

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER

PAGE 1 OF 52

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER W81XWH-11-R-0029	6. SOLICITATION ISSUE DATE 28-Apr-2011
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7. FOR SOLICITATION INFORMATION CALL:	a. NAME LAURA N. CHARLES	b. TELEPHONE NUMBER (No Collect Calls) (301) 619-1022	8. OFFER DUE DATE/LOCAL TIME 03:00 PM 18 May 2011
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9. ISSUED BY US ARMY MEDICAL RESEARCH ACQUISITION ACT DIRECTOR 820 CHANDLER STREET FORT DETRICK MD 21702-5014 TEL: FAX:	CODE W81XWH	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$7.0 NAICS: 541611	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	12. DISCOUNT TERMS
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15. DELIVER TO USA MED RESEARCH MAT CMD TMED AND ADV TECH RSRCH CTR TATRC 504 SCOTT STREET FORT DETRICK MD 21702-5012 TEL: FAX:	CODE W90ERG	16. ADMINISTERED BY CODE
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17a. CONTRACTOR/OFFEROR CODE FACILITY CODE	18a. PAYMENT WILL BE MADE BY CODE
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE					

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
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<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
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28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES <input checked="" 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:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	31c. DATE SIGNED
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:
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**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>SEE SCHEDULE</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>)	42d. TOTAL CONTAINERS

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	<p>Base Year: 1 June 2011 thru 31 May 2011 FFP Contractor shall provide Research Management Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their GSA pricing and discounts per the fully loaded hourly rates in Attachment A.</p> <p>Wage Determination 2005-2104, Rev. 12, dated 06/15/2010</p> <p>FOB: Destination</p>	1	Lot		
					MAX NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002	<p>Travel and Other Direct Cost (ODC) COST Contractor shall perform travel IAW paragraph 4.7 of the attached PWS and each individual task order. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). Contractor shall submit an estimate for travel to the Contracting Officer's Representative (COR) for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel.</p> <p>FOB: Destination</p>	1	Lot		
					MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003	<p>Contractor Manpower Reporting (CMR) FFP</p> <p>Input of the accounting for contract services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower and Reserve Affairs). See the "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 months ending May 28 of each performance period and shall be reported by June 30 of each calendar year.</p> <p>Contractor shall include a price for the required annual Contractor Manpower Reporting.</p> <p>The Unit Identification Code (UIC) and DODAAC for TATRC: UIC: W03JAA DODAAC: W23RYX</p> <p>*NOTE: CMR Reporting Certification: Contractor shall provide evidence of compliance with the CMR requirement no later than July 31 of each year. Failure to comply with this requirement may result in a negative rating on your annual pas performance report.</p> <p>FOB: Destination</p>	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1001 OPTION	Option 1: 1 June 2012 thru 31 May 2013 FFP Contractor shall provide Research Management Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their GSA pricing and discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2104, Rev. 12, dated 06/15/2010 FOB: Destination	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1002 OPTION	Travel and Other Direct Cost (ODC) COST Contractor shall perform travel IAW paragraph 4.7 of the attached PWS and each individual task order. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). Contractor shall submit an estimate for travel to the Contracting Officer's Representative (COR) for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. FOB: Destination	1	Lot		

MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
1003 OPTION	<p>Contractor Manpower Reporting (CMR) FFP</p> <p>Input of the accounting for contract services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower and Reserve Affairs). See the "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 months ending May 28 of each performance period and shall be reported by June 30 of each calendar year.</p> <p>Contractor shall include a price for the required annual Contractor Manpower Reporting.</p> <p>The Unit Identification Code (UIC) and DODAAC for TATRC: UIC: W03JAA DODAAC: W23RYX</p> <p>*NOTE: CMR Reporting Certification: Contractor shall provide evidence of compliance with the CMR requirement no later than July 31 of each year. Failure to comply with this requirement may result in a negative rating on your annual pas performance report.</p> <p>FOB: Destination</p>	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2001 OPTION	Option 2: 1 June 2013 thru 31 May 2014 FFP Contractor shall provide Research Management Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their GSA pricing and discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2104, Rev. 12, dated 06/15/2010 FOB: Destination	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2002 OPTION	Travel and Other Direct Cost (ODC) COST Contractor shall perform travel IAW paragraph 4.7 of the attached PWS and each individual task order. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). Contractor shall submit an estimate for travel to the Contracting Officer's Representative (COR) for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. FOB: Destination	1	Lot		

MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
2003 OPTION	<p>Contractor Manpower Reporting (CMR) FFP</p> <p>Input of the accounting for contract services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower and Reserve Affairs). See the "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 months ending May 28 of each performance period and shall be reported by June 30 of each calendar year.</p> <p>Contractor shall include a price for the required annual Contractor Manpower Reporting.</p> <p>The Unit Identification Code (UIC) and DODAAC for TATRC: UIC: W03JAA DODAAC: W23RYX</p> <p>*NOTE: CMR Reporting Certification: Contractor shall provide evidence of compliance with the CMR requirement no later than July 31 of each year. Failure to comply with this requirement may result in a negative rating on your annual pas performance report.</p> <p>FOB: Destination</p>	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3001 OPTION	Option 3: 1 June 2014 thru 31 May 2015 FFP Contractor shall provide Research Management Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their GSA pricing and discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2104, Rev. 12, dated 06/15/2010 FOB: Destination	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3002 OPTION	Travel and Other Direct Cost (ODC) COST Contractor shall perform travel IAW paragraph 4.7 of the attached PWS and each individual task order. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). Contractor shall submit an estimate for travel to the Contracting Officer's Representative (COR) for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. FOB: Destination	1	Lot		

MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
3003 OPTION	<p>Contractor Manpower Reporting (CMR) FFP</p> <p>Input of the accounting for contract services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower and Reserve Affairs). See the "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 months ending May 28 of each performance period and shall be reported by June 30 of each calendar year.</p> <p>Contractor shall include a price for the required annual Contractor Manpower Reporting.</p> <p>The Unit Identification Code (UIC) and DODAAC for TATRC: UIC: W03JAA DODAAC: W23RYX</p> <p>*NOTE: CMR Reporting Certification: Contractor shall provide evidence of compliance with the CMR requirement no later than July 31 of each year. Failure to comply with this requirement may result in a negative rating on your annual pas performance report.</p> <p>FOB: Destination</p>	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4001 OPTION	Option 4: 1 June 2015 thru 31 May 2016 FFP Contractor shall provide Research Management Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their GSA pricing and discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2104, Rev. 12, dated 06/15/2010 FOB: Destination	1	Lot		

MAX
NET AMT

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4002 OPTION	Travel and Other Direct Cost (ODC) COST Contractor shall perform travel IAW paragraph 4.7 of the attached PWS and each individual task order. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). Contractor shall submit an estimate for travel to the Contracting Officer's Representative (COR) for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. FOB: Destination	1	Lot		

MAX COST

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
4003 OPTION	Contractor Manpower Reporting (CMR) FFP Input of the accounting for contract services information in the website operated and maintained by the Assistant Secretary of the Army (Manpower and Reserve Affairs). See the "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 months ending May 28 of each performance period and shall be reported by June 30 of each calendar year. Contractor shall include a price for the required annual Contractor Manpower Reporting. The Unit Identification Code (UIC) and DODAAC for TATRC: UIC: W03JAA DODAAC: W23RYX *NOTE: CMR Reporting Certification: Contractor shall provide evidence of compliance with the CMR requirement no later than July 31 of each year. Failure to comply with this requirement may result in a negative rating on your annual pas performance report. FOB: Destination	1	Lot		

MAX
NET AMT

CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$300.00		\$1,000,000.00

DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND ORDER VALUE

The minimum quantity and order value for each Delivery/Task Order issued shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for each Delivery/Task Order issued shall not exceed the maximum quantity and order value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT \$300.00	MAXIMUM QUANTITY	MAXIMUM AMOUNT \$1,000,000.00
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CLIN MINIMUM/MAXIMUM QUANTITY AND CLIN VALUE

The minimum quantity(s) and CLIN value(s) for all orders issued against the CLIN(s) on this contract shall not be less than the minimum quantity(s) and CLIN value(s) stated in the following table. The maximum quantity(s) and CLIN value(s) for all orders issued against the CLIN(s) on this contract shall not exceed the maximum quantity(s) and CLIN value(s) stated in the following table.

CLIN	MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
0001		\$300.00		\$1,000,000.00
0002		\$300.00		\$1,000,000.00
0003		\$300.00		\$1,000,000.00
1001		\$300.00		\$1,000,000.00
1002		\$300.00		\$1,000,000.00
1003		\$300.00		\$1,000,000.00
2001		\$300.00		\$1,000,000.00
2002		\$300.00		\$1,000,000.00
2003		\$300.00		\$1,000,000.00
3001		\$300.00		\$1,000,000.00
3002		\$300.00		\$1,000,000.00
3003		\$300.00		\$1,000,000.00
4001		\$300.00		\$1,000,000.00
4002		\$300.00		\$1,000,000.00
4003		\$300.00		\$1,000,000.00

CLIN DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND CLIN ORDER VALUE

The minimum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not exceed the maximum quantity and order value stated in the following table.

CLIN	MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
0001		\$300.00		\$1,000,000.00
0002		\$300.00		\$1,000,000.00
0003		\$300.00		\$1,000,000.00
1001		\$300.00		\$1,000,000.00

1002	\$300.00	\$1,000,000.00
1003	\$300.00	\$1,000,000.00
2001	\$300.00	\$1,000,000.00
2002	\$300.00	\$1,000,000.00
2003	\$300.00	\$1,000,000.00
3001	\$300.00	\$1,000,000.00
3002	\$300.00	\$1,000,000.00
3003	\$300.00	\$1,000,000.00
4001	\$300.00	\$1,000,000.00
4002	\$300.00	\$1,000,000.00
4003	\$300.00	\$1,000,000.00

Section C - Descriptions and Specifications

PERFORMANCE WORK STATEMENT

**DEPARTMENT OF ARMY
UNITED STATES MEDICAL RESEARCH
ACQUISITION ACTIVITY (USAMRAA)
PERFORMANCE WORK STATEMENT (PWS)
FOR
TELEMEDICINE AND ADVANCED TECHNOLOGY RESEARCH CENTER (TATRC)
RESEARCH MANAGEMENT SUPPORT SERVICES**

PERFORMANCE WORK STATEMENT FOR
TELEMEDICINE AND ADVANCED TECHNOLOGY RESEARCH CENTER (TATRC)
Research Management Support Services

SECTION	TITLE	PAGE
C-1	DESCRIPTION OF SERVICES	
C-2	SERVICE DELIVERY SUMMARY	
C-3	GOVERNMENT AND CONTRACTOR FURNISHED PROPERTY AND SERVICES	
C-4	GENERAL INFORMATION	
C-5	APPENDICES	
	1. DEFINITIONS	
	2. APPLICATION PUBLICATIONS & FORMS	

SECTION C1 – DESCRIPTION OF SERVICES

1.0 . BACKGROUND

- 1.0.1. The Telemedicine and Advanced Technology Research Center (TATRC), a subordinate element of the United States Army Research and Materiel Command (USAMRMC), is charged with managing core Research, Development, Test and Evaluation (RDT&E) and congressionally mandated projects in telemedicine and advanced medical technologies.
- 1.0.2. The Government anticipates awarding a single Blanket Purchase Agreement (BPA) under the General Services Administration (GSA) Mission Oriented Business Integration Services (MOBIS) contract. Fixed price task orders will be placed under the BPA

1.1. SCOPE

1.1.1. This performance work statement (PWS) outlines the required services for medical research project management, medical research regulatory compliance and medical scientific consulting tasks the contractor shall perform in support of the TATRC at Ft. Detrick, MD, Frederick, MD and Marina Del Rey, CA or other location as specified in the individual task order.

1.1.2. The contractor shall ensure execution of medical research support services is performed professionally, efficiently, and in accordance with (IAW) applicable laws, policies and regulations as stated below. It is anticipated that the projects will vary year by year both in terms of numbers and scientific domains. The contractor shall provide the required services with a variety of skill sets similar to the table listed in paragraph 1.1.3. A historical manning chart depicting skill sets is provided below.

1.1.3. This is a non-personal services support contract which has been reviewed and contains no services that are inherently governmental functions. The services required under this contract are subject to Organizational Conflict of Interest (OCI) IAW the Federal Acquisition Regulation (FAR) Subpart 9.5, as performance of these services will give the Contractor access to extensive data about contracts and assistance agreements of other contractors that support the TATRC mission.

HISTORIC SKILLS SETS PREVIOUSLY REQUIRED
Regulatory Compliance (PhD)
Microbiology (MS)
Medical Education (MA)
Biomedical Engineering (BS and MS)
Business (MBA and BA)
Biology (BS or MS)
Behavioral Health (MS)
Optometrist
Surgeon (MD)
Medical Education (MD, PhD)
Psychiatrist
Genomics/Proteomics (PhD)
Surgeon, Health Care Executive (MD, MBA)

Neuroscientist

1.2. SPECIFIED TASKS

1.2.1. Task Area 1- Program Manager Support Services. The contractor shall provide Program Manager Support Services to include, but not limited to the following tasks:

- 1.2.1.1. Contract management support.
- 1.2.1.2. Cost estimates.
- 1.2.1.3. Recruitment, hiring, training and retention of staff.
- 1.2.1.4. Insure Compliance with all applicable statutes, regulations, and TATRC guidance.
- 1.2.1.5. Perform IAW the terms of the contract, including agreed-upon cost, schedule, and scope.
- 1.2.1.6. Follows and provides sound project management practices.
- 1.2.1.7. Fulfills the requirements of the approved plans and specifications of this PWS.

1.2.2. Task Area 2 – Medical Research Management Project Officer Team Lead Support Services. The contractor shall provide Medical Research Management Support Services for Project Officer to include all of the tasks in paragraph 1.2.3 below. Contractor shall provide the following tasks at a minimum:

- 1.2.2.1. Reviewing travel vouchers and travel requests.
- 1.2.2.2. Training new hires.
- 1.2.2.3. Training existing staff on new procedures.
- 1.2.2.4. Providing refresher training to existing staff.
- 1.2.2.5. Reviewing invoices.
- 1.2.2.6. Timesheet approval.
- 1.2.2.7. Coordinating and organizing Monthly Reports.

1.2.3. Task Area 3 – Medical Research Management Project Officer Support Services. The contractor shall provide Project Officer Support Services to include, but not limited to the following tasks:

- 1.2.3.1. Provide management support to the Grants/Contracting Officer's Representative (GOR/COR).
- 1.2.3.2. Review medical research project documents in sufficient detail to become familiar with all aspects of the project, particularly those factors that affect a project's cost and schedule.
- 1.2.3.3. Project Documentation: The contractor shall compile data and or information in order to develop project management plans, and shall maintain project files and electronic documentation based on

monitoring activities during the planning, design, commencement, and operational phases of the research project. The contractor shall capture and maintain all documents required by the FAR and Department of Defense (DoD) 3210.6-R, *DoD Grants and Agreements Regulations* for management of contracts, grants and cooperative agreements. Contractor will also write information papers and other reports related to managed research projects.

1.2.3.4. Project Briefings: The contractor shall compile data and information for use in information briefings, decision briefings, In-Process Reviews (IPRs), and other project briefings. The contractor may be required to prepare the presentation, as well as give the briefing.

1.2.3.5. Project Management Documents: The contractor shall prepare Project Work Breakdown Structure (WBS), quad charts, project schedules, and project performance metrics to include cost, schedule, and performance. The contractor shall aid in developing and implementing project management tools, processes, and procedures.

1.2.3.6. Project Reviews: The contractor shall review medical research proposal documents for regulatory compliance, as well as internal consistencies with management documents and budgets.

1.2.3.7. Project Meeting Support: The contractor shall coordinate, facilitate, schedule and prepare meeting agendas, minutes and reports for project planning, project initiation, status reviews and after-action meetings. The contractor shall assist External and Internal Principal Investigators (PIs) in preparing for product line reviews.

1.2.4. Task Area 4 – Medical Research Management Project Analytical Support Services. The contractor shall provide Project Analytical Support Services to include, but not limited to the following tasks:

1.2.4.1. Provide management support to the GOR/COR.

1.2.4.2. Review medical research project documents in sufficient detail to become familiar with all aspects of the project, particularly those factors that affect a project's cost and schedule.

1.2.4.3. Project Documentation: The contractor shall maintain project files and electronic documentation based on monitoring activities during the planning, design, commencement, and operational phases of the research project. The contractor shall capture and maintain all documents required by the FAR and DoD 3210.6-R for management of contracts, grants and cooperative agreements. Contractor will also write information papers and other reports related to manage research projects.

1.2.4.4. Project Briefings: The contractor shall compile data and information for use in information briefings, decision briefings, IPRs, and other project briefings. The contractor shall prepare quad charts as required.

1.2.4.5. Project Reviews: The contractor shall review medical research proposal documents for regulatory compliance, as well as internal consistencies with management documents and budgets.

1.2.4.5. Project Meeting Support: The contractor shall coordinate, facilitate, schedule and prepare meeting agendas, minutes and reports for project planning, project initiation, status reviews and after-action meetings. The contractor shall assist External and Internal PIs in preparing for product line reviews.

1.2.5 Task Area 5 - Regulatory Compliance Support Services. The contractor shall provide Regulatory Compliance Support Services to include, but not limited to the following tasks:

1.2.5.1. Provide support to the PI to insure compliance with all federal, statutory, and DoD regulatory matters. This includes human use, animal use, data use and Health Insurance Portability and Accountability Act (HIPAA) compliance. The regulations included are the following:

1.2.5.1.1. Title 10 USC 980 Limitations on Use of Humans as Experimental Subjects.

1.2.5.1.2. 32 CFR 219 = regulations that govern human subjects research funded by the DoD.

1.2.5.1.3. 45 CFR 46 = regulations that govern human subjects research funded by Health and Human Services.

1.2.5.1.4. 21 CFR 50 and 56 = regulations that govern human subjects research falling under FDA authority (investigational new drugs, investigational devices)

1.2.5.1.5. Army Regulation 70-25 (Human Subjects Research).

1.2.5.1.6. Health Insurance Portability and Accountability Act (HIPAA; privacy issues related to protected health information).

1.2.5.1.7. Army Regulation 40-33 (Animal Research).

1.2.5.1.8. DoD Directive 3216.1 (DoD Animal Research).

1.2.5.1.9. U.S. Department of Agriculture (USDA) Animal Welfare Act.

1.2.5.2. Document and track status of all protocols, data use agreements and any other regulatory documentation that requires approval.

1.2.5.3. Insure that all appropriate Title 10 required language is included in all regulatory documentation.

1.2.5.4. Provide consulting support to PIs and COR/GOR to assist them in study design, as needed.

1.2.6 Task Area 6 - Medical Research Proposal Management Services. The Medical Research Proposal Manager shall manage the review process for research proposals and the medical research proposal database within TATRC. The contractor shall provide the following tasks, but is not limited to:

1.2.6.1. Log in new research proposals, includes determining scientific domain, potential reviewers, and determining funding source.

1.2.6.2. Arrange for, track, and document administrative, scientific and independent peer reviews.

1.2.6.3. Coordinate and schedule proposal review presentations for the weekly Proposal Review Board (PRB) meetings.

1.2.6.4. Maintain status of all proposal actions within database and maintain all proposal electronic files.

1.2.7 Task Area 7 - Medical Research Scientific Consulting Services. Scientific consultants shall perform a variety of scientific and consulting services. This shall include, but is not limited to the following tasks:

1.2.7.1. Review research documentation and provide detailed technical written notes.

1.2.7.2. Advise the Director, Deputy Director, and Chief Scientist on various portfolios and technology roadmaps, within the context of the overall TATRC strategy.

1.2.7.3. Advise TATRC staff on National Standards for specific domains.

1.2.7.4. Provide written reports and plans on an as needed basis, around their scientific domain. Reports and plans will aid government personnel in the development of technology roadmaps and strategic plans.

1.3. Estimated Level of Effort and Key Personnel

1.3.1. The estimated hours for each task area are listed below:

TASK AREAS	MIN	MAX
Program Management	120	120
Project Team Lead	1,920	1,920
Project Officer	24,960	32,640
Project Analytical	3,840	3,840
Research Proposal Management	1,920	1,920
Scientific Consultant	960	3,840

1.3.2 The contractor shall provide the categories, education, and experience levels for personnel staffing proposed as part of their proposal.

1.4. PLACE OF PERFORMANCE:

1.4.1. The contractor shall perform services at the following locations: Fort Detrick, Maryland, Frederick Maryland, Marina del Rey, California and off-site contractor locations as established in the individual orders. The POC for these locations will be the COR.

1.4.2. The regulatory compliance and the scientific consultant tasks may telework, but travel to sites and government offices will be required. Project Officer and Project Analytical services may telework if the government is unable to provide government facilities, with written prior approval from the COR. The POC for these locations will be the COR.

1.4.3. Telework: The Project Officer and Project Analytical shall provide services from their authorized telework worksite location IAW Department of Defense Instruction (DoDI) 1035.01, *Telework Policy*. Contractor shall:

1.4.3.1. Develop, implement and operate telework programs IAW DoDI 1035.01.

1.4.3.2. Delegate authority for telework implementation to subordinate authorities as deemed appropriate.

1.4.3.3. Designate a Program Manager to oversee implementation of the telework program.

1.4.3.4. Track contractor personnel participation and provide usage data to the COR at the end of each calendar year as an Annual Telework Report.

1.4.3.5. Fully trained all telework contractor personnel on the telework procedures including information technology and data security, and safety requirements consistent with the guidance in DoD Directive (DoDD), references (g) through (j):

1.4.3.5.1. DoDD 8000.01, *Management of the Department of Defense (DoD) Information Enterprise*

1.4.3.5.2. DoDD 8100.02, *Use of Commercial Wireless Devices, Services, and Technologies in the DoD Global Information Grid (GIG)*

1.4.3.5.3. DoDD 8500.01E, *Information Assurance (IA)*

1.4.3.5.4. DoDD 5400.11, *DoD Privacy Program*

1.4.3.6. Contractor personnel that telework on a regular and recurring basis shall complete a DD Form 2946, *DoD Telework Agreement*, available on DoD Forms Management Program Website at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

1.4.3.7. Monitor and assess telework implementation to ensure compliance with the Instruction.

1.4.3.8. Time and Attendance: Contractor shall account for and reports the teleworker time spend in the telework status in the same manner as if the employee report for work at a traditional worksite.

1.4.3.9. Telework and Travel: Contractor shall track teleworker time spent in a travel mode away from the alternate worksite during a period that is scheduled for telework.

1.5. PERIOD OF PERFORMANCE. The period of performance shall be for a twelve (12) months Base Year beginning 1 June 2011 and ending 31 May 2012, with four (4) 12 month option years. One or more task orders will be issued each year. The period of performance shall be within the current period of performance of the GSA schedule contract.

1.6. DUTY HOURS. Contractor personnel shall perform services during regular duty hours 8:00 AM to 5:00 PM, Monday through Friday, excluding Federal Holidays as listed in paragraph 1.6.3 below or as otherwise specified in individual orders. Contractor shall implement a system that accurately records hours worked and that is available to the Contracting Officer Representative (COR).

1.6.1. Contractor shall not perform services on those days designated as a Federal Holiday by Federal Status, Executive Order, Presidential Proclamation, or Installation Commander.

1.6.2. Contractor shall not report to work on those days the Government or installation is closed due to inclement weather conditions, national emergencies, energy conservation, or other events requiring installation closure. During these periods of closure, the contractor personnel that are not designated as essential shall not report for work. Teleworker or off-site facilities may be permitted if written justification and approval is granted by the COR and Contracting Officer in advance.

1.6.3. The following is a list of legal federal holidays that services shall not be performed. Services shall not be performed on any other day declared a federal holiday.

- 1.6.3.1. New Year's Day, January 1st
- 1.6.3.2. Martin Luther King's Birthday, 3rd Monday in January
- 1.6.3.3. President's Day, 3rd Monday in February
- 1.6.3.4. Memorial Day, Last Monday in May
- 1.6.3.5. Independence Day, July 4th
- 1.6.3.6. Labor Day, 1st Monday in September
- 1.6.3.7. Columbus Day, 2nd Monday in October
- 1.6.3.8. Veteran's Day, November 11th
- 1.6.3.9. Thanksgiving Day, 4th Thursday in November
- 1.6.3.10. Christmas Day, December 25th

NOTE: Any of the above holidays falling on a Saturday will be observed on the preceding Friday; holidays falling on a Sunday will be observed on the following Monday.

1.6.4. The contractor shall ensure that all contractor personnel are advised of non-disclosure policies as well as restrictions from communicating official business to media outlets. The contractor's employees may be required to sign specific nondisclosure agreements as required by contract.

1.6.5. The contractor shall ensure that all contractor personnel are advised of their chain of command and who they should contact if they have questions. The Contractor POC and COR will served as the chain of command for contractor personnel.

1.7. CONTINUITY OF SERVICES. If routine services are disrupted for more than three (3) consecutive shifts, the Government reserves the right to procure such services from another source, until routine services are restored by the Contractor. When the Government exercises its right to procure these services from another source, the Government will reduce the Contractor's invoice at an equivalent amount to that incurred. A copy of the other source's service ticket will be used as the basis for this reduction. The Government will furnish the Contractor a copy of this ticket upon the Contractor's request.

1.8. RELATIONSHIP OF THE PARTIES. This is a nonpersonal service contract. Contractor personnel are not subject to the supervision and control of a Government officer or employee IAW Federal Acquisition Regulation (FAR) 37.104(a)(1)(ii). Rather, contractor personnel perform their duties IAW specific tasks outlined in the PWS. Supervisory functions such as hiring, directing, counseling, and firing of contractor personnel are not performed by the Government. The contractor personnel who furnish services under this contract are subject to Government technical oversight of the services provided. The Government retains the right to reject services for contractual nonperformance.

SECTION C2 – PERFORMANCE REQUIREMENT SUMMARY

2.0. SERVICE DELIVERY SUMMARY

PRS# and Task	Indicator	Performance Standard	Acceptable Quality Level	Method of Surveillance	PWS Paragraph
PRS#1 Project Management Support Services IAW Performance Work Statement (PWS)	Contractor is responsible for maintaining project documentation for research grants, contracts and cooperative agreements.	All documentation uploaded/processed within 5 working days of the transaction.	95 % percent compliance	COR observation.	1.2.2-1.2.4, 1.2.6
PRS#2 Project Management Support	Contractor is responsible for preparing for	Briefing complete and accurate.	98% accurate, completed on	COR observation	1.2.2-1.2.4, 1.2.6

Services IAW PWS	project briefings, or gathering data for briefings.		time (as required).		
PRS#3 Project Management Support Services IAW PWS	Contractor shall provide management reviews of project documentation.	Detail cost, schedule and performance management issues.	90% accurate within 5 working days of assignment.	COR observation	1.2.2-1.2.4, 1.2.6
PRS#4 Project Management Support Services IAW PWS	Contractor will coordinate meetings and provide support to COR and PI as needed.	All documentation will be available and reviewed 7 working days prior to meetings. Reports from meetings will be provided within 5 working days after meeting.	90% accurate within 5 days of due date.	COR observation	1.2.2-1.2.4, 1.2.6
PRS#5 Senior Analyst Regulatory Compliance Specialist Support IAW the PWS	Guidance to Principal Investigators is provided in a timely manner to meet all regulatory and deadlines required.	Assist PIs as required with development of study plan and methodology to mitigate regulatory compliance issues.	Plans are clear and have statistical validity 98% of the time.	COR observation	1.2.5
PRS#6 Senior Analyst Regulatory Compliance Specialist Support IAW the PWS	Document and track status of all protocols, data use agreements, and HIPAA compliance.	Documentation should be processed and status updated within 5 working days of receipt.	98% accurate, completed on time (as required).	COR observation	1.2.5
PRS#7 Senior Analyst Scientific Consulting IAW the	Review documentation and provide feedback in a timely manner.	Within 15 calendar days after receipt.	90% percent of the time	COR observation	1.2.7

PWS

PRS#8	Provide all reports	Provide written	90% percent	COR	1.2.2 to 1.2.7
Written	IAW PWS	reports as requested.	of the time,	observation	
Reports			and		
Monthly and			scientifically		
Quarterly			accurate.		

2.1. DELIVERABLES

2.1.1. The contractor shall provide the following deliverables to the COR IAW the below schedule:

2.1.1.1. A draft Quality Control Plan shall be provided with the contractor's competitive proposal. The final Quality Control Plan shall be submitted 10 days after contract award.

2.1.1.2. A draft Staffing and Recruitment plan shall be provided with the contractor's competitive proposal. The final Staffing and Recruitment plan shall be submitted 10 days after contract award, and shall include resumes.

2.1.1.3. A draft Organizational Conflict of Interest (OCI) Mitigation Plan shall be provided with the contractor's competitive proposal. The final OCI plan shall be submitted 10 days after contract award.

2.1.1.4. Monthly Performance and Status reports shall be submitted prior to or in conjunction with the monthly invoices.

2.1.1.5. Quarterly reports are due the 10th day following the end of a quarter.

2.1.2. Quality Assurance Performance Summary. The Government will assess the contractor's performance compliance based on the above table in this section.

SECTION C3 – GOVERNMENT AND CONTRACTOR FURNISHED PROPERTY AND SERVICES

3.1. GOVERNMENT FURNISHED PROPERTY

3.1.1. Government will provide ID badges for contractor. The Government will provide the on-site contractor personnel with access to government designated office space, computer workstations, and other office equipment as necessary for those personnel on site. Government-furnished computer and software will be provided, with appropriate security measures.

3.1.2. The Government will provide off-site contractor personnel with laptop computers. Off site personnel are responsible for the security of all official information and protection of any Government furnished equipment (GFE) and property.

3.1.3. The Government will not reimburse contractor personnel for any operating costs associated with an employee using their personal equipment or residence in performance of duties under this contract.

3.1.4. The Government will provide both technical and Help Desk support to the offsite and telework contractor personnel with Government issues equipment.

3.2. Equipment. Government owned equipment will be provided to perform services under each order issued under this contract.

SECTION C4 – GENERAL INFORMATION

4.1. PERSONNEL REQUIREMENTS.

4.1.1. ENGLISH LANGUAGE REQUIREMENT. Contractor personnel shall be fluent and communicate in the English language, both written and oral communication.

4.1.2. CONFLICT OF INTEREST. The Contractor shall not employ any person who is an employee of the United States Government, if the employment of that person would create a conflict of interest.

4.2. SECURITY REQUIREMENTS.

4.2.1. Security. Contractor personnel shall have a favorable or favorably adjudicated National Agency Check (NAC) prior to commencement of work. The contractor shall also perform an inquiry through the National Criminal Investigation Check (NCIC) data base on all contractor employees proposed. The contractor shall provide the results of the preliminary checks to the Contracting Officer and the COR, in writing. For contractor provided space, controlled access to the office space shall be provided to protect GFE.

4.2.2. Provide Qualified Personnel:

4.2.2.1. The Outline of Responsibilities: The Contractor and all Contractor personnel shall possess minimum qualifications as stated in each task required to perform the contract requirements. Contractor personnel shall provide services and work in a professional and courteous manner and abide by applicable USAMRMC/TATRC rules, regulations, and procedures, and present a neat appearance when working at TATRC facilities.

4.2.2.2. National Agency Background Investigation\Security Clearance Requirement. All contractor personnel shall be able to successfully obtain a National Agency Clearance and Inquiries (NACI) clearance in order to access DOD information networks, systems and databases.

4.2.2.3. Prior to commencement of work, the Contractor shall perform, as a minimum, an inquiry through the NCIC and a credit check through an appropriate credit bureau entity for all contractor employees identified. The Contractor will notify the Contracting Officer and the COR, in writing, of the results of the preliminary check. Notification will be given by the Contracting Officer or COR to the contractor to commence work with those individuals who have been cleared. Contract employees must have a favorable, or favorably adjudicated NAC. The check shall be initiated no later than the commencement of work. The necessary paperwork can be accessed at www.dss.mil, please download the Electronic Personnel Security Questionnaire (EPSQ) 2.2 version and fill out Standard Form (SF) 85P, *Questionnaire for Public Trust Positions*.

4.2.3. National Agency Check (NAC) Security Clearance: The Contractor shall provide a background checks and security clearance for all contractor personnel. The Government will identify the level of Security Clearance required to accomplish the services being performed. The minimum clearance required shall be a NAC clearance. The COR will provide the appropriate security clearance forms to the contractor IAW FAR Clause 52.204-2, *Security Requirement*, Alternate I.

4.2.4. Information Security

4.2.4.1. The Contractor shall retain all data in strictest confidence and prevent the unauthorized duplication, use and disclosure of information. The contractor shall follow DoD, Fort Detrick, MRMC, and TATRC security regulations and procedures. The Contractor shall ensure that all personnel exposed to data that is subject to the Privacy Act of 1974 and Health Insurance Portability and Accountability Act (HIPAA) and are required to take appropriate action to prevent disclosure of this information.

4.2.4.2. All data received, processed, evaluated, loaded and created as a result of this award shall remain the sole property of the Government and shall be returned to the Government at the conclusion of the contract unless the Contracting Officer grants specific exception.

4.2.4.3. Proprietary Information. The contractor is prohibited from appropriation, disclosure, or unauthorized use of proprietary information that is acquired in the execution of this contract.

4.2.4.4. All products including files, software and other information, which are created, produced or developed during the period of performance is the property of the Government and shall be returned unless the Government expressly grants the Contractor permission to retain the materials for continued development or publication.

4.2.4.5. Non-disclosure Agreements need to be signed by all Contractor employees proposed under this requirement before any work is performed.

4.2.4.6. The Contractor shall provide a background checks and security clearance for all contractor personnel. The Government will identify the level of Security Clearance required to accomplish the services being performed. The minimum clearance required shall be a NAC clearance. The COR will provide the appropriate security clearance forms to the contractor IAW FAR Clause 52.204-2, *Security Requirement*, Alternate I.

4.2.5. Contractor Security Training

4.2.5.1. All Contractor employees and subcontractors under this contract are required to complete Department of Army (DA) on-line DoD Information Security Awareness Training Course within 30 days of contract award and once each year thereafter. Contractors shall provide signed certifications of completion to the CO during each year of the contract. This requirement is in addition to any other training that may be required of the contractor and subcontractor(s).

4.2.5.2. Contractor shall ensure that all personnel complete required TATRC, USAMRMC, Medical Command (MEDCOM), DA, and DoD training requirements available at <https://ia.signal.army.mil>.

4.2.6. Contractor Personnel Security: The Contractor shall ensure that contract personnel have met DA training requirements pertaining to the Privacy Act and Personally Identifiable Information (Pii) Training, which are available via the Army internet: http://iase.disa.mil/eta/pii/pii_module/pii_module/index.html and can be completed in approximately one hour each.

4.2.7. PRIVACY AND CONFIDENTIALITY

4.2.7.1. The contractor shall abide by FAR clauses 52.224-1, *Privacy Act Notification*, 52.224-2, *Privacy Act* and 52.204-7000, *Disclosure of Information*.

4.2.7.2. The contractor shall abide by FAR clause 52.239-1, *Privacy or Security Safeguards*.

4.2.7.3. The Contractor shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the Contractor under this contract or otherwise provided by the Government.

4.2.7.4. To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the Contractor shall afford the Government access to the Contractor's facilities, installations, technical capabilities, operations, documentation, records, and databases.

4.2.7.5. If new or unanticipated threats or hazards are discovered by either the Government or the Contractor, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.

4.3. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA) of 1996: The contractor shall abide by all the requirements of HIPPA regarding the privacy and confidentiality of health records and information being provided and shared under the resulting task order. The HIPPA is in accordance with Public Law 104-191 and Code of Federal Regulation (CFR) 45 CFR Parts 160, 162 and 164, as it relates to Privacy and Security Rules.

4.4. RECORDS. The contractor shall be responsible for creating, maintaining, and disposing of only those Government required records which are specifically cited in this PWS or as may be required by the DA. If requested by the Government, the Contractor shall provide the original record or a reproducible copy of any such records within five working days of receipt of the request.

4.5. COMMUNICATION. The contractor shall ensure a contract employee under his/her supervision maintains an open and professional communication with the staff at the DA facilities. Complaints validate by the COR or DA staff shall be reported in writing to the contract administrator and the contractor for action. If the contractor fails to correct validated complaints raised by the COR and CO, it will be considered a failure in performance.

4.6. PERFORMANCE EVALUATION MEETINGS. The CO shall require the contractor or his representative to meet with the CO, contract administrator, COR, and other Government personnel at **least quarterly**, and as often as deemed necessary. The contractor may request a meeting with the CO when deemed necessary. Meeting will be documented in the contract file with written minutes signed by the contract administrator and the CO. If the contractor does not concur with the minutes, such nonoccurrence shall be provided in writing to the CO within ten (10) calendar days of receipt of the minutes.

4.7. TRAVEL: Contractor may be required to travel to various scientific and DoD meetings, as well as site visits to grant recipients. All travel shall be reimbursed IAW the Joint Travel Regulations (JTR). The contractor shall submit an estimate for travel to the COR for approval 15 days prior to travel to allow the contractor to obtain economical prices for travel. The estimate shall include airline ticket costs, car rental, per diem, registration fees and any costs associated with the travel. The contractor shall provide a trip report within 10 days after the completion of travel costs and as backup with invoices for reimbursement. All travel costs shall be billed within 30 days after travel is complete unless an approval for later billing is approved by the Government. Request for reimbursement of travel costs may be denied if not billed in a timely manner.

4.8. OTHER DIRECT COSTS (ODCS): The contractor shall identify ODCs in their cost proposal submitted in response to the competitive solicitation. If no ODCs were identified they may not be considered for reimbursement after contract award.

CLAUSES INCORPORATED BY FULL TEXT

**CONTRACTOR MANPOWER REPORTING (CMR) - (ACCOUNTING FOR CONTRACT SERVICES)
(APR 2011) (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 can be reach at 703-695-5103 or 703-695-5058 for any technical questions. The help desk can also be contacted via email: contractormanpower@hqda.army.mil. 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.

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.

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

- a. It is recognized by the parties hereto that the effort performed by the contractor under this contract is of a nature that it creates a potential organizational conflict of interest as is contemplated under the FAR Subpart 9.5.
- b. In the performance of this contract, the contractor may have access to data which is procurement sensitive or is proprietary to other companies, Government consultants or advisors, or the Government. The contractor agrees that he will not utilize such procurement sensitive or proprietary data in performance of future competitive contracts, for studies in the same field, procured either through sealed bids or competitive negotiations. The contractor further agrees not to act as a subcontractor or consultant to any other prime contractor or subcontractor seeking to utilize such data.
- c. The contractor will include the provisions of paragraphs a and b in every first tier subcontract for performance of any portion of this requirement.
- d. This clause shall have effect from **1 JUN 2011** to **30 MAY 2016**.

SAFEGUARDING PROPRIETARY INFORMATION (MAY 1999) (USAMRAA)

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

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

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

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

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

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

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

Name:

Date:

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

CONTRACTOR IDENTIFICATION (DEC 2005) (USAMRAA)

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

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

KEY PERSONNEL (MAR 1999) (USAMRAA)

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

- Program Manager**
- Team Leader**
- Regulatory Compliance Specialist**

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

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

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

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

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

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	N/A	Government
0002	N/A	N/A	N/A	Government
0003	N/A	N/A	N/A	Government
1001	Destination	Government	N/A	Government
1002	N/A	N/A	N/A	Government
1003	N/A	N/A	N/A	Government
2001	Destination	Government	N/A	Government
2002	N/A	N/A	N/A	Government
2003	N/A	N/A	N/A	Government
3001	Destination	Government	N/A	Government
3002	N/A	N/A	N/A	Government
3003	N/A	N/A	N/A	Government
4001	Destination	Government	N/A	Government
4002	N/A	N/A	N/A	Government
4003	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-JUN-2011 TO 31-MAY-2012	N/A	USA MED RESEARCH MAT CMD TMED AND ADV TECH RSRCH CTR TATRC 504 SCOTT STREET FORT DETRICK MD 21702-5012 FOB: Destination	W90ERG
0002	POP 01-JUN-2011 TO 31-MAY-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
0003	POP 01-JUN-2011 TO 31-MAY-2012	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
1001	POP 01-JUN-2012 TO 31-MAY-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
1002	POP 01-JUN-2012 TO 31-MAY-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
1003	POP 01-JUN-2012 TO 31-MAY-2013	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
2001	POP 01-JUN-2013 TO 31-MAY-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
2002	POP 01-JUN-2013 TO 31-MAY-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
2003	POP 01-JUN-2013 TO 31-MAY-2014	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
3001	POP 01-JUN-2014 TO 31-MAY-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
3002	POP 01-JUN-2014 TO 31-MAY-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
3003	POP 01-JUN-2014 TO 31-MAY-2015	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
4001	POP 01-JUN-2015 TO 31-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG

4002	POP 01-JUN-2015 TO 31-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG
4003	POP 01-JUN-2015 TO 31-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	W90ERG

Section G - Contract Administration Data

CLAUSES INCORPORATED BY REFERENCE

52.245-1	Government Property	AUG 2010
52.245-2	Government Property Installation Operation Services	AUG 2010
52.245-9	Use And Charges	AUG 2010

CLAUSES INCORPORATED BY FULL TEXT

ARMY ELECTRONIC INVOICING INSTRUCTIONS (FEB 2006)

Contractor shall submit payment request using the following method(s) as mutually agreed to by the Contractor, the Contracting Officer, the contract administration office, and the payment office.

Wide Area Workflow (WAWF) (see instructions below)

Web Invoicing System (WInS)(<https://ecweb.dfas.mil>)

American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats (<http://www.X12.org> and <http://www.dfas.mil/ecedi>)

Other (please specify) _____

DFAS POC and Phone: _____

WAWF is the preferred method to electronically process vendor request for payment. This application allows DOD vendors to submit and track Invoices and Receipt/Acceptance documents electronically. Contractors electing to use WAWF shall (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the Central Contractor Registration site at <http://www.ccr.gov> within ten (10) calendar days after award of this contract/order.

WAWF Instructions

Questions concerning payments should be directed to the Defense Finance and Accounting Service (DFAS) [Contracting Office **fill in DFAS location here as indicated on your purchase order/contract**] at [Contracting Office **fill in DFAS vendor pay phone number here**] or faxed to [Contracting Office **fill in DFAS vendor pay fax phone number here**]. Please have your purchase order/contract number ready when calling about payments.

You can easily access payment and receipt information using the DFAS web site at <http://www.dfas.mil/money/vendor>. Your purchase order/contract number or invoice number will be required to inquire about the status of your payment.

The following codes and information will be required to assure successful flow of WAWF documents.
TYPE OF DOCUMENT [Check the appropriate type]

Commercial Item Financing

Construction Invoice (Contractor Only)

Invoice (Contractor Only)

_____ (Invoice and Receiving Report COMBO)

Invoice as 2-in-1 (Services Only)

_____ Performance Based Payment (Government Only)

_____ Progress Payment (Government Only)

_____ Cost Voucher (Government Only)

_____ Receiving Report (Government Only)

_____ Receiving Report With Unique Identification (UID) Data (Government Only)
UID is a new globally unique "part identifier" containing data elements used to track DoD parts through their life cycle.

_____ Summary Cost Voucher (Government Only)

CAGE CODE: [Enter Contractor Cage Code here]

ISSUE BY DODAAC: W81XWH

ADMIN BY DODAAC: W81XWH

INSPECT BY DODAAC: [Enter Inspector's DODAAC here if applicable]

ACCEPT BY DODAAC: [Enter Acceptor's DODAAC here if applicable]

SHIP TO DODAAC: [Enter Ship to DODAAC(s) here]

LOCAL PROCESSING OFFICE DODDAC: [Enter LPO DODAAC here if applicable]

PAYMENT OFFICE FISCAL STATION CODE: [Enter Fiscal Station CODE]

EMAIL POINTS OF CONTACT LISTING: (Use Group e-mail accounts if applicable)

INSPECTOR: [Enter Inspector's email address here]

ACCEPTOR: [Enter Acceptor's email address here]

RECEIVING OFFICE POC: [Enter receiving office POC email address here]

CONTRACT ADMINISTRATOR: dawn.v.jennings@amedd.army.mil

CONTRACTING OFFICER: laura.n.charles@amedd.army.mil

ADDITIONAL CONTACT: [Enter email address(es) here]

For more information contact: Dawn Jennings, Contract Specialist, 301-619-7826 and Laura Charles, Contracting Officer, 301-619-8392.

CONTRACT CEILING (MAR 1999) (USAMRAA)

The ceiling price of this contract is \$ **25,000,000.00**. The contractor agrees that the work performed under this contract shall be accomplished within the specified ceiling price. Unless and until the Contracting Officer has notified the contractor in writing that the ceiling price has been increased and the amount of the increase, any costs incurred in excess of the ceiling price shall be borne by the contractor. The contractor's attention is directed to **Section C** of this contract, entitled "Task/Delivery Orders". Contractor entitlement to the monies specified as the contract ceiling is derived solely from the issuance and successful performance of task/ delivery orders against that ceiling amount.

TRAVEL (JULY 2007) (USAMRAA)

a. Approval of Foreign Travel. The cost of foreign travel is allowable only when the specific written approval of the Contracting Officer is obtained prior to commencing the trip. Approval shall be requested at least **15** calendar days before the scheduled departure date in order that all necessary clearances may be processed. Each individual trip must be approved separately, even though it may have been included in a previously approved budget. Foreign travel under this contract is defined as any travel outside of the United States and its territories and possessions.

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

PROPERTY ADMINISTRATOR (MAR 1999) (USAMRAA)

The designated property administrator for Government property acquired for use under this contract is **Contracting Officer's Representative (COR)**.

PROPERTY REPORTING (COMMERCIAL) (MAR 1999) (USAMRAA)

The designated property administrator for Government property acquired for use under this contract is the Contract Specialist, US Army Medical Research Acquisition Activity, Fort Detrick, MD 21702-5014. The contractor shall furnish the designated property administrator report, (i.e. DD FORM 1662, DOD Property in the Custody of Contractors).

- a. Interim Inventories - Annually, as of 30 September, report due 10 October, each year.
- b. Final Inventory - When the contract expires.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.216-27	Single or Multiple Awards	OCT 1995
52.223-18	Contractor Policy to Ban Text Messaging While Driving	SEP 2010
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.204-1 APPROVAL OF CONTRACT (DEC 1989)

This contract is subject to the written approval of Contracting Officer and shall not be binding until so approved.

(End of clause)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Blanket Purchase Agreement (BPA) contract resulting from this solicitation.

(End of provision)

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from:

Base Year: 1 June 2011 through 31 May 2012
Option 1: 1 June 2012 through 31 May 2013
Option 2: 1 June 2013 through 31 May 2014
Option 3: 1 June 2014 through 31 May 2015
Option 4: 1 June 2015 through 31 May 2016

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$300.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of \$1,000,000.00;

(2) Any order for a combination of items in excess of \$1,000,000.00; or

(3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 15 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after May 28, 202 or the expiration of any exercised option year.

(End of clause)

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

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

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

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

(End of clause)

PROTECTION OF GOVERNMENT-PROVIDED COMMUNICATIONS SYSTEMS AND OTHER RESOURCES (DEC 2006)(USAMRAA)

The Contractor acknowledges its obligation to protect Government-provided communications systems, and other Government-provided resources, from misuse by its employees. Contractor employees shall not use Government communications systems, or other resources, for unauthorized purposes, such as, but not limited to, those discussed in the Joint Ethics Regulation, DoD 5500.7-R, Paragraphs 2-301a and 2-301b. Upon discovery of such misuses, the Government shall have the sole contractual right to have any such offending Contractor employee removed from the Government contract without any reduction of, or delay in, the Contractor's performance or delivery obligations.

Section J - List of Documents, Exhibits and Other Attachments

EXHIBIT A - LABOR RATE SHEET

SEE ATTACHMENT

Labor Rate Sheet and Description.

EXHIBIT B - QASP

SEE ATTACHMENT

EXHIBIT C - EVAL FACTORS

EXHIBIT C

Evaluation Factors and Criteria

The Government will award an Blanket Purchase Agreement (BPA) with task orders against an existing Federal Supply Schedule Contract resulting from this Request for Quote (RFQ) to the responsible offeror whose quote conform to requirements of this solicitation will be most advantageous to the Government, price and other factors considered. The following information or factors shall be used to evaluate offers:

1. The Government will evaluate Quotes submitted in response to this solicitation, which meet the Material Requirements of the solicitation IAW the schedule, the PWS and the factors listed below. Failure to provide the minimal information needed for each factor may result in the Quote being considered non-responsive.
2. This procurement will be a single award on a best value evaluation resulting from this solicitation to the responsible offeror:
 - (a) Whose quote is technically acceptable and
 - (b) Whose technical/price relationship is the most advantageous to the Government. While price is secondary to technical, it will be a factor in the award decision.
 - (c) The Government reserves the right to make price/technical tradeoffs that are in the best interest and advantageous to the Government.
 - (d) Award may be made without discussions, except for minor clarifications.

Relative Importance of all Factors and Sub-factors

The Evaluation Factors are listed in descending order of importance. Technical Approach, Personnel Qualifications, and Corporate Experiences when combined are equal more important than Contractor Quality Control Plan, OCI, Past Performance, and Small Business. Quality Control Plan and OCI when combined are more important than Past Performance and Small Business. Past Performance is significantly more important than Small Business and Price. Price is the least important factor. All factor listed within each evaluation factors are more importance than price.

Evaluation Factors

1. This section is intended to explain the rationale and precise minimum criteria by which quotes, resulting from the request will be evaluated by the Government. Offerors shall prepare quotes with these criteria in mind, both in terms of content and organization, in order to assist the Contracting Officer in determining the relative merit of the quote in relation to the requirements as defined by the PWS. Offerors are advised that they are not restricted in what is presented in their quotes as long as sufficient material are provided to allow evaluation of specific elements of the quote as defined by the evaluation factors.

2. General Definition: The evaluation criteria for this procurement are categorized into several factors. The information presented in each factors and sub factors are considered to be the desirable minimum traits of a contractor performing under a task order, awarded from this solicitation. General definition of these factors is as follows:

Factor 1 – Technical Approach

Understanding the Requirement as demonstrated by the adequacy of the offeror's approach to perform the PWS.

Describe your understanding of the Scope of Work and mission essential as stated in the PWS.

Factor 2 - Personnel Qualification

Competency and likely effectiveness of the Offeror's personnel as determined by education and relevant experience, including relevant experience in general and research operations, regulated studies procedures, product development experience, and publication record. Key personnel resumes will be evaluated based on the relevance of the individual's education and experience relative to the PWS.

Factor 3 – Corporate Experience

Extent and nature of experience of the Offeror in providing medical research management support services in contracts of similar size and scope; in hiring and retaining personnel in similar disciplines; in reviewing medical research protocols, with Title 10 regulatory compliance requirements, and in processing NACs.

Factor 4 - Contract Quality Control Plan

Describe your quality control plan to ensure full compliance with the PWS.

Factor 5 – Organization Conflict Interest (OCI)

Contract Transition/Start-Up and Contract Work-Force Staffing

Explain the methods you will use to make efforts to recruit personnel to ensure that services commence on the date set forth in the contract and the duration of the contract. Describe your recruitment and placement plan, which demonstrates how you will maintain

adequate staffing throughout the life of the contract. Describe retention policy and plan to keep quality personnel. Determine the Contractor's ability to replace contractor employees who become unavailable for performance. Contractor shall provide an OCI Migration Plan. Final OCI Mitigation Plan shall be provided 10 days after contract award.

Factor 6 – Past Performance

Past Performance on the same or similar work of comparable size and complexity in the last three (3) years. Submit a minimum of three (3) completed questionnaires with your quote. (**Attachment 1 of solicitation**)

Factor 7 – Past Performance

Past Performance on the same or similar work of comparable size and complexity in the last three (3) years. Submit a minimum of three (3) completed questionnaires with your quote. (**Attachment 1 of solicitation**)

Factor 8 – Small Business Plan

The USAMRAA will assign extra evaluation credit to an Offeror, which is a total small business or small disadvantaged business (SDB). Substantiating documents such as teaming agreements, mentor protégé, the like must be submitted with the price quote. This factor's information shall be included in the price proposal volume. The factor will be evaluated by the Contracting Officer.

Factor 9 – Price

Price will be evaluated to determine price fair and reasonableness. Therefore, the Contracting Officer will be responsible for ensuring the schedule pricing is used and negotiating discounts, whenever practicable.

3. Submission of Technical Proposal. Offeror's shall send four (4) copies of their technical proposal. See Section L of this solicitation for more instruction. **Copies can be mailed to the following address:**

**Director
U.S. Army Medical Research Acquisition Activity (USAMRAA)
ATTN: MCMR-AAA-T/W81XWH-11-R- (Laura N. Charles)
820 Chandler Street
Fort Detrick, MD 21702**

4. Price and non-price related factors when combined equal total evaluated score.

(a) Except when it is determined not to be in the Government's best interest, 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).

(b) A written notice of award or acceptance of an RFQ mailed or otherwise furnished to the successful contractor within the time for acceptance specified in the quote, shall result in a binding contract without further action by either

party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(c) This requirement includes a base period and four (4) option periods. To be considered for award, an offeror must have a current GSA contract, which would ensure performance of the base and all option periods of this contract/task orders. The offeror shall submit a copy of its current GSA contract if it has any questions about the duration of its contract with GSA and thus its ability to perform the requirement.

ATCH 1- PAST PERFORMANCE QUEST

SEE ATTACHMENT

Section L - Instructions, Conditions and Notices to Bidders

QUOTE SUBMISSION**QUOTE SUBMISSION****A. INSTRUCTIONS TO OFFERORS**

Introduction and Purpose - This section specifies the format and content that Offerors shall use in responding to this Request for Quote (RFQ). The intent is not to restrict the Offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors shall submit a quote that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration.

The Government intends to evaluate quotes and award without discussions with contractors. Therefore, the contractor's initial quote should contain the contractor's best terms from a cost or price and technical standpoint. However, the Government reserves the right to conduct discussions in the Contracting Officer (CO) determined that it is deemed necessary later. The Government may reject any or all quotes if such action is in the Government best interest; accept other than the lowest quote; and waive informalities and minor irregularities in quotes received.

SUBMISSION OF PROPOSALS: Proposals shall be submitted and received in three (3) Volumes and no later than **28 April 2011 by 3:00 PM Local Time, Frederick, MD.**

Volume 1 - TECHNICAL QUOTE

Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK & SMALL BUSINESS PLAN

Volume 3 – PRICE QUOTE

1. Each volumes shall be separate and complete, so that the evaluation of each one may be accomplished independently and concurrently with, evaluation of the others. Each Volume shall be placed on a separate CD.

Proposals shall be submitted to the following address:

Director
U.S. Army Medical Research Acquisition Activity (USAMRAA)
ATTN: MCMR-AAA-T/W81XWH-11-R-0029 (Ms. Laura N. Charles)
820 Chandler Street
Fort Detrick, MD 21702-5014

2. All questions in reference to this solicitation shall be submitted in writing via email no later than **10 May 2011 by 3:00 PM Local Time, Frederick, MD and closing date for receipt of quotes is 18 May 2011.** Questions are to be submitted to both Ms. Laura N. Charles, Contract Specialist at laura.n.charles@amedd.army.mil and Ms. Mary Rico, Contracting Officer at mary.rico@amedd.army.mil to include the follow subject line: the solicitation number: **W81XWH-11-R-0029** and project title, company name, and point of contact information.. Questions will not be addressed by telephone. Responses to all questions will be provided by amendment to the solicitation. In the event that multiple questions address the same issue, the Government reserves the right to answer a representative question that best exemplifies the issue. No additional questions will be accepted after the stated date(s).
3. Offerors shall referred to FAR 52.212-1, Instructions to Offerors Provisions, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration

date; restrictions on disclosure and use of data; and contract award. Contractors shall complete and return all RFQs prior to the time specified in Block 8 of the standard form (SF) 18 in order to be considered for award. Quotes shall be received before the closing date and time specify in this RFQ or the quote will be considered untimely and may be rejected.

4. Evaluation of Quotes: The Government will evaluate quotes in accordance with the evaluation criteria set forth in this RFQ.

5. An Offeror's quote shall stipulate that it is predicated upon all the terms and conditions of this RFQ.

6. It is understood that the Offeror's quote will become part of the official contract file.

B. PROPOSAL FORMATTING & PACKAGING GUIDELINES

1. Format. The Government’s preferred format is as follows: The submission should 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. The proposal shall be clear and legible. Attachments shall conform to the following guidelines:

- **Type Font:** 12 point, 10 pitch (Times New Roman)
- **Spacing:** Single-spacing between lines of text
- **Margins:** 1.0 inches on all sides
- **Acronyms:** Spell out all acronyms the first time when they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations and symbols.
- **Language:** English
- **Format:** Microsoft Office Applications (i.e. MS Word, Excel)
- **Graphics & Tables:** 8 point, 10 pitch (Arial).

In addition, each paragraph should be separated by at least one blank line. A standard, 12-point minimum font size applies. Times New Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8-point and may be landscape.

2. File Packaging. None of the proposal files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.

3. Page Limitations. Page limitations shall be treated as maximums. If exceeded, the excess pages will not be considered in the evaluation of the quotes and will be destroyed without review. Volume 1 shall be tabbed to separate major sections—e.g., Technical Approach and all its subfactors. Offerors may also tab the Organizational Conflict of Interest (OCI) Mitigation Plan and the draft Quality Control Plan, and the draft Recruitment/Retention Plan. Tabs will not count against the indicated page limits and shall contain no other information besides tab title. Volume 2 shall be tabbed to separate major sections—e.g., Past Performance/Performance Risk and Small Business Plan. Offerors shall provide the number of hard and electronic file copies as follows:

CD	Contents	Title	Number of Hard/Electronic Copies
A	Volume 1	Technical Approach	4/5

B	Volume 2	Past Performance/ Performance Risk & Small Business Plan	4/5
C	Volume 3	Price Quote	2/2

4. Electronic Copies.
The

electronic portion of the quote shall be submitted on virus-free CD-ROMs compatible with Microsoft Office 2003 applications. In addition, each CD-ROM shall be made "final." "Final" is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics or any other documents that cannot be submitted in electronic form are exempt, but if provided in hard copy, will be considered in the page count. A directory shall also be placed on the CD, if it contains more than one file.

C. VOLUME CONTENT

1. Volume 1 - TECHNICAL QUOTE

The Technical Proposal is required to meet all requirements of the RFQ, not just Evaluation Factors to be eligible for award. The Offeror shall submit a quote comprehensive enough to provide the basis for a sound evaluation by the Government. The Technical Quote shall not exceed 50 pages including resumes and required Plans. Pages exceeding the specific page limitation will be removed and not forwarded for evaluation. The Technical Quote shall include a discussion of the Offeror's methodology to meet all the requirements of the PWS. The Technical discussion shall be specific, detailed, and complete enough to clearly and fully demonstrate that the Offeror understands the requirements and the inherent problems associated with the objectives of this procurement. Stating that the Offeror understands and will comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as, "Standard procedures will be employed" and "Well-known techniques will be used." The Technical Quote shall be sufficient as to the Offeror proposes to comply with the PWS including a full explanation of the techniques and procedures the Offeror proposes to follow. Technical Proposals shall also include a proposed Quality Control Plan (PWS 2.1.1.1) for the Government's consideration in development of the Government's Quality Assurance Surveillance Plan (QASP). A QASP will specify the work requiring surveillance and the method of surveillance to determine that the services conform to the contract requirements. In addition, Technical Proposals shall include a draft Organizational Conflict of Interest Mitigation Plan (PWS 2.1.1.3).

(a) Technical Approach

The Offeror shall provide the following information, at a minimum:

- (i) A proposed business approach to meeting the requirements of the PWS. This includes management of medical research and development contracts. The Offeror shall identify the personnel considered to be key personnel in meeting the requirements of the PWS. The Offeror shall identify the labor categories and corresponding effort that will be used in performing the work. The Offeror shall discuss the proposed GSA labor categories in relation to experience, responsibilities and education in outlining its approach to meeting the PWS requirements.
- (ii) Demonstration of the Offeror's experience in hiring and managing qualified research support services in the following disciplines: research management support, regulatory complaint and scientific consulting support services. Provide metrics in this section describing the number of contractor personnel hired within the past three (3) years months whose expertise falls within the disciplines listed above.

(iii) A draft Quality Control Plan (QCP) for timely and successful performance of the requirements of the PWS. A final QCP will be provided 10 days after contract award.

(iv) A draft OCI Mitigation Plan to ensure proper execution of the requirements of the PWS. A final OCI Mitigation Plan will be provided 10 days after contract award.

(v) Demonstration of the Offeror's understanding of this requirement, and a description of how the National Agency Check (NAC)s are processed within the Offeror's organization, including approximate timeframe from initial NAC paperwork submittal until final decision for both U.S. citizens and non-resident aliens. Also, the Offeror must provide metrics describing the number of NACs processed by their organization in the past 12 months.

(b) Personnel Qualifications

The Offeror shall provide the following information, at a minimum: (1) the qualifications of the Offeror's proposed Key Personnel (Program Manager, Project Team Lead, and Regulatory Compliance Specialist) to include relevant education, training, and credentials; (2) the competency of the Offeror's personnel as determined by relevant experience to include general and research operations, regulated studies procedures, product development experience, and publication record; (3) qualification of personnel under the proposed GSA labor categories; and (4) a draft Recruitment/Retention Plan to demonstrate their ability to recruit, retain and competent qualified personnel with the qualification and skills to successfully perform the requirements of the PWS. The Offeror shall provide a draft Recruitment/Retention Plan to demonstrate their ability to recruit and retain qualified and competent personnel with the qualifications and skills to successfully perform the requirements of the PWS. This includes any applicable licenses or regulatory certificates. The draft Recruitment/Retention Plan shall include methods to recruit and retain qualified U.S. applicants and resident/non-resident alien scientists.

(c) Corporate Experience

Provide evidence of the Offeror's experience providing medical research management support services in contracts of similar size and scope and in hiring and managing qualified research support services in the following disciplines: research management support, regulatory complaint and scientific consulting support services. Provide metrics in this section describing the number of contractor personnel hired within the past three (3) years whose expertise falls within the disciplines listed above, or the number of contractor personnel currently hired whose expertise falls within the disciplines listed above. Provide evidence of experience in reviewing medical research protocols and experience with Title 10 regulatory compliance requirements. Describe how the National Agency Check (NAC)s is processed within the Offeror's organization, including approximate timeframe from initial NAC paperwork submittal until final decision for both U.S. citizens and non-resident aliens. Also, the Offeror must provide metrics describing the number of NACs processed by their organization in the past 12 months.

2. Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK & SUBCONTRACTING PLAN

(a) Past Performance/Performance Risk

The Offeror shall describe awards of a nature and complexity similar to this proposed service contract and provide references in which the Offeror is presently performing or has performed in the past (within last 3 years) for the same or similar services. The past performance can be Government and/or commercial in nature; however, specific support provided to life sciences research, biomedical laboratories or other Government agencies.

Each contract description should provide the following information: Project or contract title; award number, contracting agency, type of contract, and total dollar value; date of contract and period of

performance; Government agency or firm for which the work has been performed, including address, points of contact (project manager and contracting officer, name, title, address and telephone number; brief description of the contract work, scope and responsibilities; the average number of personnel (key and other personnel) assigned to the respective contract(s). In addition, a brief description of how the cited work is the same or similar to the proposed effort being submitted.

The Past Performance Proposal may not exceed 10 pages inclusive of references.

Sample format for past performance information:

Contracting Organization:	
Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK: (Provide a synopsis of work performed).

Past performance provided shall include both prime and subcontractor experience. Offerors shall describe problems encountered in the performance of similar services and describe how the problem(s) was/were resolved. **The Offeror shall have the referenced sources submit a Past Performance Questionnaire (Exhibit C) directly to the Contract Specialist, Ms. Laura N. Charles at laura.n.charles@amedd.army.mil prior to the closing date of the solicitation.** Past performance information obtained by the Government from other sources may also be used for evaluation. The information gathered will be used to assess the relevancy of previous services performed and to determine the degree of performance risk involved in accepting each Offeror's proposal. In the event an established Offeror is simply without a record of past performance, the Offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

(b) Small Business Plan

All offerors, both small and large businesses, are required to submit Small Business Participation Plan information in the following format in accordance with DFARS 215.304 that shall include the following:

(i) Type of Business of Prime Contractor: Check all applicable boxes

- Large
- Small (also check type of Small Business below)
- Small NonDisadvantaged Business
- Small Disadvantaged Business
- Woman Owned Small Business
- HUB Zone Small Business
- Veteran Owned Small Business
- Service Disabled Veteran Owned Small Business
- Historically Black College and Universities/ Minority Institutions

(ii) Total Contract Value: (Include options, etc) \$_____

(iii) Dollar Value of your participation as a Prime Contractor: \$_____

(iv) Dollar Value and Percentage of Total Contract Value of Subcontracts Planned for:

	<u>Dollar Value</u>	<u>% of Total Contract Value</u>
Large	\$ _____	% _____
Total Small	\$ _____	% _____
Small NonDisadvantaged	\$ _____	% _____
Small Disadvantaged	\$ _____	% _____
Woman Owned Small	\$ _____	% _____
HUB Zone Small	\$ _____	% _____
Veteran Owned Small	\$ _____	% _____
Service Disabled Veteran Owned Small	\$ _____	% _____
HBCU/ Minority Institutions	\$ _____	% _____

(v) Each participation percentage above shall be accompanied by detailed supporting documentation regarding the individual commitments. Detailed explanations shall also be provided when the percentages fall short of the DoD goals. **NOTE:** The sum of the dollar values and percentages of Small Non-Disadvantaged and Small Disadvantaged should equal the entries for Total Small. However, the sum of all the percentages under Paragraph (iv) need not equal 100% since the prime is not included and individual subcontractors may be counted towards more than one category. All percentages should use TOTAL CONTRACT VALUE as a baseline. Detailed explanations shall also be provided when the percentages fall short of the Small Business Goals listed below:

Small Business Category	Goal
Total Small	25%
Small Non-Disadvantaged	7%
Woman Owned Small	6%
Service Disabled Veteran Owned Small Business	3%

(vi) List principal supplies/services (be specific) to be subcontracted to:

Name of Company	Type of Service/Supply
Large:	
Small:	
Small NonDisadvantaged:	
Small Disadvantaged:	
Woman Owned	
Small:	
HUB Zone Small:	
Veteran Owned Small Business:	
Service Disabled Veteran Owned Small:	
HBCU/ Minority Institution:	

NOTE: For purpose of subcontracting, Historically Black Colleges and Universities/Minority Institutions (HBCUs/MIs) are considered as disadvantaged and should be broken out separately.

(vii) Prior Performance Information: Provide any information substantiating the Offerors track record of utilizing small business on past contracts. For Large Business: include ACO rating and SF 295 Information. For Large and Small businesses: provide descriptive information for all small business categories. Any information concerning long-term relationships with Small Business subcontractors, such as mentor-protégé relationships, should be provided.

(viii) Extent of Commitment: Provide documentation regarding enforceable commitments to utilize any Small Business category, as defined in FAR Part 19, as subcontractors.

(ix) Each Large Business Offeror shall provide a Small Business Subcontracting Plan that contains all the elements required by FAR 52.2199. This plan shall be submitted separately from the Small Business Participation Plan information required above, which applies to both large and small businesses. The Small Business Subcontracting Plan is not a requirement for evaluation in source selection, but rather a requirement for award to a large business and will be incorporated into any resultant contract.

3. Volume 3 – PRICE QUOTE

Price Quote shall consist of the following parts:

- Fully burdened hourly labor rates for all suggested labor categories and any additional proposed labor categories or levels (Completed Exhibit B). The quote shall include the rate for all Contract Line Item Numbers (CLINS) stated in Section B.2, Price/Cost Schedule of the SF 1449 and Exhibit B, with exception of Travel, which has already been estimated by the Government.
- Any labor category quoted shall be on the contractor's Federal Supply Schedule (FSS) or GSA contract.
- Pricing information relating to Contractor Manpower Reporting requirements.
- Representations and Certifications.
- Signed SF1449 and required acknowledged solicitation amendments.

Suggested descriptive labor category descriptions and historical contractor support are provided in Exhibit A of the RFQ. Pricing shall be provided for individual labor categories as contained in Exhibit A and Section B of the RFQ. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed in Exhibit A and for the base year and all option years. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

Solicitation, Offer and Award - Each Offeror shall complete (fill-in and signatures) Section A of the solicitation (Standard Form 18 (SF 18), Solicitation, Offer and Award provided with the solicitation. An authorized official of the firm shall sign the SF 18 and acknowledge receipt of all amendments issued. An Acrobat PDF file shall be created to capture the signatures for submission.

Offeror 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>. In addition to submission to ORCA, the Offeror shall provide completed FAR 52.212-3 provision, Offeror Representations and Certifications – Commercial Items.

Offeror shall submit a copy of their FSS/GSS schedule that authorized them to quote on the required labor categories, along with their terms and conditions, maximum order limitation, tax identification number, and contract expiration date. Price discounts are encouraged in accordance with FAR 8.405-4, *Price Reductions*.

This requirement includes a base period and four (4) option periods. To be considered for award, an offeror must have a current GSA contract, which would ensure performance of the base and all option periods of this contract/task orders. The offeror shall submit a copy of its current GSA contract if it has any questions about the duration of its contract with GSA and thus its ability to perform the requirement.

The business proposal should be specific and complete in every detail. The method of payment is Wide Area Workflow (WAWF).

CLAUSES INCORPORATED BY REFERENCE

52.214-21	Descriptive Literature	APR 2002
52.215-1	Instructions to Offerors--Competitive Acquisition	JAN 2004
52.216-27	Single or Multiple Awards	OCT 1995
52.217-5	Evaluation Of Options	JUL 1990
52.233-3	Protest After Award	AUG 1996

CLAUSES INCORPORATED BY FULL TEXT

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer **within 10 days** by obtaining written and dated acknowledgment of receipt from

Ms. Mary C. Rico, Contracting Officer
U.S. Army Medical Research Acquisition Activity (USAMRAA)
ATTN: MCMR-AAA-T
820 Chandler Street
Fort Detrick MD 21702-5014

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

(End of provision)