).

\_\_\_ (6) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_\_ (7) [Reserved].

\_X\_ (8)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-6.

\_\_\_ (9)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (OCT 1995) of 52.219-7.

\_\_\_ (iii) Alternate II (MAR 2004) of 52.219-7.

\_X\_ (10) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

\_\_\_ (11)(i) 52.219-9, Small Business Subcontracting Plan (APR 2008) (15 U.S.C. 637(d)(4)).

\_\_\_ (ii) Alternate I (OCT 2001) of 52.219-9

\_\_\_ (iii) Alternate II (OCT 2001) of 52.219-9.

\_X\_ (12) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

\_\_\_ (13) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

\_\_\_ (14)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

\_\_\_ (ii) Alternate I (JUNE 2003) of 52.219-23.

\_X\_ (15) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (APR 2008) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (16) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (17) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).

\_X\_ (18) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2009) (15 U.S.C. 632(a)(2)).

\_X\_ (19) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

\_X\_ (20) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (AUG 2009) (E.O. 13126).

\_\_\_ (21) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

\_X\_ (22) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

\_X\_ (23) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

\_X\_ (24) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

\_\_\_ (25) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

\_\_\_ (26) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

\_X\_ (27) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

\_\_\_ (28)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (29) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) .

\_\_\_ (30)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

\_\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.

\_\_\_ (31) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

\_\_\_ (32)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JUN 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).

\_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_\_\_ (33) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (34) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (35) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (36) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

\_\_\_ (37) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f))

\_\_\_ (38) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (39) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

\_\_\_ (40) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332)

X (41) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (42) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (43)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

(1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

\_\_\_ (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

\_\_\_ (8) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008)(31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(vii) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

Alternate I (AUG 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

## CLAUSES INCORPORATED BY FULL TEXT

## 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 of contract expiration.

(End of clause)

## CLAUSES INCORPORATED BY FULL TEXT

## 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 60 days; 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 60 months.

(End of clause)

## 52.219-17 SECTION 8(a) AWARD (DEC 1996)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)).

(2) Except for novation agreements and advance payments, delegates to the U.S. Army Medical Research Acquisition Activity the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the U.S. Army Medical Research Acquisition Activity Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish

ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the [U.S. Army Medical Research Acquisition Activity](#)

#### 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUN 2003)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified **acquisition** procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The insert name of SBA's contractor will notify the U.S. Army Medical Research Acquisition Activity Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

#### 252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A TERRORIST COUNTRY (JAN 2009)

(a) "Definitions."

As used in this provision --

(a) "Government of a terrorist country" includes the state and the government of a terrorist country, as well as any political subdivision, agency, or instrumentality thereof.

(2) "Terrorist country" means a country determined by the Secretary of State, under section 6(j)(1)(A) of the Export Administration Act of 1979 (50 U.S.C. App. 2405(j)(i)(A)), to be a country the government of which has repeatedly provided support for such acts of international terrorism. As of the date of this provision, terrorist countries subject to this provision include: Cuba, Iran, Sudan, and Syria.

(3) "Significant interest" means --

(i) Ownership of or beneficial interest in 5 percent or more of the firm's or subsidiary's securities. Beneficial interest includes holding 5 percent or more of any class of the firm's securities in "nominee shares," "street names," or some other method of holding securities that does not disclose the beneficial owner;

(ii) Holding a management position in the firm, such as a director or officer;

(iii) Ability to control or influence the election, appointment, or tenure of directors or officers in the firm;

(iv) Ownership of 10 percent or more of the assets of a firm such as equipment, buildings, real estate, or other tangible assets of the firm; or

(v) Holding 50 percent or more of the indebtedness of a firm.

(b) "Prohibition on award."

In accordance with 10 U.S.C. 2327, no contract may be awarded to a firm or a subsidiary of a firm if the government of a terrorist country has a significant interest in the firm or subsidiary or, in the case of a subsidiary, the firm that owns the subsidiary, unless a waiver is granted by the Secretary of Defense.

(c) "Disclosure."

If the government of a terrorist country has a significant interest in the Offeror or a subsidiary of the Offeror, the Offeror shall disclose such interest in an attachment to its offer. If the Offeror is a subsidiary, it shall also disclose any significant interest the government of a terrorist country has in any firm that owns or controls the subsidiary. The disclosure shall include --

(1) Identification of each government holding a significant interest; and

(2) A description of the significant interest held by each government.

(End of provision)

#### 252.211-7003 ITEM IDENTIFICATION AND VALUATION (AUG 2008)

(a) Definitions. As used in this clause'

Automatic identification device means a device, such as a reader or interrogator, used to retrieve data encoded on machine-readable media.

Concatenated unique item identifier means--

(1) For items that are serialized within the enterprise identifier, the linking together of the unique identifier data elements in order of the issuing agency code, enterprise identifier, and unique serial number within the enterprise identifier; or

(2) For items that are serialized within the original part, lot, or batch number, the linking together of the unique identifier data elements in order of the issuing agency code; enterprise identifier; original part, lot, or batch number; and serial number within the original part, lot, or batch number.

Data qualifier means a specified character (or string of characters) that immediately precedes a data field that defines the general category or intended use of the data that follows.

DoD recognized unique identification equivalent” means a unique identification method that is in commercial use and has been recognized by DoD. All DoD recognized unique identification equivalents are listed at [http://www.acq.osd.mil/dpap/pdi/uid/iuid\\_equivalents.html](http://www.acq.osd.mil/dpap/pdi/uid/iuid_equivalents.html).

DoD unique item identification means a system of marking items delivered to DoD with unique item identifiers that have machine-readable data elements to distinguish an item from all other like and unlike items. For items that are serialized within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier and a unique serial number. For items that are serialized within the part, lot, or batch number within the enterprise identifier, the unique item identifier shall include the data elements of the enterprise identifier; the original part, lot, or batch number; and the serial number.

Enterprise means the entity (e.g., a manufacturer or vendor) responsible for assigning unique item identifiers to items.

Enterprise identifier means a code that is uniquely assigned to an enterprise by an issuing agency.

Government's unit acquisition cost means--

(1) For fixed-price type line, subline, or exhibit line items, the unit price identified in the contract at the time of delivery;

(2) For cost-type or undefinitized line, subline, or exhibit line items, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery; and

(3) For items produced under a time-and-materials contract, the Contractor's estimated fully burdened unit cost to the Government at the time of delivery.

Issuing agency means an organization responsible for assigning a non-repeatable identifier to an enterprise (i.e., Dun & Bradstreet's Data Universal Numbering System (DUNS) Number, GS1 Company Prefix, or Defense Logistics Information System (DLIS) Commercial and Government Entity (CAGE) Code).

Issuing agency code means a code that designates the registration (or controlling) authority for the enterprise identifier.

Item means a single hardware article or a single unit formed by a grouping of subassemblies, components, or constituent parts.

Lot or batch number means an identifying number assigned by the enterprise to a designated group of items, usually referred to as either a lot or a batch, all of which were manufactured under identical conditions.

Machine-readable means an automatic identification technology media, such as bar codes, contact memory buttons, radio frequency identification, or optical memory cards.

Original part number means a combination of numbers or letters assigned by the enterprise at item creation to a class of items with the same form, fit, function, and interface.

Parent item means the item assembly, intermediate component, or subassembly that has an embedded item with a unique item identifier or DoD recognized unique identification equivalent.

Serial number within the enterprise identifier means a combination of numbers, letters, or symbols assigned by the enterprise to an item that provides for the differentiation of that item from any other like and unlike item and is never used again within the enterprise.

Serial number within the part, lot, or batch number means a combination of numbers or letters assigned by the enterprise to an item that provides for the differentiation of that item from any other like item within a part, lot, or batch number assignment.

Serialization within the enterprise identifier means each item produced is assigned a serial number that is unique among all the tangible items produced by the enterprise and is never used again. The enterprise is responsible for ensuring unique serialization within the enterprise identifier.

Serialization within the part, lot, or batch number means each item of a particular part, lot, or batch number is assigned a unique serial number within that part, lot, or batch number assignment. The enterprise is responsible for ensuring unique serialization within the part, lot, or batch number within the enterprise identifier.

Unique item identifier means a set of data elements marked on items that is globally unique and unambiguous. The term includes a concatenated unique item identifier or a DoD recognized unique identification equivalent.

Unique item identifier type means a designator to indicate which method of uniquely identifying a part has been used. The current list of accepted unique item identifier types is maintained at [http://www.acq.osd.mil/dpap/pdi/uid/uii\\_types.html](http://www.acq.osd.mil/dpap/pdi/uid/uii_types.html).

(b) The Contractor shall deliver all items under a contract line, subline, or exhibit line item.

(c) Unique item identifier.

(1) The Contractor shall provide a unique item identifier for the following:

(i) All delivered items for which the Government's unit acquisition cost is \$5,000 or more.

(ii) The following items for which the Government's unit acquisition cost is less than \$5,000:

-----  
 Contract line, subline, or exhibit line  
                   item No.                  Item description  
 -----

(iii) Subassemblies, components, and parts embedded within delivered items as specified in Attachment Number ----

(2) The unique item identifier and the component data elements of the DoD unique item identification shall not change over the life of the item.

(3) Data syntax and semantics of unique item identifiers. The Contractor shall ensure that--

(i) The encoded data elements (except issuing agency code) of the unique item identifier are marked on the item using one of the following three types of data qualifiers, as determined by the Contractor:

(A) Application Identifiers (AIs) (Format Indicator 05 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(B) Data Identifiers (DIs) (Format Indicator 06 of ISO/IEC International Standard 15434), in accordance with ISO/IEC International Standard 15418, Information Technology--EAN/UCC Application Identifiers and Fact Data Identifiers and Maintenance and ANSI MH 10.8.2 Data Identifier and Application Identifier Standard.

(C) Text Element Identifiers (TEIs) (Format Indicator 12 of ISO/IEC International Standard 15434), in accordance with the Air Transport Association Common Support Data Dictionary; and

(ii) The encoded data elements of the unique item identifier conform to the transfer structure, syntax, and coding of messages and data formats specified for Format Indicators 05, 06, and 12 in ISO/IEC International Standard 15434, Information Technology--Transfer Syntax for High Capacity Automatic Data Capture Media.

(4) Unique item identifier.

(i) The Contractor shall--

(A) Determine whether to--

(1) Serialize within the enterprise identifier;

(2) Serialize within the part, lot, or batch number; or

(3) Use a DoD recognized unique identification equivalent; and

(B) Place the data elements of the unique item identifier (enterprise identifier; serial number; DoD recognized unique identification equivalent; and for serialization within the part, lot, or batch number only: original part, lot, or batch number) on items requiring marking by paragraph (c)(1) of this clause, based on the criteria provided in the version of MIL-STD-130, Identification Marking of U.S. Military Property, cited in the contract Schedule.

(ii) The issuing agency code--

(A) Shall not be placed on the item; and

(B) Shall be derived from the data qualifier for the enterprise identifier.

(d) For each item that requires unique item identification under paragraph (c)(1)(i) or (ii) of this clause, in addition to the information provided as part of the Material Inspection and Receiving Report specified elsewhere in this contract, the Contractor shall report at the time of delivery, either as part of, or associated with, the Material Inspection and Receiving Report, the following information:

(1) Unique item identifier.

(2) Unique item identifier type.

(3) Issuing agency code (if concatenated unique item identifier is used).

(4) Enterprise identifier (if concatenated unique item identifier is used).

(5) Original part number (if there is serialization within the original part number).

(6) Lot or batch number (if there is serialization within the lot or batch number).

(7) Current part number (optional and only if not the same as the original part number).

(8) Current part number effective date (optional and only if current part number is used).

(9) Serial number (if concatenated unique item identifier is used).

(10) Government's unit acquisition cost.

(11) Unit of measure.

(e) For embedded subassemblies, components, and parts that require DoD unique item identification under paragraph (c)(1)(iii) of this clause, the Contractor shall report as part of, or associated with, the Material Inspection and Receiving Report specified elsewhere in this contract, the following information:

(1) Unique item identifier of the parent item under paragraph (c)(1) of this clause that contains the embedded subassembly, component, or part.

(2) Unique item identifier of the embedded subassembly, component, or part.

(3) Unique item identifier type.\*\*

(4) Issuing agency code (if concatenated unique item identifier is used).\*\*

(5) Enterprise identifier (if concatenated unique item identifier is used).\*\*

(6) Original part number (if there is serialization within the original part number).\*\*

(7) Lot or batch number (if there is serialization within the lot or batch number).\*\*

(8) Current part number (optional and only if not the same as the original part number).\*\*

(9) Current part number effective date (optional and only if current part number is used).\*\*

(10) Serial number (if concatenated unique item identifier is used).\*\*

(11) Description.

\*\* Once per item.

(f) The Contractor shall submit the information required by paragraphs (d) and (e) of this clause in accordance with the data submission procedures at [http://www.acq.osd.mil/dpap/pdi/uid/data\\_submission\\_information.html](http://www.acq.osd.mil/dpap/pdi/uid/data_submission_information.html).

(g) Subcontracts. If the Contractor acquires by subcontract, any item(s) for which unique item identification is required in accordance with paragraph (c)(1) of this clause, the Contractor shall include this clause, including this paragraph (g), in the applicable subcontract(s).

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JUL 2009)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

52.203-3, Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

(1)  252.203-7000, Requirements Relating to Compensation of Former DoD Officials (JAN 2009) (Section 847 of Pub. L. 110-181).

(2)  252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(3)  252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (APR 2007) (15 U.S.C. 637).

(4)  252.219-7004, Small Business Subcontracting Plan (Test Program) (AUG 2008) (15 U.S.C. 637 note).

(5)  252.225-7001, Buy American Act and Balance of Payments Program (JAN 2009) (41 U.S.C. 10a-10d, E.O. 10582).

(6)  252.225-7008, Restriction on Acquisition of Specialty Metals (JUL 2009) (10 U.S.C. 2533b).

(7)  252.225-7009, Restriction on Acquisition of Certain Articles Containing Specialty Metals (JUL 2009) (10 U.S.C. 2533b).

(8)  252.225-7012, Preference for Certain Domestic Commodities (DEC 2008) (10 U.S.C. 2533a).

(9)  252.225-7015, Restriction on Acquisition of Hand or Measuring Tools (JUN 2005) (10 U.S.C. 2533a).

(10)  252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (MAR 2006) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).

(11)  252.225-7021, Trade Agreements (JUL 2009) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).

(12)  252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).

(13)  252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).

(14)(i)  252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (JUL 2009) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).

(ii)  Alternate I (JUL 2009) of 252.225-7036.

(15)  252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).

(16)  252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Public Law 107-248 and similar sections in subsequent DoD appropriations acts).

(17)  252.227-7015, Technical Data--Commercial Items (NOV 1995) (10 U.S.C. 2320).

(18)  252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).

(19)  252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (MAR 2008) (10 U.S.C. 2227).

(20)  252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(21)  252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).

(22)  252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417).

(23)(i)  252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii)  Alternate I (MAR 2000) of 252.247-7023.

(iii)  Alternate II (MAR 2000) of 252.247-7023.

(iv)  Alternate III (MAY 2002) of 252.247-7023.

(24)  252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

(1) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(2) 252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (JUL 2009) (Section 884 of Public Law 110-417).

(3) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(4) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

252.225-7001 BUY AMERICAN ACT AND BALANCE OF PAYMENTS PROGRAM (JAN 2009)

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

(1) Commercially available off-the-shelf (COTS) item--

(i) Means any item of supply (including construction material) that is--

(A) A commercial item (as defined in paragraph (1) of the definition of "commercial item" in section 2.101 of the Federal Acquisition Regulation);

(B) Sold in substantial quantities in the commercial marketplace; and

(C) Offered to the Government, under a contract or subcontract at any tier, without modification, in the same form in which it is sold in the commercial marketplace; and

(ii) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. 40102), such as agricultural products and petroleum products.

(2) Component means an article, material, or supply incorporated directly into an end product.

(3) Domestic end product means--

(i) An unmanufactured end product that has been mined or produced in the United States; or

(ii) An end product manufactured in the United States if—

(A) The cost of its qualifying country components and its components that are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. The cost of components includes transportation costs to the place of incorporation into the end product and U.S. duty (whether or not a duty-free entry certificate is issued). Scrap generated, collected, and prepared for processing in the United States is considered domestic. A component is considered to have been mined, produced, or manufactured in the United States (regardless of its source in fact) if the end product in which it is incorporated is manufactured in the United States and the component is of a class or kind for which the Government has determined that--

(1) Sufficient and reasonably available commercial quantities of a satisfactory quality are not mined, produced, or manufactured in the United States; or

(2) It is inconsistent with the public interest to apply the restrictions of the Buy American Act; or

(B) The end product is a COTS item.

(4) End product means those articles, materials, and supplies to be acquired under this contract for public use.

(5) Foreign end product means an end product other than a domestic end product.

(6) Qualifying country means any country set forth in subsection 225.872-1 of the Defense Federal Acquisition Regulation Supplement.

(7) Qualifying country component means a component mined, produced, or manufactured in a qualifying country.

(8) Qualifying country end product means--

(i) An unmanufactured end product mined or produced in a qualifying country; or

(ii) An end product manufactured in a qualifying country if the cost of the following types of components exceeds 50 percent of the cost of all its components:

(A) Components mined, produced, or manufactured in a qualifying country.

(B) Components mined, produced, or manufactured in the United States.

(C) Components of foreign origin of a class or kind for which the Government has determined that sufficient and reasonably available commercial quantities of a satisfactory quality are not mined, produced, or manufactured in the United States.

(8) United States means the 50 States, the District of Columbia, and outlying areas.

(b) This clause implements the Buy American Act (41 U.S.C. Section 10a-d). In accordance with 41 U.S.C. 431, the component test of the Buy American Act is waived for an end product that is a COTS item (see section 12.505(a)(1) of the Federal Acquisition Regulation). Unless otherwise specified, this clause applies to all line items in the contract.

(c) The Contractor shall deliver only domestic end products unless, in its offer, it specified delivery of other end products in the Buy American Act--Balance of Payments Program Certificate provision of the solicitation. If the Contractor certified in its offer that it will deliver a qualifying country end product, the Contractor shall deliver a qualifying country end product or, at the Contractor's option, a domestic end product.

(d) The contract price does not include duty for end products or components for which the Contractor will claim duty-free entry.

(End of clause)

252.232-7003 ELECTRONIC SUBMISSION OF PAYMENT REQUESTS AND RECEIVING REPORTS  
(MAR 2008)

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

(1) Contract financing payment and invoice payment have the meanings given in section 32.001 of the Federal Acquisition Regulation.

(2) Electronic form means any automated system that transmits information electronically from the initiating system to all affected systems. Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using Wide Area WorkFlow (WAWF) or another electronic form authorized by the Contracting Officer.

(3) Payment request means any request for contract financing payment or invoice payment submitted by the Contractor under this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests and receiving reports using WAWF, in one of the following electronic formats that WAWF accepts: Electronic Data Interchange, Secure File Transfer Protocol, or World Wide Web input. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil/>.

(c) The Contractor may submit a payment request and receiving report using other than WAWF only when--

(1) The Contracting Officer authorizes use of another electronic form. With such an authorization, the Contractor and the Contracting Officer shall agree to a plan, which shall include a timeline, specifying when the Contractor will transfer to WAWF;

- (2) DoD is unable to receive a payment request or provide acceptance in electronic form;
- (3) The Contracting Officer administering the contract for payment has determined, in writing, that electronic submission would be unduly burdensome to the Contractor. In such cases, the Contractor shall include a copy of the Contracting Officer's determination with each request for payment; or
- (4) DoD makes payment for commercial transportation services provided under a Government rate tender or a contract for transportation services using a DoD-approved electronic third party payment system or other exempted vendor payment/invoicing system (e.g., PowerTrack, Transportation Financial Management System, and Cargo and Billing System).
- (d) The Contractor shall submit any non-electronic payment requests using the method or methods specified in Section G of the contract.
- (e) In addition to the requirements of this clause, the Contractor shall meet the requirements of the appropriate payment clauses in this contract when submitting payments requests.

(End of clause)

#### PERFORMANCE WORK STATEMENT

##### **Performance Work Statement (PWS)**

##### **Fort Detrick Business Development Office (FDBDO)**

#### General Information

This is a Performance Based Statement Of Work (PBSOW) in which the Contractor will provide the Services stated herein in a manner that achieves the objectives set forth in this Section C and the rest of the Contract. The Contractor is completely responsible for its performance hereunder unless and only to the extent that its performance has been directly and adversely affected by an event listed under the clause "Excusable Delay," or by a written order issued solely by the Government Contracting Officer changing the Contractor's performance hereunder.

The Contractor will comply with all Federal, State, and Local Laws, Ordinances, Statutes and Regulations pertaining to the provision of the Services under this contract.

**Conflict of Interest.** The contractor will not employ any person who is an employee of the United States Government or Department of Defense, military or civilian, if the employment of that person would create, or appear as, a conflict of interest, as defined in AR 600-50.

**Security Requirements.** The Contractor will be responsible for obtaining installation (Fort Detrick) access as required (e.g., ID tags, car tags) for all Contractor personnel authorized to

access Fort Detrick. Any government furnished identification will be returned to the Government when the employee no longer works for the contractor.

### **Non-Personal Services**

The contract identifies services that are strictly non-personal and severable in nature.

### **Inherently Governmental Functions**

This requirement has been reviewed and contains no services that are inherently governmental functions.

#### **1.0 Background**

The U.S. Army Medical Research and Materiel Command (USAMRMC) and Fort Detrick comprises the leading edge of medical research, logistics, chemical and biological defense, technology development, facility planning, cancer research, medical information systems and many other related efforts. A Contractor operated FDBDO, collaborating with other government procurement representatives acts as a portal and organization, to assist in the establishment of partnerships and business agreements supporting access to needed emerging technologies, opportunities for business collaborations and small business subcontracting prospects. This exchange of technology and business activities will encourage the stimulation of economic growth on a local, state and national basis.

#### **2.0 Scope**

The FDBDO will in concert with government procurement representatives assist in forging strategic business relationships between USAMRMC and Fort Detrick, and Statewide Economic Development Offices, Institutes of Higher Education and the Fort Detrick Contracting Community (FDCC) in an effort to facilitate the complex government procurement process. The Contractor will facilitate and provide the following services through the FDBDO:

- Serve as the Point of Contact between USAMRMC and Fort Detrick and the small business community;
- Conduct training workshops as required for USAMRMC and Fort Detrick, small businesses, prime contractors, academia and service providers;
- Provide information on procurement opportunities and resources;

- Build on existing efforts between USAMRMC and Fort Detrick and the small business community leadership to make USAMRMC and Fort Detrick's unique resources readily available to the commercial sector and academia;
- Provide a business plan describing how the Contractor will successfully execute the Performance Requirements Summary.
- Promote USAMRMC and Fort Detrick as Maryland's premier biomedical research technology growth center.

The Contractor will secure suitable, finished office space within 1 to 2 miles from Fort Detrick's 7<sup>th</sup> street main entrance gate. This office space shall not exceed 2400 square feet (including, at a minimum, one (1) conference room that can accommodate 15-20 seats), be adequately furnished with new office furniture (or new leased office furniture), new office machines and equipment (or new leased office machines and equipment), which includes but is not limited to (copiers, fax machines, scanner machines, a new telephone system, storage area). This office space will include space to accommodate an USAMRMC Office of Small Business Programs Small Business Specialist a representative from the Frederick County Maryland Office of Economic Development, and a representative from Maryland TEDCO. In addition, the Contractor will provide a professional staff to support and service the small business community, USAMRMC and Fort Detrick. At a minimum that professional staff should include a Manager, a Business Development Specialist and an Office Manager. The level of effort estimated for the performance of this contract is approximately 6000 hours per year.

### 3.0 Task Objectives

#### 3.1 Be a Point of Contact between USAMRMC and Fort Detrick and the small business community

The Contractor will establish the FDBDO as a point of contact, in addition to government procurement representatives, in an effort to simplify the interface between industry, government, academia and USAMRMC and Fort Detrick. The FDBDO will match potential small businesses and partners before and during the engagement of Federal government resources.

Changes to Operating Hours. To reflect any change in its business needs the Government will, on giving a reasonable period of notice, have the right to request Contractor to change the operating hours during which the Services are provided. Any changes to operating hours will be discussed

and agreed and any pricing implications will be dealt with in accordance with the provisions governing such changes.

**3.2 Conduct training workshops for USAMRMC and Fort Detrick, small businesses, academia, prime and sub contractors and a vast array of service providers.**

The FDBDO will conduct, at a minimum, eight (8) workshops/training sessions per year, or two (2) per quarter, to educate our government, academia and industry partners. This will include a variety of "how to" topics such as, but not limited to: "How to write a grant proposal", "How to get a security clearance", or "How to find business opportunities within the Government procurement systems at Fort Detrick." These workshops may also include topics to educate USAMRMC and Fort Detrick personnel on how to conduct market research, performance based service acquisitions, and other procurement processes. The topics for the workshops/training sessions will be mutually discussed and agreed upon by the COR and the FDBDO Staff. The Contractor will provide training support materials, including certificates, to be maintained in electronic and hardcopy form, on site, and made available for Government inspection upon request. Attendance will be limited to 20 individuals per workshop.

**3.3 Provide information on procurement opportunities and resources**

The Contractor will assist government procurement officials in providing clear, sound forecast information to representatives from government, industry and academia. The Contractor will work collaboratively with government procurement officials to develop and maintain a listing of current procurement forecast information. The contractor will interface with the various Fort Detrick Procurement / Buying Activities in the collection and posting of current procurement forecast data on the FDBDO and FDCC websites.

**3.4 Build on current efforts between USAMRMC and Fort Detrick and Frederick County Community and Business leadership to make USAMRMC and Fort Detrick's unique resources readily available to the commercial sector**

The Contractor will develop an organizational matrix of Federal Government points of contact to refer new business and technology advances to the appropriate USAMRMC and Fort Detrick laboratory, technology office or Business element to

develop potential customer and partner relationships. The Contractor will update, as required, the current customer contact list. The Contractor will ensure the Government representative has access to this listing upon request.

### **3.5 Manage and Promote USAMRMC and Fort Detrick as Maryland's next business and technology growth center**

The Contractor in concert with Fort Detrick procurement officials will develop a comprehensive business plan describing how they will successfully execute the Performance Requirements Summary and marketing and communication plans to promote Fort Detrick's medical research and development initiatives and enhance its image of customer focus and quality of life. In addition to developing a coordinated media to be used by multiple tenants, the Contractor will develop a communications plan to include areas of advertising, trade show preparation and web-based media (i.e. FDBDO web site). The Contractor will develop and distribute marketing support materials announcing the establishment of the new and improved FDBDO and promote Fort Detrick's capabilities via trade publications, symposia and conference attendance.

## **4.0 Deliverables**

### **4.1 Transition Support**

#### **4.1.1. Incoming Transition Plan**

The Contractor will provide a plan for 15 days of incoming transition from contract to contract. **A draft incoming transition plan will be submitted as part of the contractor's proposal.** The Contractor will coordinate with the Government in planning and implementing a complete transition to the Contractor's support model. The Contractor will collaborate with the Government to develop and deliver an Incoming Transition Plan. The Government will also designate a transition period for the incoming Contractor to coordinate and work with the incumbent Contractor. This transition plan shall include, but is not limited to:

- Coordination with Government representatives,
- Review, evaluation and transition of current support services,
- Transition of historic data to new contractor system,

- Transfer of hardware warranties and software licenses (if applicable),
- Transfer of all necessary business and/or technical documentation,
- Orientation phase and program to introduce Government personnel, programs, and users to the Contractor's team, tools, methodologies, and business processes,
- Coordinate with the Government to account for government keys, ID/access cards, and security codes.

#### **4.1.2 Option Item: Outgoing Transition Plan**

The Contractor will provide a plan for 15 days outgoing transition for transitioning work from an active task order to a follow-on contract/order or Government entity. This transition may be to a Government entity, another Contractor or to the incumbent contractor under a new contract/order. In accordance with the Government-approved plan, the Contractor will assist the Government in planning and implementing a complete transition from this Contract and/or orders issued under this Contract to a successful provider. This shall include formal coordination with Government staff and successor staff and management. It shall also include delivery of copies of existing policies and procedures, and delivery of required metrics and statistics. This transition plan shall include, but is not limited to:

- Coordination with Government representatives,
- Review, evaluation and transition of current support services,
- Transition of historic data to new contractor system,
- Transfer of hardware warranties and software licenses (if applicable),
- Transfer of all necessary business and/or technical documentation,
- Turn-in of all government keys, ID/access cards, and security codes.

#### **4.2 Monthly Status Report**

The Contractor will provide a monthly status report describing progress made toward completing each of the objectives

identified in section 3.0. This report is due to the COR not later than the second week of the month after it is due. The Monthly Status Report shall also include at a minimum a brief narrative written by the FDBDO Manager describing what kind of business month it was overall and any items of special significance; any events that the FDBDO and its staff participated in; an opportunities (total contacts, intakes, meetings, telephone contacts, opportunities and contacts receiving opportunities) metric; a listing of new opportunities; a listing (by date, name of company, contact info, and type of small business) of all new intakes; welcome sessions attendees; and the FDBDO monthly featured vendor. contacts and outreach initiatives between government, industry and academia. To include but not be limited to, all phone contacts, walk-ins, interface meetings and will report on business types such as Women owned, small disadvantaged, 8(a), Service Disabled Veteran Owned, etc.

#### **4.3 Executive Level Presentation**

The Contractor will develop, maintain, and update an electronic and hardcopy executive marketing presentation of USAMRMC and Fort Detrick's capabilities and business opportunities.

#### **4.4 Advanced Acquisition Forecasts (AAF)**

The Contractor will provide advanced acquisition forecasts as described at 3.3 and 3.4 of USAMRMC and Fort Detrick activities in both hard copy and electronic media. This AAF shall be updated on a monthly.

#### **4.5 Marketing Materials**

The Contractor will collect and distribute marketing materials promoting USAMRMC and Fort Detrick's capabilities. All FDBDO marketing materials shall have advance approval by the Contracting Officer's Representative prior to release.

#### **4.6 Conferences and Symposia**

The Contractor will attend a minimum of six relevant trade shows, conferences, events and symposia annually.

Conference, trade show and symposia attendance shall have advance approval by the Contracting Officer's Representative. No more than two (2) FDBDO representatives will attend the conferences. The contractor is responsible for attending, at a minimum, of six (6) conferences per year.

#### **4.7 Delivery Schedule Abbreviations**

The following abbreviations are used in the delivery/deliverable schedule:

Abbreviation	Definition
COR	Contracting Officer's Representative for the Task order
DA	Days after
DACA	Days after contract award (award of this order)
Days	Calendar Days unless otherwise specified
E	Electronic Copy
H	Hard Copy
NLT	No Later Than
PWS Ref	Performance Work Statement Reference (paragraph number)

#### **4.8 Deliverable/Delivery Schedule**

A summary of deliverables follows. Copies are to be provided to the Government officials indicated in electronic file (E), and/or hard copy (H).

Item	PWS Ref	Title	Dist	E	H	Initial	Subsequent
Deliverable 1	Paragraph 4.1.1	Incoming Transition Plan	COR	1	1	Initial Plan submitted with proposal; Updated Plan NLT 30 DACA	Updated as required
Deliverable 2	Paragraph 4.1.2	Outgoing Transition Plan	COR	1	1	Due between 120 and 90 days prior to Order expiration, or	Updated as required

						when requested by the COR.	
Deliverable 3	Paragraph 4.2	Monthly Status Report	COR	1	1	NLT 45 DACA	NLT the 15th of Each Month
Deliverable 4	Paragraph 4.3	Executive Level Presentation	COR	1	1	As requested by the COR	As requested by the COR
Deliverable 5	Paragraph 4.4	Advanced Acquisition Forecasts	COR	1	1	NLT 30 DACA	NLT the 15th of Each Month
Deliverable 6	Paragraph 4.5	Marketing Materials	COR	1	1	As requested by the COR	As requested by the COR
Deliverable 7	Paragraph 4.6	Conferences and Symposia	COR	1	1	As requested by the COR	As requested by the COR

### 5.0 Quality Assurance Surveillance Plan (QASP)

The Government intends to utilize a Quality Assurance Surveillance Plan (QASP) to monitor the quality of the Contractor's performance. The oversight provided for in the order and in the QASP will help to ensure that service levels reach and maintain the required levels throughout the contract term. Further, the QASP provides the COR with a proactive way to avoid unacceptable or deficient performance, and provides verifiable input for the required Past Performance Information Assessments. The QASP will be finalized immediately following award and a copy provided to the Contractor after award. The QASP is a living document and may be updated by the Government as necessary.

### 5.1 Performance Requirements Summary (PRS)

Required Service	Standard (Performance Standards)	Acceptable Quality Level (AQL)	Method of Surveillance	Maximum
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Transition Period C.4.1	First 15 days of the Base Period	95%	100% inspection	100%
FBBDO open for business C.3.1	FDBDO opens for daily services M-F, 0800-1700 hrs	95%	100% inspection	100%
Develop 4 Training Modules C.3.2	1 module developed every 3 months for the first year	95%	100% inspection	100%
Train 4 classes per year C.3.2	1 class every 3 months	95%	100% inspection	100%
Post Ft. Detrick ( FD) Forecast data C.3.3	Update Forecast every monthly	90%	Random Sampling	100%
Capture Contractor Visit and Demographic Data C.3.4	Develop Contact Database and capture Contractor information	95%	Random Sampling	100%
Develop Organization Matrix C.3.4	Publish an Organizational Matrix within 3 months of award and update semi-annually	85%	Random Sampling	100%
Develop Business Plan C.3.5	Business Plan describing how the Contractor will execute the Performance Requirements Summary	80%	Random Sampling	100%
Develop Marketing Plan, C.3.5	Develop Marketing Plan within 3 months of award, update semi-annually	95%	100% inspection	100%
Execute Marketing Plan, C.3.5	Execute Approved Marketing Plan	95%	Random Sampling	100%
Develop Communication Plan, C.3.5	Develop Communication Plan within 6 months of award, update semi-annually	95%	100% inspection	100%
Execute Communication Plan, C.3.5	Execute Approved Communication Plan	95%	Random Sampling	100%

## 6.0 Period of Performance

The Base Year period of performance is for 12-months from the date of contract award, plus four, renewable one-year options at the discretion of the Government.

## 7.0 Place of Performance

The Contractor will provide suitable, finished office space within 1 to 2 miles from Fort Detrick, and with easy access to

the Fort Detrick 7<sup>th</sup> Street entrance gate. This office space shall not exceed 2400 square feet (including, at a minimum, one (1) conference room that can accommodate 15-20 seats), be adequately furnished to perform the contract requirements and to provide space for one (1) full-time Federal Government personnel and two (2) part-time private sector economic development specialist to interface with industry. The Contractor shall staff an FDBDO information desk for phone calls and walk-ins. The office shall be open Monday through Friday during the hours of 0800-1700.

### **8.0 Computer Hardware/Software**

The Contractor will provide new, state-of-the-art computers (i.e. windows based notebooks), computer network systems, server that will increase the efficiency and productivity of the FDBDO employees. Wherever possible wireless technology will be utilized to include remote access for FDBDO employees. The Contractor will design and implement a web based FDBDO "bulletin" that will be linked to the FDBDO website. This "bulletin" will provide the small business community with a means of getting up to date, real time business related information to increase small business engagement, receive feedback from the small business community and expand marketing to a new client base.

### **9.0 FDBDO Web Site**

The Contractor will update and maintain the current FDBDO web site. Ownership of the FDBDO web site shall vest to the Government upon the completion of this Contract.

### **10.0 Domain Name**

The Contractor will maintain the current FDBDO domain. Ownership of the FDBDO domain will vest to the Government upon completion of the current Contract.

### **11.0 Protection of Information:**

#### **11.1 Dissemination of Information/Publishing**

There shall be no dissemination or publication, except within and between the Contractor and any subcontractors or specified Integrated Product/Process Team (IPT) members who have a need to know, of information developed under this order or contained in the reports to be furnished pursuant to this order without prior written approval of the COR or the Contracting Officer. COR approval for publication will

require provisions which protect the intellectual property and patent rights of both the requiring activity and the Contractor.

## **11.2 Contractor Employees:**

### **11.2.1 Contractor Identification**

The contractor will 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.

### **11.2.2 Attendance at Meetings**

Contractor personnel may be required to attend meetings or otherwise communicate with Government and/or other contract representatives to meet the requirements of this order. Contractor personnel make their contractor status known during introductions.

### **11.2.3 Use of Military Rank by Contractor Personnel**

Contractor personnel, while performing in a contractor capacity, are prohibited from using their retired or reserve component military rank or title in all written or verbal communications associated with the contract under which they provide services.

## **12.0 Section 508 Requirement**

The Contractor will comply with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d). Specifically, the procurement, development, maintenance, or integration of electronic and information technology (EIT) under this contract must comply with the applicable accessibility standards issued by the Architectural and Transportation Barriers Compliance Board at [CFR part 1194](#).

DRAFT QASP**QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)  
(DRAFT)**

**NOTE: THIS QASP WILL BE FINALIZED AT THE TIME OF AWARD**

Fort Detrick Business Development Office (FDBDO)  
Contract Number: < upon award, enter contract number >  
Contract Description: < enter contract description >  
Contractor's name: < upon award, enter contractor name > (hereafter referred  
to as the contractor).

**1. PURPOSE.**

This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

- What will be monitored.
- How monitoring will take place.
- Who will conduct the monitoring.
- How monitoring efforts and results will be documented.

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance. In addition, the QASP should recognize that unforeseen and uncontrollable situations may occur.

This QASP is a "living document" and the Government may review and revise it on a regular basis. However, the Government shall coordinate changes with the contractor. Updates shall ensure that the QASP remains a valid, useful, and enforceable document. Copies of the original QASP and revisions shall be provided to the contractor and Government officials implementing surveillance activities.

The following FAR clause applies:

52.246-4 Inspection of Services - Fixed-Price

**2. GOVERNMENT ROLES AND RESPONSIBILITIES:**

The following personnel shall oversee and coordinate surveillance activities.

a. Contracting Officer (KO) - The KO shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The KO shall also assure that the contractor receives impartial, fair, and equitable treatment under this contract. The KO is ultimately responsible for the final determination of the adequacy of the contractor's performance.

Assigned KO: Mrs. Laurie E. Hovermale  
Organization or Agency: USAMRAA  
Telephone: 301-619-2180  
Email: laurie.hovermale@amedd.army.mil

b. Contracting Officer's Representative (COR) - The COR is responsible for technical administration of the contract and shall assure proper Government surveillance of the contractor's performance. The COR shall keep a quality assurance file. At the conclusion of the contract or when requested by the KO, the COR shall provide documentation to the KO. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. The contractor shall refer any changes they deem may affect contract price, terms, or conditions to the KO for action.

Assigned COR: Mr. Archie B. Cardwell Jr  
Telephone: 301-620-7071  
Email: archie.cardwell@amedd.army.mil

c. Other Key Government Personnel - Mr. Justin H.Pickett  
Title: Contract Specialist  
Telephone: 301-619-7433  
Email: justin.pickett@amedd.army.mil

### **3. CONTRACTOR REPRESENTATIVES:**

The following employees of the contractor serve as the contractor's Manager, Business Development Specialist and Office Manager for this contract.  
<Communication should occur with the contractor as soon as possible after contract/delivery order award. It will help if they review the draft QASP and accept the final version.>

a. Manager - <upon award, enter name>  
Telephone: <enter number>  
Email: <enter address>

b. Business Development Specialist - <upon award, enter name>  
Telephone: <enter number>  
Email: <enter address>

c. Office Manager - <upon award, enter name or delete these lines if not applicable>  
Title: <enter title>  
Telephone: <enter number>  
Email: <enter address>

### **4. PERFORMANCE STANDARDS:**

Performance standards define desired services. The Government performs surveillance to determine if the contractor exceeds, meets or does not meet these standards.

The Performance Requirements Summary Matrix, paragraph 5.1 in the Performance Work Statement includes performance standards. The Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

**Performance Standards**

<b>Required Service</b>	<b>Standard (Performance Standards)</b>	<b>Acceptable Quality Level (AQL)</b>	<b>Method of Surveillance</b>	<b>Maximum</b>
Transition Period C.4.1	First 15 days of the Base Period	95%	100% inspection	100%
FBBDO open for business C.3.1	FBBDO opens for daily services M-F, 0800-1700 hrs	95%	100% inspection	100%
Develop 4 Training Modules C.3.2	1 module developed every 3 months for the first year	95%	100% inspection	100%
Train 4 classes per year C.3.2	1 class every 3 months	95%	100% inspection	100%
Post Ft. Detrick (FD) Forecast data C.3.3	Update Forecast every monthly	90%	Random Sampling	100%
Capture Contractor Visit and Demographic Data C.3.4	Develop Contact Database and capture Contractor information	95%	Random Sampling	100%
Develop Organization Matrix C.3.4	Publish an Organizational Matrix within 3 months of award and update semi-annually	85%	Random Sampling	100%
Develop Business Plan C.3.5	Business Plan describing how the Contractor will execute the Performance Requirements Summary	80%	Random Sampling	100%
Develop Marketing Plan, C.3.5	Develop Marketing Plan within 3 months of award, update semi-annually	95%	100% inspection	100%
Execute Marketing Plan, C.3.5	Execute Approved Marketing Plan	95%	Random Sampling	100%
Develop Communication Plan, C.3.5	Develop Communication Plan within 6 months of award, update semi-annually	95%	100% inspection	100%
Execute Communication Plan, C.3.5	Execute Approved Communication Plan	95%	Random Sampling	100%

**5. METHODS OF QA SURVEILLANCE:**

< After contract award, the contracting Officer's Representative (COR) will need to review the Performance Standards Summary Matrix in the contract to determine if the selected monitoring methods are appropriate to monitor each performance standard. Within a QASP, multiple surveillance methods may be used. The method for any given task will depend on the performance standard and Acceptable Quality Level (AQL). >

Various methods exist to monitor performance. The COR shall use the surveillance methods listed below in the administration of this QASP.

Regardless of the surveillance method, the COR shall always contact the contractor's task manager or on-site representative when a defect is identified and inform the manager of the specifics of the problem. The COR shall be responsible for monitoring the contractor's performance in meeting a specific performance standard/AQL.

< Place the performance standard(s) after the description of the method. Delete any methods that are not required.>

**a. 100% INSPECTION.** (Evaluates all outputs. Most applicable to small quantity, but highly important services. May be used where there are written deliverables and stringent requirements such as tasks required by law, safety, or security.)

Transition Period, paragraph C.4.1

FDBDO open for business, paragraph C.3.1

Develop Four(4) training modules, paragraph C.3.2

Host Four (4) training classes per year, paragraph C.3.2

Develop Marketing Plan, paragraph C.3.5

Develop Communication Plan, paragraph C.3.5

**b. RANDOM SAMPLING.** (Designed to evaluate the outputs of the award requirement by randomly selecting and inspecting a statistically significant sample. Highly recommended for large quantity repetitive activities with objective and measurable quality attributes.)

Post FDBDO foerecast data, paragraph C.3.3

Capture Contractor Visit and Demographic Data, paragraph C.3.4

Develop Organization Matrix, paragraph C.3.4

Develop Business Plan, paragraph C.3.5

Execute Marketing Plan, paragraph C.3.5

Execute Communication Plan, paragraph C.3.5

Surveillance results may be used as the basis for actions (to include payment deductions) against the contractor. In such cases, the Inspection of Services clause in the Contract becomes the basis for the KO's actions.

#### **7. RATINGS:**

Metrics and methods are designed to determine if performance exceeds, meets, or does not meet a given standard and acceptable quality level. A rating scale shall be used to determine a positive, neutral, or negative outcome. The following ratings shall be used:

Example 1:

<b>EXCEPTIONAL:</b>	Performance significantly exceeds contract requirements to the Government's benefit.
<b>SATISFACTORY:</b>	Performance meets contractual requirements.
<b>UNSATISFACTORY:</b>	Performance does not meet contractual requirements.

#### **8. DOCUMENTING PERFORMANCE:**

##### a. ACCEPTABLE PERFORMANCE.

The Government shall document positive performance. A report template is attached.

##### b. UNACCEPTABLE PERFORMANCE.

When unacceptable performance occurs, the COR shall inform the contractor. This will normally be in writing unless circumstances necessitate verbal communication. In any case the COR shall document the discussion and place it in the COR file.

When the COR determines formal written communication is required, the COR shall prepare a Contract Discrepancy Report (CDR), and present it to the contractor's task manager or on-site representative. A CDR template is attached to this QASP.

The contractor shall acknowledge receipt of the CDR in writing. The CDR will specify if the contractor is required to prepare a corrective action plan to document how the contractor shall correct the unacceptable performance and avoid a recurrence. The CDR will also state how long after receipt the contractor has to present this corrective action plan to the COR. The Government shall review the contractor's corrective action plan to determine acceptability.

#### **9. FREQUENCY OF MEASUREMENT:**

##### a. Frequency of Measurement.

During contract/order performance, the COR shall take periodic measurements, 95% Acceptable Quality Level as specified in the AQL column of the Performance Standards Summary Matrix, and shall analyze whether the negotiated frequency of measurement is appropriate for the work being performed.

b. Frequency of Performance Assessment Meetings.

The COR shall meet with the contractor on a weekly basis to assess performance and shall provide a written assessment.

Prepared by: Archie B. Cardwell Jr.

\_\_\_\_\_  
Signature – Contracting Officer’s Representative

WAGE DETERMINATION

**Wage Determination: Washington, DC Metropolitan Area**

Wage Determination No.: 2005-2103

Revision No.: 8

Date of Revision: 05/26/2009

\*\*The entire Wage Determination can be found at the following link: <http://www.wdol.gov/sca.aspx#8>

ADDITIONAL INFORMATION

**INVOICING INSTRUCTIONS FOR GOVT. CREDIT CARD PAYMENT**

**Payment will be made by USAMRAA, Fort Detrick, MD**

**Contractor:** Please forward the invoice to the COR/Technical POC for approval.

**COR/Technical POC:** Please forward a copy of the invoice along with a completed receiving report (DD250) to USAMRAA for payment.

**POC Information:**

COR/Technical POC: Archie Cardwell, (301) 620-7071, [archie.cardwell@us.army.mil](mailto:archie.cardwell@us.army.mil)

PROPOSAL CONTENT

**PROPOSAL CONTENT AND EVALUATION CRITERIA**

**1.0** Proposals must be submitted and received in two (2) separate volumes (I and II). Volume 1 shall be labeled “Non-Cost/Price Proposal” and Volume II shall be labeled “Business Proposal”.

**1.1** All offerors proposing on this requirement are subject to the following timelines as stated herein. Technical questions are due to the Government point of contact, Justin Pickett, no later than 30 November 2009 by 9:00 AM local time, Frederick, MD. Questions must be sent via email to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil), Subject W81XWH-10-T-0029. No telephonic questions will be accepted. Answers to questions will be addressed by amendment to the solicitation. Proposals are due to the Government point of contact no later than 14 December 2009 by 10:00 AM local time, Frederick, MD. Proposals must be delivered to:

U.S. Army Medical Research Acquisition Activity (USAMRAA)

Attn: Mr. Justin Pickett

820 Chandler Street

Fort Detrick, MD 21702

All packages must be marked "W81XWH-10-T-0029"

**NOTE: Only one proposal will be accepted from each offeror.**

## **2.0 FILE FORMATTING REQUIREMENTS**

**2.1** The submission shall be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date and solicitation number in the header and/or footer. Each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applied, Times New Roman font is preferred. Volume I, Non-Cost/Price Proposal is limited to 40 pages.

**2.2** One (1) original and two (2) copies of each Proposal Volume shall be submitted. Additionally, two copies of each Proposal Volume shall be provided on virus-free CD-ROM. The first copy of each proposal volume shall be in a searchable PDF format and the second copy of each proposal volume shall be in Microsoft Word 2003. Do not use compressed file formats. A separate CD is required for each Proposal Volume.

## **3.0 VOLUME CONTENT**

### **3.1 VOLUME I, NON-COST/PRICE PROPOSAL**

**3.1.1** Technical Approach. The Offeror shall submit a written technical proposal which effectively demonstrates the Offeror's understanding of the tasks to be performed, demonstrates a comprehensive staffing plan to efficiently deliver timely high quality services within stated timelines, and provides a draft "Incoming Transition Plan" and a draft "Outgoing Transition Plan." The Offeror's proposal shall demonstrate an understanding of the major deliverables identified in the solicitation in sufficient detail to provide the Government an understanding of the manner and method of management during contract performance and should detail the integration of any proposed subcontractors.

**3.1.2 Relevant Experience.** The Offeror shall submit written information which effectively demonstrates the Offeror's relevant experience in performing services contained in the solicitation. The proposal shall provide evidence of the Offeror's experience (for this purpose, experience refers to what an Offeror has done, not how well it was accomplished) in performing same or similar tasks required by the solicitation. The Offeror's proposal shall demonstrate the amount of relevant corporate experience possessed by the Offeror (to include any proposed subcontractors) as well as demonstrate the amount of relevant experience possessed by proposed Key Personnel. The Offeror shall provide evidence that the organization has current capabilities for assuring performance of this requirement.

Offerors shall submit resumes of proposed Key Positions, as described in the PWS, for the Government's use in evaluating the background, skills, experience, and education of proposed Contractor employees (either current employees or individuals who have signed a letter of intent), for these Key Positions. Offerors shall submit resumes of only current employees or of those individuals who have signed a letter of intent to accept employment with the Offeror.

**NOTE:** Substitution of proposed Key Personnel will not be allowed for a period of six (6) months after award, except in cases of death, illness, or other extreme circumstance. Any substitution or replacement Key Personnel shall have qualifications equal to or greater than the individuals proposed. The Government must pre-approve any replacement or substitution of Key Personnel.

**3.1.3 Quality Control Approach.** The Offeror shall submit a written demonstration of their approach to control the quality of services and deliverables identified in the solicitation. The contractor shall demonstrate the processes, procedures and metrics that will be utilized to ensure high quality services and deliverables are consistently provided to the Government within contract price and on schedule.

**3.1.4 Past Performance.** The Offeror shall provide a list of at least 3, but no more than 5, references of relevant past and present contracts for Federal, State and/or City agencies and commercial customers within the past 3 years. "Relevant" is defined as like service as stated in this solicitation's Statement of Work in terms of similar scope and complexity. References must include:

Name of the Organization that will be providing the reference,  
Name of the Point of Contact (POC),  
POC Telephone Number,  
POC Email address,  
Contract Number,  
Period of Performance, and  
Scope of Work.

Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort. The Offeror shall ensure that contract information is accurate and up-to-date, as references will be checked.

## **3.2 VOLUME II, BUSINESS PROPOSAL**

**3.2.1 Cost/Price .** Certified cost and pricing data will not be required if adequate competition exists. If the Government determines adequate competition was not obtained, the Government reserves the right to request certified cost and pricing data. The Offeror shall submit a completed Excel Pricing Sheet utilizing the format provided. The Offeror must propose on all contract line items for the base and all contract option periods.

**3.2.2 Contractor Representations and Certifications.** The Offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>.

**3.2.3** With their proposal submission, the Offeror must acknowledge any amendments to the solicitation that were released.

#### **4.0 “TRADEOFF” EVALUATION FACTORS FOR AWARD**

##### **4.1 BASIS FOR AWARD**

A single fixed priced contract award will be made will be made on a competitive best value basis, using “tradeoff” among cost/price and non-cost/price factors. The Government may elect to award to other than the lowest priced Offeror, or other than the highest technically rated Offeror. If the award is made to the superior technical Offeror, then a cost/technical tradeoff will have to be determined and qualified. Non-Cost/Price factors will include Technical Approach, Relevant Experience, Quality Control Approach, and Past Performance and are numbered below in descending order of importance. Past Performance will be evaluated independently from the other non-cost/price evaluation factors. Cost/Price will be evaluated independently from all non-cost/price factors.

The evaluation factors are as follows:

- (1) Technical Approach
- (2) Relevant Experience
- (3) Quality Control Approach
- (4) Past Performance
- (5) Cost/Price

Government evaluators will not assume that the offeror possesses any capability or knowledge unless it is specified in the proposal.

After each of the above non-cost/price factors is rated individually, an overall rating will be assigned collectively to all factors less past performance. If any of the above non-cost/price evaluation factors receives an individual rating of “Unacceptable”, the collective overall rating will also be “Unacceptable”. Only proposals receiving an overall rating of “Acceptable” or higher will be considered for award.

Of the non-cost/price factors, the non-past performance factors are more important in their totality than past performance.

The non-cost/price factors (including Past Performance) are more important in their totality than cost/price.

As the technical proposals reach equality in the evaluation of non cost factors, the cost proposals become a more important factor in the overall cost/technical tradeoff analysis. Each Offeror must fully document and substantiate a cross mapping of their cost approach as it equates to the technical approach listed in the evaluation criteria. Please note that unsubstantiated costs that are considered unrealistic or unsupported or both may cause the overall technical evaluation to be adjusted in one or more of the factors listed in the non cost evaluation factors upon the completion of the cost/technical tradeoff analysis.

##### **4.3 EVALUATION APPROACH**

The following criteria will be used to evaluate the contract proposals. Evaluation criteria are numbered, and described below, in descending order of importance: (1) Technical Approach, (2) Experience, (3) Quality Control Approach, and (4) Past Performance. The collective total of all these non price technical evaluation criteria is significantly more important than price.

###### **4.3.1 Evaluation Factor 1-Technical Approach**

The degree to which the Offeror's technical approach (including approach to staffing) reflects a clear understanding of all the tasks listed and/or described the PWS and all the requirements for the Transition Plan for Incoming Transition, and a reasonable, well-thought-out approach that is likely to yield the required results within the required time frame. Particular emphasis will be applied to evaluation of the technical approach for accomplishing the following task areas specified in Section 3.0 of the PWS and Transition Plan(s).

#### **4.3.2 Evaluation Factor 2- Relevant Experience**

The degree to which the Offeror's proposal reflects corporate or proposed staff experience identical to, similar to, or related to the requirement. Additionally, the Offeror's proposal will be evaluated on the amount of relevant experience possessed by proposed Key Personnel.

#### **4.3.3 Evaluation Factor 4-Quality Control Approach**

The degree to which the Offeror's approach to quality control identifies processes, procedures, and metrics that are likely to predict successful outcomes within cost and on schedule.

#### **4.3.4 Evaluation Factor 5-Past Performance**

The degree to which past performance evaluations either included in the proposal or identified by the evaluators in any other manner, reflect success in performing the tasks listed and/or described in Section 3.0, Specific Tasks, of this PWS and the degree to which these evaluations of past performance reflect a management approach that encourages customer satisfaction and collaboration. Particular emphasis will be applied in the evaluation to relevant past performance with respect to the following task areas specified in Section 3.0 of the PWS.

The Government may also consider information obtained through other sources.

#### **4.3.5 Evaluation Factor 6-Price/Cost**

The degree to which the proposed cost/price is fair and reasonable; and that a complete business proposal has been submitted. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

### **5.0 Type of Contract**

The Contract type will be Firm Fixed Price (FFP).

**Past Performance Rating Standards for the Non Cost/Price Proposal**

Rating	Definition and Criteria
Low Risk (LR)	Verification of past performance shows that offeror consistently meets work schedules, provides specified services, meets contract terms without failure or resolves issues immediately, and has not been defaulted on any contract within the past three years.
Moderate Risk (MR)	Verification of past performance shows offeror meets work schedules and specified services most of the time, meets contract terms without failure or resolves issues immediately, and has not been defaulted on any contract within the past three years.
High Risk (HR)	Verification of past performance shows that offeror has consistently not met work schedules and other obligations, has defaulted on at least one contract within the past three years, or has chronically failed to meet contract terms, or the past performance information provided is not relevant to this requirement.
Unknown Risk (UR)	<p>No record of past performance or contact information (telephone, facsimile, or electronic mail address) is available and/or is not valid and/or the points of contact or agencies could not be reached.</p> <p><i>IAW FAR 15.305(a)(2)(iv), in the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.</i></p>

**Rating Standards for the Non Cost/Price Proposal (Excluding Past Performance)**

Rating	Definition and Criteria
Exceptional (E)	<p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous substantial advantages, and essentially no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk in that they are exceptionally clear and precise, fully supported, and demonstrate a complete understanding of the requirements.</p> <p>Risk Level: Very Low</p>
Good (G)	<p>The proposal demonstrates a sound approach which is expected to meet all requirements and objectives. This approach includes substantial advantages, and few relatively minor disadvantages, which collectively can be expected to result in better than satisfactory performance. The solutions proposed are considered to reflect low risk in that they are clear and precise, supported, and demonstrate a clear understanding of the requirements.</p> <p>Risk Level: Low</p>
Acceptable (A)	<p>The proposal demonstrates an approach which is capable of meeting all requirements and objectives. The approach may have both advantages and disadvantages, however any disadvantages do not outweigh the advantages and the approach can be expected to result in satisfactory performance. The solutions proposed are considered to reflect moderate risk in that they are for the most part clear, precise, and supported, and demonstrate a general understanding of all the requirements.</p> <p>Risk Level: Moderate</p>
Marginal (M)	<p>The proposal does not demonstrate a full understanding of all the requirements and may pose a risk that the offeror might fail to perform satisfactorily without significant Government oversight or participation. Any advantages that may exist in the approach are outweighed by existing disadvantages. The solutions proposed are considered to reflect high risk in that they lack clarity and precision, or are unsupported.</p> <p>Risk Level: High</p>
Unacceptable (U)	<p>The proposal demonstrates an approach which will very likely not be capable of meeting all requirements and objectives. This approach has one or more substantial disadvantages or contains a deficiency. Collectively, the advantages and disadvantages are not likely to result in satisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement.</p> <p>Risk Level: Very High.</p>

**(e) Tradeoff Evaluation Standard Definitions**

Rating	The evaluators' conclusions (supported by narrative write-ups) identifying the strengths, weaknesses, and deficiencies of an evaluation factor or subfactor. The ratings for each Non-Cost/Price Factor and each of its Subfactors will be expressed as an adjective.
Strength	Any aspect of a proposal that, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance of the contract.
Significant Strength	A significant strength appreciably enhances the merit of a proposal or appreciably increases the probability of successful contract performance.
Weakness	A flaw in the proposal that increases the risk of unsuccessful contract performance.
Significant Weakness	A flaw that appreciably increases the risk of unsuccessful contract performance.
Deficiency	A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.
Proposal Risk	Proposal risks are those risks associated with the likelihood that an offeror's proposed approach will meet the requirements of the solicitation.
Performance Risk	Performance risks are those risks associated with an offeror's likelihood of success in performing the solicitation's requirements as indicated by that offeror's record of current or past performance.
Advantage	Any state, circumstance, opportunity, or means specially favorable to successful contract performance or the Government's overall interest.
Disadvantage	Any state, circumstance, opportunity, or means specially unfavorable to successful contract performance or the Government's overall interest.

**SITE VISIT INFORMATION**

A site visit of the current facility will be conducted on **Monday 7 December 2009 from 09:30am - 12:00pm Eastern Standard Time.**

**Details:**

- Only two (2) representatives from each prospective offeror may attend the site visit.
- Only three (3) prospective offerors may be in the facility at the same time due to size restrictions.
- A sign-in sheet will be provided by the Government and each representative is encouraged to print their name, company, and time of visit.

**\*\*NOTE: This is NOT a question and answer session. The Government will not entertain any technical questions regarding the facility or the requirement.**

**Address:**

Fort Detrick Business Development Office (FDBDO) 201  
Thomas Johnson Drive, Suite 208  
Frederick, Maryland 21702  
[www.fdbdo.com](http://www.fdbdo.com)

**Point of Contact:**

Archie Cardwell  
P: 301-620-7071  
[archie.cardwell@us.army.mil](mailto:archie.cardwell@us.army.mil)

**QUESTIONS AND RESPONSES**

**Solicitation W81XWH-10-T-0029 Questions and Responses:**

**Question 1:**

Are the proposal volumes all supposed to be submitted via email only or do you also require hard binder copies?

**Government Response:**

The Government is requesting that three (3) hard copies of the offeror's proposal(s) be furnished, including an electronic copy via CD, that shall include one copy of each proposal volume in searchable PDF and one copy of each proposal volume in Microsoft Word 2003. Please see revised solicitation "Proposal Content" section, paragraph 2.2.

**Question 2:**

Is the contractor required to be established in a office space at the time of contract award?

**Government Response:**

The contractor is required to be established in office space at the completion of the 15 day transition in period, 31 January 2010.

**Question 3:**

Is this position a new position? Or is someone already working in this position?

**Government Response:**

The incumbent contractor is Data Solutions Technology, Incorporated (DST).

**Question 4:**

Due due date 11/30/09 pg 68 or 12/11/09 as listed on FBO?

Government Response:

Technical Questions were due 30 November 2009 and the proposal due date has been revised to 14 December 2009 at 10:00 Fort Detrick, MD local time. Please see revised solicitation "Proposal Content" section, paragraph 1.1.

Question 5:

Would the Government please identify the anticipated award date for this solicitation?

Government Response:

Anticipated award date is Not Later Than 14 January 2010

Question 6:

Will the Government allow a combination of past performance projects from the prime and its major subcontractor?

Government Response:

Yes

Question 7:

Please identify the incumbent and whether it is eligible to submit a proposal as prime in response to this solicitation.

Government Response:

The incumbent Contractor is DST. If DST is a Certified 8(a) Contractor, they can propose for the new requirement.

Question 8:

Do resumes and past performance count against the technical volume 40 page limit.

Government Response:

Yes

Question 9:

Could you please clarify when the Draft Outgoing Transition Plan is required to be submitted with the proposal?

Government Response:

A Draft Outgoing Transition Plan is not required at the time of contract award. Please see revised solicitation "Volume I, Non-Cost/Price Proposal" section, paragraph 3.1.1.

Question 10:

Will the new FDBDO Office require the same telephone/fax numbers and domain name/account?

Government Response:

Yes, these are required elements.

Question 11:

Will the incumbent retain the office furniture that is currently in the Government office space or will the new contractor be required to supply new furniture?

Government Response:

Yes, the incumbent will retain the current office furniture. The new contractor will be required to provide new office furniture or new leased office furniture.

Question 12:

Will the Government accept electronic copies of proposals? In Amendment 2, Section 1.1 states, "Proposals must be emailed to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil) <<mailto:justin.pickett@amedd.army.mil>> , Subject W81XWH-10-T-0029," yet 2.2 requests "One (1) original and two (2) copies of each Proposal Volume shall be submitted." Please provide clarification.

Government Response:

The Government is requesting that three (3) hard copies of the offeror's proposal(s) be furnished, including an electronic copy via CD, that shall include one copy of each proposal volume in searchable PDF and one copy of each proposal volume in Microsoft Word 2003. Please see revised solicitation "Proposal Content" section, paragraphs 1.1 and 2.2.

Question 13:

Can the Government please confirm that the development of a business plan, as mentioned in Task Objective 3.5, includes describing the structure of the business plan, not the full content of the plan, which will be created after award in coordination with the Government and other stakeholders?

Government Response:

The Government requires the full plan submitted with the offeror's proposal.

Question 14:

On the SF1449, the Option Periods jump from Option Period 2 – CMR to Option Period 4- Services. Please confirm this should be "Option Period 3-Services."

Government Response:

CLIN 3001 should read "Option Period – 3 Services." Please see revised SF1449.

Question 15:

Section 4.1.1 of the SOW requests that the draft Incoming Transition Plan address, as one of the topics, the Offeror's response regarding the Government-approved training and certification process. Would the Government please clarify the requirements for the Government-approved training and certification process related to the FDBDO work?

Government Response:

Please see updated section 4.4.1. of the Performance Work Statement.

Question 16:

Would the Government please remove the reference to "Government-Approved Training And Certification Process" from the outgoing transition requirements?

Government Response:

Please see updated section 4.4.1. of the Performance Work Statement.

Question 17:

Please explain the "Applicable USAMRMC briefing and personnel in-processing procedures".

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 18:

Please explain the "Applicable USAMRMC debriefing and personnel out-processing procedures".

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 19:

Would the Government please remove this reference to "Orientation Phase And Program To Introduce Government Personnel, Programs, And Users To The Contractor's Team, Tools, Methodologies, And Business Processes" from the outgoing transition requirements?

Government Response:

Please see updated section 4.1.2. of the Performance Work Statement.

Question 20:

Can support and hosting of website be provided remotely?

Government Response:

Yes. The proposed solution shall be outlined in the offeror's technical proposal

Question 21:

Should cost of new computers be factored in our total cost or should this cost be provided separately?

Government Response:

The cost of all “Other Direct Costs” (ODC) such as but not limited to lease costs, computers, equipment, furniture and supplies should be included in the offeror’s cost proposal as an ODC.

Question 22:

Section 1.1 states proposal must be emailed to [Justin.pickett@amedd.army.mil](mailto:Justin.pickett@amedd.army.mil) , but section 2.2 request 1 original and 2 paper copies and CD copy. Please clarify.

Government Response:

Please see the response to Question #12.

Question 23:

Can hardware infrastructure be leased? Or does USA Med Research ACQ want to purchase and own the equipment after contract expires?

Government Response:

The new hardware can be leased. The Government does not desire to assume ownership of the property at contract completion.

Question 24:

Can a list of hardware and software inventory being replaced be provided?

Government Response:

A list of DST’s current inventory will not be provided. The amount of hardware and software needed for this requirement is contingent upon the offerors proposed solution and level of effort.

Question 25:

Will any portion of the required workshops be allowed to fall under an ODC cost reimbursement CLIN (printing/binding of training materials, etc.)?

Government Response:

Yes, this is an allowable cost.

Question 26:

The last sentence of section 2.0 of the Performance Work Statement states that estimate level of effort for this contract is 6000 hours. Please confirm that this is for a period of one year.

Government Response:

Yes, this is for a one (1) year period. Please see updated section 2.0 of the Performance Work Statement.

Question 27:

SOW Section 7.0 Place of Performance indicates the office must be open and staffed Monday through Friday during the hours of 0800-1700. The RFP requires the contractor to provide a staff person at the FDBDO information desk for phone calls and walk-ins. That leaves only two people to perform the other activities described in the SOW. We believe an additional FTE is required to satisfactorily achieve the contract's objectives and request that the level of effort of 6000 proposed hours (page 52 of 74) be increased to 8000 hours per year.

Government Response:

The 6,000 hours referenced in the Performance Work Statement is the Government's estimated level of effort. The offeror should propose the level of effort that will efficiently and effectively complete the tasks provided in the Performance Work Statement.

Question 28:

We request that the proposal submission be in PDF format in addition to Microsoft Word 2003. Printer definitions vary so styles, formatting and page counts may be altered or distorted.

Government Response:

Please see the response to Question #1.

Question 29:

We request that the incoming and outgoing transition plans, and resumes not be included in the page count.

Government Response:

The draft incoming transition plan and resumes will remain inclusive of the stated page limits. A draft outgoing transition plan is not required with proposal submission.

Question 30:

Does the incumbent contractor retain rights to the existing software licenses or do they convert to the government at the end of the current contract for use on the follow-on contract?

Government Response:

The incumbent retains the rights to existing software licenses. It is the contractor's responsibility to obtain any software licenses required for their proposed solution.

Question 31:

How many telephone lines are being used on the current contract? Does the government anticipate the same number for the follow-on contract?

Government Response:

There are currently 6 lines. The number of lines necessary for the follow-on contract is contingent upon the contractors proposed solution and level of effort.

Question 32:

Will the selected contractor be responsible for hosting the FDBDO web site or will be government host the site with access by the contractor for updates?

Government Response:

The selected offeror is responsible for hosting the FDBDO web site.

Question 33:

Does FDBDO have an existing exhibit booth that can be used on the follow-on contract? If not, will the new contractor be required to provide one.

Government Response:

The FDBDO does have an existing exhibit booth that is available for use by the successful awardee in performance of the contract.

Question 34:

Is the cover page, table of contents, executive summary, and resumes counted toward the 40 page limit?

Government Response:

Yes

Question 35:

Does the list of "Acronyms/Abbreviations used page count toward the 40 page limit.

Government Response:

Yes

Question 36:

Can the font size be smaller than 12 points for charts/graphs.

Government Response:

Yes, as long as the offeror's proposal(s) are clearly legible.

Question 37:

Section 4 Performance Standards, of the Draft QASP refers to "Transition Period C.3.6". We could not find a section C.3.6 in the PWS. Does this refer to section 4.1 of the PWS?

Government Response:

Please see revised QASP paragraph 4.

Question 38:

Section 1.1 of Amendment 1 states that proposals must be emailed to [justin.pickett@amedd.army.mil](mailto:justin.pickett@amedd.army.mil), and Section 2.2 of Amendment 1 states that 1 original and 2 copies of each proposal volume shall be submitted along with a separate CD for each volume.

1. Are you asking for 6 CD's in total?
2. Can you please clarify the delivery address?

Government Response:

Once CD should be submitted for each Proposal Volume (for which there are 2). Proposal Volume I is the Non-Cost/Price Proposal, and Volume II is the Business Proposal.

Delivery Address:

USAMRAA  
820 Chandler Street  
Ft. Detrick, MD 21702  
ATTN: Justin Pickett (USAMRAA Purple)

Please see revised solicitation "Proposal Content" section, paragraph 1.1.

Question 39:

Section 8.0 of the PWS states that the contractor shall wherever possible utilize "web based wireless technology". Please explain this in further detail because "web based" usually refers to software solutions, and "wireless" usually refers to hardware connectivity solutions.

Government Response:

Please see updated section 8.0 of the Performance Work Statement.

Question 40:

Section 8.0 of the PWS described a "bulletin" which could be considered an electronic newsletter, and then goes on to say "This bulletin board...". Please explain further what is meant by "bulletin board".

Government Response:

Please see updated section 8.0 of the Performance Work Statement.

Question 41:

Section 9.0 "FDBDO Web Site" and section 10.0 "Domain Name" state that the contractor will update and maintain the web site and domain name respectfully. Does the U.S. Army have the ownership of the current web site address known as [www.fdbdo.com](http://www.fdbdo.com) ? If not, then does the U.S. Army guarantee that the web site address will be transferred from the incumbent contractor to the incoming contractor without charge? Also does the U.S. Army have any

arrangement with the incumbent contractor for the transfer of the web site address? If so, please state the terms of that arrangement.

Government Response:

The Government does not own the web domain. It is the offeror's responsibility to assume any and all rights to the web domain.

Question 42:

Section 2.0 "Scope" of the PWS states that the office space will include space for certain individuals including a "representative from the Frederick County Maryland Office of Economic Development" and a "representative from Maryland TEDCO". It is our understanding that these two individuals currently share the same desk by alternating days that they are in the FDBDO office. Please confirm that under the new contract that these two individuals will continue to share the same desk through such a alternating manner.

Government Response:

Both individuals will share the same office space, however, both individuals will retain separate work stations within the office.

Question 43:

On the form 1449 continuation sheet, under Item No. 0001 it states "\*\*\*Inclusive of a 15-day Transition-In Period". Section 4.1.1 "Incoming Transition Plan" of the PWS states that "The Contractor will provide for 15 days of incoming transition from contract to contract." If the contractor is proposing to utilize an office space other than the one the FDBDO currently occupies, do the above statements mean that the FDBDO must move into a completed space within 15 days of the date of award? (In other words, do these statements rule out the possibility of leasing unfinished space and having it built out which takes on average 120 days?) If not, what do these statements means exactly.

Government Response:

Yes, it is the offeror's responsibility to assume finished office space by the completion of the 15 day incoming transition period.

Question 44:

Section 5.1 "Performance Standards" of the PWS state that the "Transition Period C.3.6" "begins 15 days prior to date of contract award." How can there be a contractual obligation on the contractor before that contract is awarded?

Government Response:

Please see updated section 5.1 of the Performance Work Statement.

Question 45:

Section 2.2 of Amendment No. 1 states that an electronic copy of each volume of the proposal shall be provided on a CD "compatible with Microsoft Office 2003 applications". Is it acceptable to submit the proposal in pdf format that uses the free Acrobat Reader, which is not a Microsoft Office product?

Government Response:

Please see the response to Question #1.

Question 46:

In section 5.1 "Performance Standards", the fifth block reads "Post FD Forecast data C.3.3". What does "FD" stand for? If "FD" stands for Ft. Detrick, then please explain in detail exactly what forecast data the FDBDO and it's contractor is expected to gather and publish. Specifically discuss whether this procurement forecast data will be for work occurring on Ft. Detrick itself, or if the data will for all activities that reside at Ft. Detrick regardless of where the work is to be preformed.

Government Response:

FD is the acronym for Fort Detrick (FD). Please see revised section 5.1. The contractor is required to gather information concerning projected requirements by Medical Research and Material Command (MRMC) Mission partners and other Fort Detrick tenant organizations, and post to the FDBDO web site.

Question 47:

What date does the current FDBDO office lease expire? Is that lease extendable? Is that lease assumable on a month to month basis? What is the contact information for the current FDBDO landlord?

Government Response:

DST current lease expires on 31 January 2010. Any questions concerning the incumbent's lease must be addressed to the incumbent contractor.

Incumbent POC:

Shelia Washington  
[shelia.washington@FDBDO.com](mailto:shelia.washington@FDBDO.com)

Question 48:

If you are awarded this contract will it eliminate your company from bidding on other opportunities at Fort Detrick?

Government Response:

No, any offeror may propose on any other opportunity at Ft. Detrick. This requirement will not limit the offerors ability to propose on any other requirements at Ft. Detrick.

Question 49:

Can you provide a price range for this opportunity?

Government Response:

The Government Cost Estimate is not being released.

Question 50:

Is the office space billable to the government?

Government Response:

Yes

Question 51:

Can the contractor who is awarded this contract lease the current office space and equipment?

Government Response:

Please see the response to Question #47.

Question 52:

Are payments only made by government credit card?

Government Response:

As stated in the solicitation, payments will be made by Government credit card for this requirement.

Question 53:

How many single occupancy offices does the Government want Contractors to quote for?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 54:

What is the minimum square footage the Government requires for a single occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 55:

What is the minimum configuration of office furnishings that the Government will accept for a single occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 56:

How many dual occupancy offices does the Government want Contractors to quote for?

Government Response:

One (1)

Question 57:

What is the minimum square footage the Government requires for a dual occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 58:

What is the minimum configuration of office furnishings that the Government will accept for a dual occupancy office?

Government Response:

The minimum square footage requirement for the entire facility is reflected in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office space, in accordance with the offeror's proposed level of effort and the requirements listed in the Performance Work Statement.

Question 59:

Would the Government accept a cubical arrangement for any of the positions? If so, which ones?

Government Response:

Yes, all solutions will be considered, as long as the offeror meets the minimum facility requirements of the Performance Work Statement.

Question 60:

Does the Government require a break room?

- a. If so, what is the minimum acceptable square footage?
- b. If so, does the Government require the break room to be plumed?
- c. If so, is the contractor responsible for stocking a breakroom?
- d. If so, would the Government consider adding an ODC line with a predetermined budget that the Contractor can draw from at the Government's request?

Government Response:

A break room is not part of the Government's requirements.

Question 61:

Would the Government prefer a build out of their current location or new office space?

- a. If the Government would prefer to stay, please provide a scale diagram of the current space and a diagram of the desired configuration.

Government Response:

The Government does not have a "preference".

Question 62:

What is the last day of the current rental agreement and what is the anticipated award date?

Government Response:

Please refer to the responses to Questions #5 and #47.

Question 63:

Can the current rental agreement be continued month to month to allow for adequate time to complete a build out at a new location prior to a move?

Government Response:

The Government will consider all proposed solutions.

Question 64:

What would need to be moved from the current office to a new office?

- a. Who is responsible for the coordination and cost of such a move?

Government Response:

The offeror is responsible for any leasing and/or purchase arrangements and the associated cost.

Question 65:

What does the Government require in terms of Conference Room capacity?

- a. How many Conference Rooms and minimum acceptable square footage and seating capacity?

Government Response:

One (1) conference room with the capacity to seat 15 – 20 individuals shall be included in the offerors technical proposal. Please see revised Performance Work Statement paragraphs 2.0 and 7.0. The minimum square footage for the entire facility is listed in the Performance Work Statement. It is the offeror's responsibility to efficiently and effectively blue-print the office lay-out.

Question 66:

What is the estimated number of B&W printed pages/copies for the office per year?

Government Response:

75,000

Question 67:

What is the estimated number of color printed pages/copies for the office per year?

Government Response:

5,000

Question 68:

Please provide a budget for office supplies based on historical usage so that all contractors can base their pricing on the same assumption.

Government Response:

Historically, the monthly office supply costs averaged \$2,300 per year.

Question 69:

Section 3.3-- What database is currently in use?

Government Response:

Please see updated section 3.3 of the Performance Work Statement.

Question 70:

Section 3.4-- What contact database system is currently in use?

Government Response:

Please see updated section 3.4 of the Performance Work Statement.

Question 71:

Section 3.4-- Will the contractor be required to migrate existing data into the new contact database?

Government Response:

Please see updated section 3.4 of the Performance Work Statement.

Question 72:

Is the contractor required to provide trade show/conference booth?

Government Response:

Yes

Question 73:

What type of web-based media is required?

Government Response:

Please see updated section 3.5 of the Performance Work Statement.

Question 74:

Section 4.1.1-- Please provide a current list of Hardware/Software inventory?

Government Response:

Hardware and Software is contingent upon the offerors proposed level of effort

Question 75:

Please clarify the Governments expectations in section 4.5 Marketing material by “The Contractor will develop and distribute marketing materials promoting USAMRMC and Fort Detrick’s capabilities and the FDBDO. “

- a. Does the Government expect a 1 page, multi page (single or double sided), or Trifold document?
- b. If multipage, single or double sided, bound or unbound, how many pages?
- c. Does the Government want this material to be produced in-house or via a professional printer?

Government Response:

Please see updated section 4.5 of the Performance Work Statement.

Question 76:

What is the minimum number of contractor personnel allowed to travel to a conference?

Government Response:

Please see updated section 4.6 of the Performance Work Statement.

Question 77:

So that the Government can make a fare assessment of bids, please clarify the Governments expectations are with ref. to section 4.6 Conferences and Symposia?

- a. Does the Government want the contractor to have a booth and be a presenter or an attendee?
- b. How many contractors are required to attend each event?
- c. Which 6 events does the Government wish to be quoted on?

Government Response:

The Government does not have an advanced conference schedule. Historically, the FDBDO contractor attended a minimum of six (6) conferences per contract year. Each conference will be assessed on a case-by-case basis (i.e. requirements of contractor attendance will be furnished by the COR prior to the conference). All allowable conference expensed will be on a cost reimbursable basis. See revised Performance Work Statement paragraph 4.6.

Question 78:

As this is a FFP procurement how will the government make adjustment for changes in travel and attendance costs/fee's if prices go up after the initial quote?

Government Response:

In the base period and each Option Period, there are Other Direct Cost (ODC) CLIN's that are COST type in nature, and may be adjusted as required by the Contracting Officer.

Question 79:

Section 8.0-- Does the government wish to be quoted for desktops and or laptops?

- a. How many each and what is the minimum configuration?

Government Response:

See revised solicitation section 8.0.

a.) Configuration is contingent upon the offeror's proposed solution and level of effort.

Question 80:

Who currently hosts the FDBDO website?

Government Response:

The incumbent, DST.

Question 81:

Is hosting the FDBDO website required?

Government Response:

Yes

Question 82:

Are the key personnel resumes counted against the 40 page limit?

Government Response:

Yes

Question 83:

Would the government consider utilizing a variation of a Firm Fixed Price or a Time and Materials type of contract?

Government Response:

This requirement will result in a Firm Fixed Price contract, and will also utilize COST type ODC CLINs.

Question 84:

Please clarify what the Government means by “fixed fee payments, award fee payments” as referenced in section 8. Documenting Performance, a. Acceptable Performance? Specifically, how will Award Fees be calculated?

Government Response:

See revised QASP paragraph 8.0.

Question 85:

Please clarify what the Government means by “contract payment deductions, fixed fee deductions, award fee nonpayment” as referenced in section 8. Documenting Performance, b. Unacceptable Performance? Specifically, how will these deductions be calculated?

Government Response:

See revised QASP paragraph 8.0

Question 86:

Will the Government extend the due date to COB 12/18/09?

Government Response:

The proposal due date has been extended until 14 December 2009 at 10:00 local Fort Detrick time. Please see revised solicitation "Proposal Content" section, paragraph 1.1.

Question 87:

Are you interested in leasing or owning the new furniture or equipment for the life of the contract?

Government Response:

It is the offerors responsibility to supply new office furniture or new leased office furniture. The Government will no assume ownership over such supplies.

Question 88:

The RFP states in section 2.0 the office space will accommodate a rep from MD TEDCO, and Frederick Co. Economic Development. Can these two reps share office space on a part time basis, or would you like them each to be facilitated with their own office? Section 7.0 states ...be adequately furnished to provide space for one Federal Government personnel and two private sector economic development specialist. Can you please clarify exactly how many people the office space needs to accommodate full-time on a daily basis vs. part time in addition to the proposed personnel by the offeror?

Government Response:

1.) Yes, the representatives can share an office space.

2.) See revised section 7.0.

Question 89:

Can the experience of your subcontractor also be considered as relevant past performance for the required 3 Past performances as long as the Prime contractor has at least one past performance? (example: the Prime may have excellent Management or BD past performance and bring on a sub with excellent training capabilities and past performance).

Government Response:

Yes

Question 90:

Conduct training workshops as required for USAMRMC and Fort Detrick, small businesses, prime contractors, academia and service providers

Since the contract is FFP, how many of these sessions are envisioned?

Is it possible to venture an estimate of number of attendees in each session?

Does each session need to be exclusive to one firm or group or can multiple companies/entities participate?

Government Response:

Historically, two (2) training workshops have been held per quarter (eight (8) per contract year). The attendance has been limited to 20 individuals per workshop. The workshop sessions have not been exclusive to one firm. Individuals from multiple companies/entities have been present. Please see revised Performance Work Statement paragraph 3.2.

Question 91:

Provide information on procurement opportunities and resources

Are there any limitations to the range of participants?

In what format and condition is the current list of contractors?

Will the new system reside on Government equipment or Contractor owned equipment?

Who will have access to the database, (who are the users?)

How is access to be provided to the users?

Will there need to be an online, real-time access to the database by the Government representative?

Government Response:

- 1.) No.
- 2.) The current contacts are listed name, title, phone etc.
- 3.) Contractor owned or leased equipment.
- 4.) Government Personnel and all FDBDO personnel.
- 5.) Upon request.
- 6.) No.

Question 92:

Provide a business plan describing how the Contractor will successfully execute the Performance Requirements Summary

Is there a clear definition of "Performance Requirements Summary" and what it should include?

Government Response:

See updated section 5.1 of the Performance Work Statement.

Question 93:

This office space shall not exceed 2400 square feet, be adequately furnished with new office furniture

What if the contractor wishes to obtain a larger space to be used by non-FDBDO related activity?

Why does the furniture have to be new?

Government Response:

- 1.) The Government's requirement is for a space NTE 2400 square feet.
- 2.) That is the Government requirements, see updated section 2.0.

Question 94:

Since this is an FFP contract, how can the contractor determine the scope and quantity of marketing material? Is this part of the ODC's?

Government Response:

Yes, marketing material is part of ODC's

Question 95:

Can we lease current space?

Government Response:

Please see the response to Question #47.

Question 96:

If office space is not available at starting date until 90-120 days. Can we use temporary space?

Government Response:

No

Question 97:

The proposal says "...Contractor shall staff an FDBDO information desk for phone calls and walk-ins." Is this an additional CLIN To be proposed for personnel in addition to the Personnel requested on page 63 Section 3. Contractor Representatives?

Government Response:

No

Question 98:

The government requires that vendors submit only 1 proposal. Would the government accept the inclusion of unevaluated options within this single proposal submission with the evaluated content meeting the mandatory criteria of this solicitation?

Government Response:

The Government will not accept the inclusion of unevaluated options.