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|---|------------------------------------|-----------------------------|------------------|---|---|---|--|--------------------|
| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i> | | | | 1. REQUISITION NUMBER | | PAGE 1 OF 73 | | |
| 2. CONTRACT NO. | | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | | 5. SOLICITATION NUMBER W81XWH-11-R-0354 | | 6. SOLICITATION ISSUE DATE 12-Aug-2011 | |
| 7. FOR SOLICITATION INFORMATION CALL: | | a. NAME DAWN V. JENNINGS | | | b. TELEPHONE NUMBER (No Collect Calls) (301) 619-7826 | | 8. OFFER DUE DATE/LOCAL TIME 03:00 PM 29 Aug 2011 | |
| 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 type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SB <input type="checkbox"/> HUBZONE SB <input type="checkbox"/> 8(A) <input checked="" type="checkbox"/> SVC-DISABLED VET-OWNED SB <input type="checkbox"/> EMERGING SB SIZE STD: \$7.0M NAICS: 541611 | | 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE | 12. DISCOUNT TERMS |
| 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 |
| 17a. CONTRACTOR/OFFEROR | | | CODE | 18a. PAYMENT WILL BE MADE BY | | | | CODE |
| TEL. | | | FACILITY CODE | | | | | |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | | | | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM | | | | |
| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/ SERVICES | | | | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
| SEE SCHEDULE | | | | | | | | |
| 25. ACCOUNTING AND APPROPRIATION DATA | | | | | | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) | | |
| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED | | | | | | | | |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED | | | | | | | | |
| 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</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: | | | |
| 30a. SIGNATURE OF OFFEROR/CONTRACTOR | | | | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) | | | 31c. DATE SIGNED | |
| 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) | | | 30c. DATE SIGNED | 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) | | | | |
| | | | | TEL: | | EMAIL: | | |

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

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

| | |
|--|---|
| 32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE | 32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE |
| | 32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE |

| | | | | |
|---|--------------------|---------------------------------|--|------------------|
| 33. SHIP NUMBER | 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 |
| <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL | | | | |

| | | |
|------------------------|------------------------|-------------|
| 38. S/R ACCOUNT NUMBER | 39. S/R VOUCHER NUMBER | 40. PAID BY |
|------------------------|------------------------|-------------|

| | | | |
|---|-----------------------------------|--------------------------------------|-----------------------|
| 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 | Base Year :26 Sep 2011 thru 25 Sep 2012 FFP Contractor shall provide General Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order. The pricing should be consistent with the contractor price list and any discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2014, Rev. 13, dated 06/13/2011 FOB: Destination | UNDEFINED | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|---------|---|--------------|------|------------|------------|
| 0002 | Travel and Other Direct Costs (ODC) COST Contractor shall perform travel IAW paragraph 4.6 of the attached PWS and each individual task order. All travel shall be reimbursed IAW 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 |
|---------|---|--------------|------|------------|------------|
| 0003 | 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 month ending September 28 of each performance period and shall be reported by October 31 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 November 30 of each year. Failure to comply with this requirement may result in a negative rating on your annual past performance report. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|--------------|------|------------|------------|
| 1001 OPTION | Option 1: 26 Sep 2012 thru 25 Sep 2013 FFP Contractor shall provide General Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order. The pricing should be consistent with their contractor price list and any discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2014, Rev. 13, dated 06/13/2011 FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|---|---|-----------------|------|------------|------------|
| 1002 OPTION | Travel and Other Direct Costs (ODC) COST | 1 | Lot | | |
| <p>Contractor shall perform travel IAW paragraph 4.6 of the attached PWS and each individual task order. All travel shall be reimbursed IAW 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> | | | | MAX COST | |

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|---|--------------|------|------------|------------|
| 1003 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 tge "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 month ending September 28 of each performance period and shall be reported by October 31 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 November 30 of each year. Failure to comply with this requirement may result in a negative rating on your annual past performance report. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|--------------|------|------------|------------|
| 2001 OPTION | Option 2: 26 Sep 2013 thru 25 Sep 2014 FFP Contractor shall provide General Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their contractor price list and any discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2014, Rev. 13, dated 06/13/2011 FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|-----------------|------|------------|------------|
| 2002 OPTION | Travel and Other Direct Costs (ODC) COST | 1 | Lot | | |
| | Contractor shall perform travel IAW paragraph 4.6 of the attached PWS and each individual task order. All travel shall be reimbursed IAW 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 | | | | |
| | | | | MAX COST | |

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|---|--------------|------|------------|------------|
| 2003 OPTION | Contractor Manpower Reporting 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 tge "Contractor Manpower Reporting" paragraph for specific reporting information. Reporting period shall be the period of performance not to exceed 12 month ending September 28 of each performance period and shall be reported by October 31 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 November 30 of each year. Failure to comply with this requirement may result in a negative rating on your annual past performance report. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|--------------|------|------------|------------|
| 3001 OPTION | Option 3: 26 Sep 2014 thru 25 Sep 2015 FFP Contractor shall provide General Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task order, the pricing should be consistent with their contractor price list and any discounts per the fully loaded hourly rates in Attachment A. Wage Determination 2005-2014, Rev. 13, dated 06/13/2011 FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|-----------------|------|------------|------------|
| 3002 OPTION | Travel and Other Direct Costs (ODC) COST | UNDEFINED | Lot | | |
| | Contractor shall perform travel IAW paragraph 4.6 of the attached PWS and each individual task order. All travel shall be reimbursed IAW 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 | | | | |
| | | | | MAX COST | |

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|---|--------------|------|------------|------------|
| 3003 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 month ending September 28 of each performance period and shall be reported by October 31 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 November 30 of each year. Failure to comply with this requirement may result in a negative rating on your annual past performance report. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|--|--------------|------|------------|------------|
| 4001 OPTION | Option 4: 26 Sep 2015 thru 25 Sep 2016 FFP Contractor shall provide General Support Services in accordance with (IAW) the fixed price performance work statement (PWS) and task orde. The pricing should be consistent with their contractor price list and any discounts per the fully loaded hourly rates in Attachment A. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

| ITEM NO | SUPPLIES/SERVICES | MAX QUANTITY | UNIT | UNIT PRICE | MAX AMOUNT |
|----------------|-------------------------------------|-----------------|------|------------|------------|
| 4002 OPTION | Travel and Other Direct Costs (ODC) | UNDEFINED | Lot | | |

COST

Contractor shall perform travel IAW paragraph 4.6 of the attached PWS and each individual task order. All travel shall be reimbursed IAW 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

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 month ending September 28 of each performance period and shall be reported by October 31 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 November 30 of each year. Failure to comply with this requirement may result in a negative rating on your annual past performance report. FOB: Destination | 1 | Lot | | |

MAX
NET AMT

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 |
|------|------------------|----------------|------------------|----------------|
| 0002 | | \$25,000.00 | | \$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 | | \$ | | \$ |
| 0002 | | \$25,000.00 | | \$1,000,000.00 |
| 0003 | | \$ | | \$ |
| 1001 | | \$ | | \$ |
| 1002 | | \$ | | \$ |
| 1003 | | \$ | | \$ |
| 2001 | | \$ | | \$ |
| 2002 | | \$ | | \$ |
| 2003 | | \$ | | \$ |
| 3001 | | \$ | | \$ |
| 3002 | | \$ | | \$ |
| 3003 | | \$ | | \$ |
| 4001 | | \$ | | \$ |
| 4002 | | \$ | | \$ |
| 4003 | | \$ | | \$ |

Section C - Descriptions and Specifications

GENERAL SUPPORT SVCS - PWS

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

GENERAL SERVICES SUPPORT CONTRACT

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

| SECTION | TITLE | PAGE |
|---------|---|------|
| C-1 | DESCRIPTION OF SERVICES | 13 |
| C-2 | SERVICE DELIVERY SUMMARY | 26 |
| C-3 | GOVERNMENT AND CONTRACTOR FURNISHED PROPERTY AND SERVICES | 26 |
| C-4 | GENERAL INFORMATION | 29 |
| C-5 | APPENDICES 1. DEFINITIONS 2. APPLICATION PUBLICATIONS & FORMS | |

SECTION C1 – DESCRIPTION OF SERVICES

1.0. BACKGROUND 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.

1.1. SCOPE

1.1.1. This performance work statement (PWS) outlines the required services for General Support Services to include: Executive Administrative, General Administrative, Financial Management, Human Resource/Personnel, and Logistics Engineering tasks the contractor shall perform in support of TATRC located at Ft. Detrick, MD.

1.1.2. The contractor shall provide General Support Services professionally and efficiently in accordance with (IAW) applicable laws, policies and regulations and as stated in this PWS.

1.1.3. This is a non-personal services support contract which has been reviewed and contains no services that are Inherently Governmental Functions as defined in Federal Acquisition Regulation (FAR) 2.101 and 7.5. The services required under this contract are subject to Organizational Conflict of Interest (OCI) IAW the 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.

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 activities:

1.2.1.1. Contract management support.

1.2.1.2. Recruitment, hiring, training, and retention of staff.

1.2.1.3. Ensure compliance with all applicable statutes, regulations, and TATRC policies.

1.2.1.4. Fulfills the requirements of the approved plans and specifications of this PWS.

1.2.2 Task Area 2 – Team Lead The contractor shall provide the following Management Support Services at a minimum:

- 1.2.2.1. Review contractor employee travel vouchers and travel requests.
- 1.2.2.2. Train new logistics/acquisition personnel.
- 1.2.2.3. Enforce work standards for contractor personnel.
- 1.2.2.4. Review contractor work discrepancies.
- 1.2.2.5. Train existing staff on new acquisition procedures.
- 1.2.2.6. Knowledge of acquisition procedures and policies as a Subject Matter Expert
- 1.2.2.7. Provide refresher acquisition training to existing staff.
- 1.2.2.8. Review invoices.
- 1.2.2.9. Approve timesheet for contractor personnel.
- 1.2.2.10. Coordinate and organize Contractor Monthly Reports.
- 1.2.2.11. Assist in writing acquisition required documents such as PWS, Acquisition Strategy Plans, Source Selection Plans (SSP), and Independent Government Cost Estimates (IGCE).
- 1.2.2.12. Provide Contract Administrative support to include the following duties:
 - 1.2.2.12.1. Document and initiate purchase requests in the Purchase Request Tracking Approval System (PRTAS).
 - 1.2.2.12.2. Solicit, review, and coordinate vendor/contractor proposals, Sole Source Justifications, and other vendor/contractor related submissions.
 - 1.2.2.12.3. Facilitate the flow of purchase requests for equipment and service from initiation through to contract closeout.
 - 1.2.2.12.4. Contract liaison between the Contracting Office, the end user (TATRC), Defense Finance and Accounting Service (DFAS), and the vendor/contractor.
 - 1.2.2.12.5. Process receiving reports for equipment and services (Wide Area Work Flow (WAWF) and Computerized Account Payable System (CAPS)-W).

1.2.2.12.6. Assist in vendor/contractor payment and deliverable issues.

1.2.2.12.7. Perform functions that require knowledge of the following automated systems: U.S. Army Medical Department Property Accounting System (AMEDDPAS), MPMC PRTAS, WAWF, and CAPS.

1.2.3 Task Area 3- Executive Administrative Support Services. The contractor shall provide Executive Administrative Support Services to include, but not limited to the following activities:

1.2.3.1. Provide primary administrative support to the Director, Deputy Director, Chief of Staff, and Chief Scientist.

1.2.3.2. Provide administrative support to other TATRC personnel as needed.

1.2.3.3. Coordinate travel arrangements and enter travel information into the Defense Travel System (DTS) in order to generate travel document. Submit both local and long distance travel vouchers for payment through DTS.

1.2.3.4. Track and maintain TATRC Suspense files.

1.2.3.5. Maintain multiple daily calendars.

1.2.3.6. Arrange Teleconferences for Senior Staff.

1.2.3.7. Take minutes at weekly Director's meeting.

1.2.3.8. Prepare memorandums, letters, and other miscellaneous correspondence for Senior Staff.

1.2.3.9. Serve as TATRC Point of Contact (POC) for scheduling any appointments with the Commanding General.

1.2.3.10. Serve as TATRC POC for any correspondence that goes to USAMRMC HQ staff.

1.2.3.11. Maintain Army Records Information Management System (ARIMS) filing system for TATRC and updated as needed.

1.2.3.12. Prepare reports and correspondence, coordinate travel and meeting arrangements, answer phones, file, and sort and distribute mail in support of the day-to-day operations of TATRC.

1.2.4 Task Area 4 – General Administrative Support Services. The contractor shall provide General Administrative Support Services to include, but not limited to the following activities:

- 1.2.4.1. Provide assistance to individuals traveling under TATRC funds to meetings and conference by gathering personal information and budget information for fund sites and travel.
- 1.2.4.2. Complete conferences registrations for upcoming conferences.
- 1.2.4.3. Provide telephonic coverage support to Command Staff when necessary.
- 1.2.4.4. Prepare and edit correspondence including memos, reports, leave requests, and miscellaneous correspondence as needed.
- 1.2.4.5. Prepare purchase requests in the Acquisition Workflow System and refers to system for tracking.
- 1.2.4.6. Enter, track, and prepare supply orders and replenished inventory.
- 1.2.4.7. Prepare GPC purchase requests in the Acquisition Workflow System.
- 1.2.4.8. Provide support with administrative functions such as typing correspondence, taking minutes, answering calls, scanning, copying, and faxing.
- 1.2.4.9. Prepare Federal Express paperwork.
- 1.2.4.10. Close out internal and external suspense with Director's Executive Admin.
- 1.2.4.11. Log and track taskers and inquiries in the Enterprise Database management System (EDMS).
- 1.2.4.12. Upload documents to EDMS.
- 1.2.4.13. Prepare Excel spreadsheets as required.
- 1.2.4.14. Assist with development of PowerPoint presentations as required.
- 1.2.4.15. Work with various members of TATRC to complete taskers and inquiries.
- 1.2.4.16. Send (via e-mail) directions, maps, and hotels listing to visitors.
- 1.2.4.17. Respond to any task requested in a timely manner.
- 1.2.4.18. Coordinate travel arrangements and enter travel information into the DTS in order to generate travel document. Submit both local and long distance travel

vouchers for payment through DTS.

1.2.4.19. Prepare purchase requests.

1.2.5 Task Area 5 – Financial Management Support Services. The contractor shall provide Financial Management and Budget Support Services to include, but not limited to the following activities:

1.2.5.1.Financial/Budget Analyst Support:

1.2.5.1.1. Provide financial/budget analyst to maintain general ledgers across all active fiscal years for funding projects primarily associated with Research and Development and Operation and Maintenance.

1.2.5.1.2. Provide estimates of TATRC's known and anticipated costs for the Command Budget Estimate (CBE), Program Objective Memorandum (POM), TATRC internal G&A Budget, and other budgeting requirements.

1.2.5.1.3. Maintain historical cost data in the resource management module of the Enterprise Database Management System (EDMS). This data will be used by the contractor to conduct budget forecasting and formulation.

1.2.5.1.4. Reconcile informal accounting ledger balances to balance reflected on supporting USAMRMC and DFAS financial management reports; resolve discrepancies between balances.

1.2.5.1.5. Post all journal entries to appropriate accounts and fiscal years; create new accounts and perform allotment adjustments; perform account reconciliations for TATRC's ledgers with Sammy's Comptroller ledgers; and resolve transaction discrepancies.

1.2.5.1.6. Create, review, obtain approval and manage Contracting Officer's Representative (COR) individual congressional project budgets.

1.2.5.1.7. Provide accurate and timely reporting of financial data to Cores as requested.

1.2.5.1.8. Develop and maintain Congressional Financial Spreadsheet and all associated files and databases to include: EDMS's Congressional Withhold Data and the Resource Management Module.

1.2.5.1.9. Prepare records of review and perform follow-up for the obligation of expiring MIPR (Military Interdepartmental Purchase Request) funding.

1.2.5.1.10. Submit MIPRS and monitor the acceptance and obligation of funds.

1.2.5.1.11. Generate and update Balance Reports and Disbursement Reports for the Chief Financial Officer (CFO).

1.2.5.1.12. Assist CFO with the completion of financial reporting for the organization.

1.2.5.1.13. Perform the following duties within the DTS: create lines of accounting and budget lines; update quarterly budget allotments; and complete funding information on travel orders.

1.2.5.1.14. Create, maintain and update Government IMPAC Card files and folders,

1.2.5.1.15. Perform monthly account reconciliations for individual IMPAC Cardholders' statements.

1.2.5.1.16. Retrieve and submit supporting documentation for all "Credit Card Spending Reports" to USAMRMC.

1.2.5.1.17. Activities requiring knowledge of the General Fund Enterprise Business System (GFEBS). The purpose of the new financial system, known as the GFEBS, is to help the Army standardize and streamline its financial business processes to provide continuous access to accurate, reliable and timely financial information across the entire organization. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations. After deployment, GFEBS will be one of the world's largest government Enterprise Resource Planning (ERP) systems.

1.2.6 Task Area 6 – Program Management and Budget Support Services The contractor shall provide Program Management and Budget Support Services to include, but not limited to the following activities:

1.2.6.1. Manage execution of Research, Development, Testing, and Evaluation (RDT&E) funding for research proposals.

1.2.6.2. Maintain liaison with all TATRC personnel, Government Contracting (USAMRAA), and Government Resource Management (USAMRMC RM) activities to ensure that all financial transactions are monitored and maintained in a current state.

1.2.6.3. Enter budgetary information for analysis of financial data.

1.2.6.4. Monitor and track commitments, obligations, and expenditures of executed

funds.

1.2.6.5. Resolve issues for research proposal submission requirements.

1.2.6.6. Maintain budget records with accurate and current information.

1.2.6.7. Review budget justifications and manpower Medical Command (MEDCOM) approval requests.

1.2.6.8. Assist with taskers and prepare spreadsheet reports for staff by extracting, compiling, and analyzing data.

1.2.6.9. Prepare, analyze, and review funding document and proposal packets for accuracy and completeness and serve as a liaison with the USAMRAA, which will review and negotiate proposal for award.

1.2.6.10. Monitor commitment and obligation of RDT&E funds.

1.2.6.11. Provide administrative database technical support in EDMS by entering new records, closing completed records, modifying records, and uploading files.

1.2.6.12. Provide support to Resource Management in the preparation of Funding Documents and Records of Environmental Compliance for research proposals funded and administered by TATRC.

1.2.6.13. Forward proposal documents to USAMRAA and ORP (Office of Research Protection) and ensure that proposal packages are complete.

1.2.6.14. Assist with maintaining TATRC proposal files.

1.2.6.15. Provide support in the creation of EDMS records and update EDMS records when award documents are received ensuring that the financial information is correct.

1.2.6.16. File approved Records of Environmental Compliance received from the USAMRMC Environmental Protection Office.

1.2.6.17. Enter research summaries in the Scientific and Technical Information Network (STINT) database. Assist the financial/budget analyst as necessary.

1.2.6.18. Create and review funding documents for approved proposal by the Proposal Review Board.

1.2.6.19. Create, review, and upload documents into EDMS records to ensure accuracy and perform the necessary changes to the database that is not consistent with the hardcopy.

1.2.6.20. Perform literature reviews and enter proposal summaries into STINT and ensure accuracy.

1.2.6.21. Maintain files and other related documents, as well as responsible for the integrity of database information.

1.2.6.22. Document outstanding Government actions and follow-up as needed.

1.2.6.23. Maintain visibility on Research and Development award amounts, funding levels, period of performance, and contract modifications.

1.2.6.24. Provide summaries of outstanding actions requiring Government actions or follow-up.

1.2.6.25. Demonstrate skill in Microsoft Windows software, including Word, PowerPoint, Excel, and Project is essential.

1.2.6.26. Ability to work independently and as a team member.

1.2.6.27. Activities requiring knowledge of the GFEBs system. The purpose of the new financial system, known as the GFEBs, is to help the Army standardize and streamline its financial business processes to provide continuous access to accurate, reliable and timely financial information across the entire organization. GFEBs will subsume over 80 legacy systems including the STANFINS, the most widely used standard accounting system for Army Installations. After deployment, GFEBs will be one of the world's largest government ERP systems.

1.2.7 Task Area 7. Human Resource/Personnel Support Services. The contractor shall provide Human Resource/Personnel Support Services to include, but not limited to the following activities:

1.2.7.1. Assist in managing personnel actions within TATRC.

1.2.7.2. Write and staff position descriptions for the Intergovernmental Personnel Act (IPA) program within TATRC.

1.2.7.3. Assist with Civilian Personnel actions.

1.2.7.4. Prepare and process changes to the Table of Distribution and Allowances (TDA), and develop/process manpower survey documentation as required.

1.2.7.5. Coordinate and process all IPA new hire paperwork and work closely with universities and organizations to obtain certifications for the IPA program.

- 1.2.7.6. Coordinate with MRMC HQ in the IPA Program.
- 1.2.7.7. Coordinate materials with supervisor, assignee, organization, and USAMRMC (fringe/indirect rate, employment verification, business case analysis, evaluation criteria, mobility assignment duties and responsibilities, salary, leave provisions, evaluation criteria, etc.).
- 1.2.7.8. Ensure routing of IPA packet and approval signatures are obtained.
- 1.2.7.9. Coordinator for IPA and civil service appraisals and ratings.
- 1.2.7.10. Obtain fund certifications for assignee and institute excel spreadsheet to track funding.
- 1.2.7.11. Review invoices to ensure amount being invoiced is accurate, confirms Federal ID and Cage Code Numbers, confirm funds are un-liquidated in the Commitment Accounting and Disbursement System (CADS), complete SF1034, *Public Voucher for Purchases* for MRMC approval, send invoices to DFAS for payment, complete transmittal tracking spreadsheet.
- 1.2.7.12. Coordinate with USAMRMC's Manpower Office and submit workflow spreadsheets.
- 1.2.7.13. Track and format all Civilian Hiring and Service Contract MEDCOM requests.
- 1.2.7.14. Track attendance and certification of TATRC IPA's and civil servants to ensure COR qualification training has been accomplished.
- 1.2.7.15. Ensure new hires have completed required basic security requirements.
- 1.2.7.16. Manage processing of Common Access Card (CAC) renewals.
- 1.2.7.17. Process and track Military awards program.
- 1.2.7.18. Process Officer Evaluation Reports for as needed.
- 1.2.7.19. Track accountability for personnel for work status.
- 1.2.7.20. Track Performance Reviews and increases for IPA's.
- 1.2.7.21. Maintain monthly strength reports for TATRC leadership and MRMC.
- 1.2.7.22. Perform payroll analysis.

1.2.8 Task Area 8. Logistics Engineering Support Services. The contractor shall provide Logistics Engineering Support Services to include, but not limited to the following activities:

1.2.8.1. Assist in the Government oversight of property management functions for \$6.5 million worth of Government equipment.

1.2.8.2. Operate the Medical Supply Support Account (MSSA), the inventory control system.

1.2.8.3. Conduct logistic support assessments for proposed and on-going telemedicine deployment operations and research projects.

1.2.8.4. Serve as Subject Matter Expert in AMEDD logistics systems.

1.2.8.5. Process all procurement transactions for services and equipment.

1.2.8.6. Prepare and submit receiving reports.

1.2.8.7. Provide administrative support to CORs and maintain electronic files for FAR required documentation.

1.2.8.8. Conduct central receiving and storage operations.

1.2.8.9. Execute an excess equipment management program.

1.2.8.10. Provide passenger and cargo transportation support.

1.2.8.11. Act as the facility manager for five (5) buildings and two (2) outdoor demonstration sites.

1.2.8.12. Maintain the Key Control Program.

1.2.8.13. Provide telecommunications planning and repair support services and planning renovation and construction projects.

1.2.8.14. Serve as Subject Matter Expert in U.S. Army/Department of Defense (DoD) receiving report procedures and DoD Transportation resources and international shipping procedures.

1.2.8.15. TATRC cell phone and telephone coordinator.

1.2.8.16. Provide Contract Administrative support to include the following duties:

1.2.8.16.1. Document and initiate purchase requests in the PRTAS system.

1.2.8.16.2. Solicit, review, and coordinate vendor/contractor proposals, statements of work (SOW) and PWS, Sole Source Justifications. and other vendor/contractor related submissions.

1.2.8.16.3. Facilitate the flow of purchase requests for equipment and service from initiation through to contract closeout.

1.2.8.16.4. Contract liaison between the Contracting Office, the COR, the end user (TATRC), DFAS, and the vendor/contractor.

1.2.8.16.5. Process receiving reports for equipment and services (WAWF and CAPS-W).

1.2.8.16.6. Resolve vendor/contractor payment and deliverable issues.

1.2.8.16.7. Perform functions that require knowledge of the following automated systems: AMEDDPAS, MPMC PRTAS, WAWF, and CAPS.

1.2.8.17. Provide Property Management Support to include the following duties:

1.2.8.17.1. Perform and have Subject Matter Expert knowledge of the Army Regulation (AR) 40-61, *Inventory Management and Medical Supply Support Account (MSSA)* procedures.

1.2.8.17.2. Manage and maintain sub hand receipts to TATRC personnel on and off site.

1.2.8.17.3. Initiate, track, receive, and issue nonexpendable and durable property.

1.2.8.17.4. Maintain property accountability through regular inventories.

1.2.8.17.5. Process discrepancies through inventory adjustments and Report of Surveys.

1.2.9 Task Area 9. Legislative and Defense Committee Process Support. Provide information services on congressional authorization and appropriations, focusing on health care policy, military health care and research. Services include, but not limited to the following activities:

1.2.9.1. Attend and summarize US Senate Committee on Armed Services (SASC) hearings that relate to medical care or medical research in DoD.

1.2.9.2. Attend and summarize U.S. House of Representatives, House Armed Services Committee (HASC) hearings that relates to medical care or medical research in DoD.

1.2.9.3. Attend and summarize Defense Appropriations (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.4. Attend and summarize Veterans Affairs Committee (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.5. Attend and summarize Military Quality of Life Committee (House and Senate) hearings that relate to medical care or medical research in DoD.

1.2.9.6. Attend and summarize other congressional committee hearing that impact on military health care or health care policy that may impact on military health care. This focus is on telemedicine, mobile health and electronic health care record policy.

1.2.9.7. Provide specific related congressional documents, to include selected committee report and final bills.

1.3. PLACE OF PERFORMANCE:

1.3.1. The contractor shall perform services at Ft. Detrick, Maryland for Task areas 1-8 and Task areas 9 may be performed at contractor site or as otherwise specified in the individual task orders.

1.4. PERIOD OF PERFORMANCE. The period of performance shall be for a twelve (12) months Base period from the date of award with four (4) 12 month option period.

1.5. 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. Contractor shall implement a system that accurately records hours worked and that is available to the Contracting Officer Representative (COR).

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

1.5.2. Contractor shall not perform services or report to work on those days the

Government or installation is closed due to local determination relating to inclement weather conditions, national emergencies, energy conservation, requiring the closures. During these periods of closure, the contractor personnel that are not designated as essential shall not report for work nor will they be compensated for those days.

1.5.3. 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.

- 1.5.3.1. New Year's Day, January 1st
- 1.5.3.2. Martin Luther King's Birthday, 3rd Monday in January
- 1.5.3.3. President's Day, 3rd Monday in February
- 1.5.3.4. Memorial Day, Last Monday in May
- 1.5.3.5. Independence Day, July 4th
- 1.5.3.6. Labor Day, 1st Monday in September
- 1.5.3.7. Columbus Day, 2nd Monday in October
- 1.5.3.8. Veteran's Day, November 11th
- 1.5.3.9. Thanksgiving Day, 4th Thursday in November
- 1.5.3.10. 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.

1.5.4. The contractor shall ensure that all contractor personnel are advised of nondisclosure 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.

1.5.5. The contractor shall ensure that all contractor personnel are advised of their supervisor and who they should contact if they have questions. The Contractor POC will serve as the supervisor for contractor personnel.

1.6. 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.

1.7. 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 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

2.0. PERFORMANCE REQUIREMENT SUMMARY

| Service Delivery Summary | Performance Requirement | Para Numbers | Acceptable Quality Level | Surveillance Method |
|--|---|---------------------|---------------------------------|----------------------------|
| PDS1. Provide Program Manager Support Services | Provide contractor management support and information to COR as required. Recruit, hire train staff as required | 1.2.1 | 98% compliance. | COR Observation |
| PDS2. Team Lead | Perform duties as needed and supervise on-site contractor employees to insure contract requirements fully met. | 1.2.2 | 98% compliance. | COR Observation |
| PDS3. Provide Executive Admin Support | Provide Executive Administrative Support Services to TATRC HQ staff as required. | 1.2.3 | 98% compliance. | COR Observation |
| SDS4. Provide General Administrative Support | Provide General Administrative Support to TATRC staff and external entities as needed. | 1.2.4 | 98% compliance. | COR Observation |
| PDS5. Provide Financial Management Support | Provide General Financial Management Support to TATRC staff and external entities as needed. | 1.2.5 | 98% compliance. | COR Observation |
| PDS6. Provide Program Management Analyst Support | Provide Program Management Analyst support to TATRC staff and external entities as needed. | 1.2.6 | 98% compliance. | COR Observation |
| PDS7. Provide Human Resource /Personnel Support | Provide General Human Resource/Personnel Support to TATRC staff and external entities as needed. | 1.2.7 | 98% compliance. | COR Observation |

| | | | | |
|---|---|---------|--|--------------------|
| PDS8. Provide Logistics Engineering Support | Provide General Logistics Engineering Support to TATRC staff and external entities as needed. | 1.2.8 | 98% compliance. | COR Observation |
| PDS9. Legislative and Defense Committee Process Support | Provide information services on congressional authorization and appropriations, focusing on health care policy, military health care and research | 1.2.9 | Provide summaries and associated documents within 7 working days after hearings. | Receipt of Reports |
| PDS10. Written Reports Monthly. | Provide written report by the 15th of the following month, detailing accomplishments and tasks completed in the prior month, as well as travel performed by contractor staff. | 2.1.1.6 | 98% compliance. | Receipt of Report |

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.

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 and in conjunction with the monthly invoices.

2.1.1.5 Congressional and hearing summaries for selected hearings are due within 7 business days after hearing.

2.1.1.6. Provide monthly report with detailed accomplishments, issues, and problems encounter, as well as travel completed by staff report due by 15th of the following month.

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.

3.2. Equipment. Government owned equipment will be provided to perform required services in Government provided space under as identified in each individual task order.

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.

4.1.3 Contractor Personnel Appearance. Contractor personnel working in the government location shall report for work in suitable business or business casual attire, and present a neat and professional appearance.

4.2. SECURITY REQUIREMENTS.

4.2.1. Security. Contractor personnel should have a favorable or favorably adjudicated National Agency Clearance and Inquiries (NACI) prior to commencement of work, but a pending investigation that has not been fully adjudicated is acceptable. 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. The Team Lead and the Logistics Engineer positions require access to ADP II level data.

4.2.2. Provide Qualified Personnel:

4.2.2.1 National Agency Background Investigation\Security Clearance Requirement. All contractor personnel shall have a National Agency Clearance and Inquiries (NACI) clearance in order to access DOD information networks, systems and databases prior to reporting to TATRC for work.

4.2.2.2 Notification will be given by the Contracting Officer or COR to the contractor to commence work with those individuals who have been cleared, or whose investigations are pending final adjudication.

4.2.2.3 The necessary paperwork can be accessed at www.dss.mil. 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. Information Security

4.2.3.1. 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, MPMC, 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) take appropriate action to prevent disclosure of this information.

4.2.3.2. 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.

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

4.2.3.4. 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.

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

4.2.4. Contractor Security Training

4.2.4 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).

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

4.2.5. 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.

4.2.6. PRIVACY AND CONFIDENTIALITY

4.2.6.1. The contractor shall abide by FAR clauses 52.224-1, *Privacy Act Notification* and 52.224-2, *Privacy Act*.

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

4.2.6.3. 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.

4.2.6.4. 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.

4.2.6.5. 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 validated 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 KO, it will be considered a failure in performance.

4.5. PERFORMANCE EVALUATION MEETINGS. The contractor or his representative shall meet with the on-site team lead, COR, and other Government personnel as required at **least quarterly**, but may meet more frequently if required. The contractor may request a meeting with the KO when deemed necessary. Meeting will be documented in the contract file with written minutes signed by the contract administrator and the KO. If the contractor does not concur with the minutes, such nonoccurrence shall be provided in writing to the KO within ten (10) calendar days of receipt of the minutes.

4.6. 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.

4.7. OTHER DIRECT COSTS (ODCS): The contractor shall identify ODCs in their cost proposal submitted in response to the competitive solicitation.

SECTION 5 – ATTACHMENT

5.1. HISTORICAL LABOR CATEGORIES

This is the historical labor categories and hours for General Support Services for each performance period, the contractor shall provide the appropriate labor categories and hours for meeting the performance requirement of this PWS.

5.1.1. Program Manager– Key Personnel HISTORICAL HOURS 192

Qualifications: At a minimum at least a Bachelor's degree, ten (10) years of experience, of which at least six (6) years shall be specialized. Specialized experience includes: demonstrated ability to provide guidance and direction in the tasks similar to the tasks provided in this PWS, proven expertise in the management and control of funds and resources, demonstrated capability in managing multitask contracts of this type and complexity. Functional Responsibility: Serves as the contractor's contract manager.

5.1.2. Team Leader – Key Personnel HISTORICAL HOURS 1920

Qualifications: At a minimum at least a Bachelor 's degree and five (5) years experience working independently or with limited direction in the area of DoD procurement, acquisition or grants management; and shall have at least four (4) years experience supervising employees and at least two (2) years experience managing contracts or grants. Also required is at least one (1) year experience with writing PWS and associated user level acquisition documents for DoD acquisitions.

5.1.3. Executive Administrator HISTORICAL HOURS 1920

Qualifications: At a minimum at least ten (10) years of demonstrated experience as an executive administrator with at least a high school diploma. Contractor personnel shall have at least ten (10) years experience supporting leadership for a military research organization and be familiar with military rules and regulations, military correspondence formats, and rules and regulations. Contractor personnel shall have experiences with military records requirements and working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, spreadsheets and presentations. Contractor personnel shall be able

to write and edit documents, as well as have a strong command of English and writing skills.

5.1.4. General Administrator

HISTORICAL HOURS 5760

Qualifications: At a minimum at least a high school diploma, five (5) years experience working independently or with limited direction in the area of office administration and management. Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, spreadsheets and presentations. Contractor personnel shall be able to write and edit documents, as well as have a strong command of English and writing skills.

5.1.5. Financial/Budget Analyst - Key Personnel

HISTORICAL HOURS 1920

Qualifications: At a minimum at least a Bachelor's degree in Business Administration. Contractor shall have at least three (3) years experience working in a resource management division of a Government research organization. Contractor personnel shall have a strong knowledge and experience of the DoD Resource Management process. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, briefings and spreadsheets.

5.1.6. Program Management and Budget Analyst - Key Personnel HOURS 1920

Qualifications: At a minimum at least a Bachelor's degree in Business Administration. Contractor shall have at least three (3) years experience working in a resource management or logistics division of a Government research organization. Contractor personnel shall have a strong knowledge and experience of the acquisition contracting process. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, briefings and spreadsheets.

5.1.7. Human Resource/Personnel Support - Key Personnel

HOURS 1920

Qualifications: At a minimum a Bachelor's degree in Business Administration Contractor personnel shall have at least three (3) years experience working with human resource and personnel actions. Experience with the Federal Intergovernmental Personnel Act (IPA) and Government Civil Service is desirable. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer

software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

5.1.8. Logistics Engineer

HISTORICAL HOURS 1920

Qualifications: At a minimum ten (10) years experience as a logistics engineer for a Government organization and a bachelor's degree in a business related domain. Contractor personnel shall have at least ten (10) years experience with property management of Government equipment and contracts. Contractor personnel shall possess excellent oral and written communication skills, and have a demonstrated capacity for detailed organization and synthesis of abstract and disparate information. In addition, Contractor personnel shall have a solid working knowledge of computer software (Microsoft Office Business Suite) required to produce documents, correspondence, and spreadsheets.

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 the time of award to the end of the performance period.

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:

TO BE DETERMINED (based on the successful offerors proposal)

- 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 | Destination | Government |
| 0002 | Destination | Government | Destination | Government |
| 0003 | Destination | Government | Destination | Government |
| 1001 | Destination | Government | Destination | Government |
| 1002 | Destination | Government | Destination | Government |
| 1003 | Destination | Government | Destination | Government |
| 2001 | Destination | Government | Destination | Government |
| 2002 | Destination | Government | Destination | Government |
| 2003 | Destination | Government | Destination | Government |
| 3001 | Destination | Government | Destination | Government |
| 3002 | Destination | Government | Destination | Government |
| 3003 | Destination | Government | Destination | Government |
| 4001 | Destination | Government | Destination | Government |
| 4002 | Destination | Government | Destination | Government |
| 4003 | Destination | Government | Destination | Government |

Section F - Deliveries or Performance

DELIVERY INFORMATION

| CLIN | DELIVERY DATE | QUANTITY | SHIP TO ADDRESS | UIC |
|------|-----------------------------------|----------|--|--------|
| 0001 | POP 26-SEP-2011 TO 25-SEP-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 26-SEP-2011 TO 25-SEP-2012 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 0003 | POP 26-SEP-2011 TO 25-SEP-2012 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 1001 | POP 26-SEP-2012 TO 25-SEP-2013 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 1002 | POP 26-SEP-2012 TO 25-SEP-2013 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 1003 | POP 26-SEP-2012 TO 25-SEP-2013 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 2001 | POP 26-SEP-2013 TO 25-SEP-2014 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 2002 | POP 26-SEP-2013 TO 25-SEP-2014 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 2003 | POP 26-SEP-2013 TO 25-SEP-2014 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 3001 | POP 26-SEP-2014 TO 25-SEP-2015 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 3002 | POP 26-SEP-2014 TO 25-SEP-2015 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 3003 | POP 26-SEP-2014 TO 25-SEP-2015 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 4001 | POP 26-SEP-2015 TO 25-SEP-2016 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |
| 4002 | POP 26-SEP-2015 TO 25-SEP-2016 | N/A | (SAME AS PREVIOUS LOCATION) FOB: Destination | W90ERG |

4003 POP 26-SEP-2015 TO N/A (SAME AS PREVIOUS LOCATION) W90ERG
25-SEP-2016 FOB: Destination

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TASK/DELIVERY ORDERS (DEC 2006) (USAMRAA)

- a. The contractor shall perform in accordance with the contract schedule and as called for by orders issued in accordance with this clause.
- b. The SF 1155 or 1449 will be used to issue task assignments and to signify Contracting Officer notification to commence work under the individual task orders. The contractor shall not proceed with the task until notification is received from the Contracting Officer.
- c. The task/delivery orders, and modifications to task/delivery orders, will be numbered by the issuing office. Modifications to the task/delivery orders will be designated by the modification number and contain the original task order number.
- d. The contractor shall identify all correspondence, reports, drawings, and other pertinent papers in connection with the contract by imprinting thereon the task/delivery order and the contract number, plus any other references furnished by the Contracting Officer.
- e. The total of all completed and outstanding Task/Delivery Orders will at no time exceed the current amount obligated.
- f. The Competition Advocate for the U.S. Army Medical Research Materiel Command, Fort Detrick, Maryland has been designated as the Ombudsman for this contract. (applicable to multiple award contracts only)
- g. Procedures:
 - (1) Prior to issuance of a Task/Delivery Order and upon definition of the Government requirement, the Contracting Officer will, in writing, issue to the contractor a Task/Delivery Order Request for Proposal (RFP) which will designate a preferred Task/Delivery Order type.
 - (2) The contractor shall submit one electronic copy to the Contract Specialist by a date mutually agreed upon but no later than 5 working days after receipt of the RFP:
 - a. Technical proposal (or Task Execution Plan (TEP)) which sets forth the contractor's understanding of the requirement, performance schedule, staffing plan, and level of effort required. The technical proposal/TEP should also address other documentation required by the Government to perform the task or any specific issues raised in the RFP.
 - b. Cost proposal which sets forth all costs associated with furnishing the required services, including cost or price data.

Note: If longer than 5 days will be required, the contractor shall provide justification to the Contracting Officer, in writing, as soon as possible after receipt of a task assignment.

The contractor's technical proposal/TEP shall be consistent with Section C and the technical and cost proposals incorporated into the contract. The contractor shall also identify any necessary differences between the technical proposal/TEP and the technical and business proposals incorporated into the contract.

(3) Upon receipt of the contractor's proposal, the Government will proceed to evaluate the same, subsequent to which negotiations will take place between the Contracting Officer and the contractor. The contractor is expressly forbidden from discussing with the Contracting Officer's Representative (COR), or any other Government technical personnel, any aspects of any pending Task/Delivery Orders absent expressed written permission from the Contracting Officer to that effect.

(4) Following the conclusion of negotiations, the Contracting Officer will issue a fully executed Task/Delivery Order, containing all agreed-to terms and conditions, specifying the task to be performed, special reporting requirements and a firm-fixed price amount.

(5) In the event that the parties fail to agree on Task Order type, price, costs and/or fixed fee or profit for any Task Order hereunder, the Contracting Officer may render a unilateral written decision as to what type of Task Order and what level of price or costs and/or fee/profit is reasonable under the circumstances for the services required pursuant to the Task Order, and will subsequently unilaterally issue the Task Order in accordance with that decision. Said decision shall constitute a decision rendered concerning a question of fact within the meaning of and governed by the terms of FAR Clause 52.233-1 in Section I of this contract.

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 |

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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: [Enter Contracting Office DODAAC here]

ADMIN BY DODAAC: [Enter office administering contract here]

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: [Enter Contract Administrator's email address here]

CONTRACTING OFFICER: [Enter Contracting Officer's email address here]

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

For more information contact [Enter Contract Specialist's and/or Contracting Officer's name, email and phone here]

CONTRACT CEILING (MAR 1999) (USAMRAA)

The ceiling price of this contract is **\$10,000,000.00**. 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**.

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

| | | |
|--------------------|---|----------|
| 52.202-1 | Definitions | JUL 2004 |
| 52.203-12 | Limitation On Payments To Influence Certain Federal Transactions | OCT 2010 |
| 52.203-14 | Display of Hotline Poster(s) | DEC 2007 |
| 52.204-4 | Printed or Copied Double-Sided on Postconsumer Fiber Content Paper | MAY 2011 |
| 52.204-7 | Central Contractor Registration | APR 2008 |
| 52.204-9 | Personal Identity Verification of Contractor Personnel | JAN 2011 |
| 52.212-4 | Contract Terms and Conditions--Commercial Items | JUN 2010 |
| 52.215-1 | Instructions to Offerors--Competitive Acquisition | JAN 2004 |
| 52.215-2 | Audit and Records--Negotiation | OCT 2010 |
| 52.215-8 | Order of Precedence--Uniform Contract Format | OCT 1997 |
| 52.215-21 Alt IV | Requirements for Certified Cost or Pricing Data or Information Other Than Certified Cost or Pricing Data--Modifications (Oct 2010) - Alternate IV | OCT 2010 |
| 52.215-23 | Limitations on Pass-Through Charges | OCT 2009 |
| 52.216-7 | Allowable Cost And Payment | JUN 2011 |
| 52.216-27 | Single or Multiple Awards | OCT 1995 |
| 52.217-5 | Evaluation Of Options | JUL 1990 |
| 52.223-5 | Pollution Prevention and Right-to-Know Information | MAY 2011 |
| 52.223-6 | Drug-Free Workplace | MAY 2001 |
| 52.223-18 | Encouraging Contractor Policies To Ban Text Messaging While Driving | AUG 2011 |
| 52.228-5 | Insurance - Work On A Government Installation | JAN 1997 |
| 52.242-13 | Bankruptcy | JUL 1995 |
| 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 |
| 52.253-1 | Computer Generated Forms | JAN 1991 |
| 252.201-7000 | Contracting Officer's Representative | DEC 1991 |
| 252.203-7001 | Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies | DEC 2008 |
| 252.203-7002 | Requirement to Inform Employees of Whistleblower Rights | JAN 2009 |
| 252.203-7003 | Agency Office of the Inspector General | SEP 2010 |
| 252.204-7000 | Disclosure Of Information | DEC 1991 |
| 252.204-7002 | Payment For Subline Items Not Separately Priced | DEC 1991 |
| 252.204-7003 | Control Of Government Personnel Work Product | APR 1992 |
| 252.204-7004 Alt A | Central Contractor Registration (52.204-7) Alternate A | SEP 2007 |
| 252.204-7006 | Billing Instructions | OCT 2005 |
| 252.209-7004 | Subcontracting With Firms That Are Owned or Controlled By The Government of a Terrorist Country | DEC 2006 |
| 252.212-7000 | Offeror Representations and Certifications- Commercial Items | JUN 2005 |
| 252.212-7001 | Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items | JUN 2011 |
| 252.232-7010 | Levies on Contract Payments | DEC 2006 |
| 252.243-7001 | Pricing Of Contract Modifications | DEC 1991 |
| 252.247-7000 | Hardship Conditions | AUG 2000 |
| 252.247-7002 | Revision of Prices | DEC 1991 |

| | | |
|--------------|---------------------------------------|----------|
| 252.247-7004 | Indefinite Quantities - Fixed Charges | DEC 1991 |
| 252.247-7006 | Removal of Contractor's Employees | DEC 1991 |
| 252.247-7007 | Liability and Insurance | DEC 1991 |

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52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (MAY 2011)

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

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

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

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

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

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

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

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010)(Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUN 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (JUL 2010) (Pub. L. 111-5).

X (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010) (31 U.S.C. 6101 note). (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the-shelf items).

X (7) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (section 740 of Division C of Public Law 111-117, section 743 of Division D of Public Law 111-8, and section 745

of Division D of Public Law 110-161).

___ (8) 52.219-3, Notice of Total HUBZone Set-Aside or Sole-Source Award (JAN 2011) (15 U.S.C. 657a).

___ (9) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (10) [Reserved].

X (11)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

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

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

___ (12)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

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

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

X (13) 52.219-8, Utilization of Small Business Concerns (JAN 2011) (15 U.S.C. 637 (d)(2) and (3)).

___ (14)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2011) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

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

___ (iv) Alternate III (JUL 2010) of 52.219-9.

X (15) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

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

___ (17)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

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

___ (18) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (DEC 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(19) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(20) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (MAY 2004) (U.S.C. 657 f).

(21) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2009) (15 U.S.C. 632(a)(2)).

(22) 52.219-29 Notice of Total Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (APR 2011).

(23) 52.219-30 Notice of Total Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (APR 2011).

(24) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

(25) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).

(26) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

(27) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(28) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(29) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(30) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212).

(31) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

(32) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

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

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

(34) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b)

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

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

(36) 52.223-18, Contractor Policy to Ban Text Messaging while Driving (SEP 2010) (E.O. 13513).

(37) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

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

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

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

(39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

(40) 52.225-13, Restrictions on Certain Foreign Purchases (JUN 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(41) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

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

(43) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f))

(44) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(45) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (46) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332)

___ (47) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).

___ (48) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (49)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

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

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

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

(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.). The equivalent rates are based on the General Services Administration Government Government Employee rates for the Washington/Capital Region, in accordance with experience and qualifications.

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

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

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

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

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

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

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

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

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

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

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

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note).

(ii) 52.219-8, Utilization of Small Business Concerns (DEC 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) Reserved.

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

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

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

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

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

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

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

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

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

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

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

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

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

(End of clause)

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 the time of award of contract through the end of the period of performance.

(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 **\$10,000.00**, 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 **\$2,000,000.00**;

(2) Any order for a combination of items in excess of **\$2,000,000.00**; 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 10 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 the end of the performance period.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 days** of the expiration date of the performance period; 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 sixty-six (66) months**.

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JUN 2011)

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

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

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

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

(2) 252.203-7003, Agency Office of the Inspector General (SEP 2010) (Section 6101 of Pub. L. 110-252, 41 U.S.C. 3509 note).

(3) 252.205-7000, Provision of Information to Cooperative Agreement Holders (DEC 1991) (10 U.S.C. 2416).

(4) 252.219-7003, Small Business Subcontracting Plan (DoD Contracts) (OCT 2010) (15 U.S.C. 637).

(5) 252.219-7004, Small Business Subcontracting Plan (Test Program) (JAN 2011) (15 U.S.C. 637 note).

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

(ii) Alternate I (DEC 2010) of 252.225-7001.

(7) 252.225-7008, Restriction on Acquisition of Specialty Metals (JUL 2009) (10 U.S.C. 2533b).

(8) 252.225-7009, Restriction on Acquisition of Certain Articles Containing Specialty Metals (JAN 2011) (10 U.S.C. 2533b).

(9) 252.225-7012, Preference for Certain Domestic Commodities (JUN 2010) (10 U.S.C. 2533a).

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

- (11) X 252.225-7016, Restriction on Acquisition of Ball and Roller Bearings (JUN 2011) (Section 8065 of Public Law 107-117 and the same restriction in subsequent DoD appropriations acts).
- (12) (i) ___ 252.225-7021, Trade Agreements (JUN 2011) (19 U.S.C. 2501-2518 and 19 U.S.C. 3301 note).
- (ii) ___ Alternate I (SEP 2008)
- (iii) ___ Alternate II (DEC 2010) of 252.225-7021.
- (13) ___ 252.225-7027, Restriction on Contingent Fees for Foreign Military Sales (APR 2003) (22 U.S.C. 2779).
- (14) ___ 252.225-7028, Exclusionary Policies and Practices of Foreign Governments (APR 2003) (22 U.S.C. 2755).
- (15) (i) ___ 252.225-7036, Buy American Act--Free Trade Agreements--Balance of Payments Program (DEC 2010) (41 U.S.C. 10a-10d and 19 U.S.C. 3301 note).
- (ii) ___ Alternate I (JUL 2009) of 252.225-7036.
- (iii) ___ Alternate II (DEC 2010) of 252.225-7036.
- (iv) ___ Alternate III (DEC 2010) of 252.225-7036.
- (16) ___ 252.225-7038, Restriction on Acquisition of Air Circuit Breakers (JUN 2005) (10 U.S.C. 2534(a)(3)).
- (17) ___ 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (SEP 2004) (Section 8021 of Public Law 107-248 and similar sections in subsequent DoD appropriations acts).
- (18) ___ 252.227-7015, Technical Data--Commercial Items (MAR 2011) (10 U.S.C. 2320).
- (19) ___ 252.227-7037, Validation of Restrictive Markings on Technical Data (SEP 1999) (10 U.S.C. 2321).
- (20) X 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports (MAR 2008) (10 U.S.C. 2227).
- (21) X 252.237-7010, Prohibition on Interrogation of Detainees by Contractor Personnel (NOV 2010) (Section 1038 of Pub. L. 111-84).
- (22) ___ 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).
- (23) X 252.243-7002, Requests for Equitable Adjustment (MAR 1998) (10 U.S.C. 2410).
- (24) ___ 252.246-7004, Safety of Facilities, Infrastructure, and Equipment for Military Operations (OCT 2010) (Section 807 of Public Law 111-84).
- (25) ___ 252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (SEP 2010) (Section 884 of Public Law 110-417).
- (26) (i) X 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(ii) ___ Alternates I (MAR 2000) of 252.247-7023.

(iii) ___ Alternates II (MAR 2000) of 252.247-7023.

(iv) ___ Alternates III (MAY 2002) of 252.247-7023.

(27) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

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

(1) 252.237-7010, Prohibition on Interrogation of Detainees by Contractor Personnel (NOV 2010) (Section 1038 of Pub. L. 111-84).

(2) 252.237-7019, Training for Contractor Personnel Interacting with Detainees (SEP 2006) (Section 1092 of Public Law 108-375).

(3) 252.247-7003, Pass-Through of Motor Carrier Fuel Surcharge Adjustment to the Cost Bearer (SEP 2010) (Section 884 of Public Law 110-417).

(4) 252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

(5) 252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACH 1 PAST PERFORMANCE

SEE ATTACHMENT 1- PAST PERFORMANCE QUESTIONNAIRE- IN ACCORDANCE WITH INSTRUCTIONS IN 52.212-1 IN SECTION L.

ATTACH 2- WAGE DETERMINATION

SEE ATTACHMENT 2 - WAGE DETERMINATION, 2005-2104, (REV 13) DATED 06/13/2011

ATTACH 3 - QASP

SEE ATTACHMENT 3 - QASP

ATTACH 4 - LABOR RATES

SEE ATTACHMENT 4 – LABOR RATES SCHEDULE

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY REFERENCE

52.212-3 Offeror Representations and Certification--Commercial Items MAY 2011

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY REFERENCE

| | | |
|-----------|---|----------|
| 52.214-21 | Descriptive Literature | APR 2002 |
| 52.215-1 | Instructions to Offerors--Competitive Acquisition | JAN 2004 |
| 52.217-5 | Evaluation Of Options | JUL 1990 |
| 52.233-3 | Protest After Award | AUG 1996 |

CLAUSES INCORPORATED BY FULL TEXT

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

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

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

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
- (5) Terms of any express warranty;
- (6) Price and any discount terms;
- (7) "Remit to" address, if different than mailing address;
- (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(b) for those representations and certifications that the offeror shall complete electronically);
- (9) Acknowledgment of Solicitation Amendments;
- (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
- (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

must contact the local Dun and Bradstreet office for a DUNS number. The offeror should indicate that it is an offeror for a Government contract when contacting the local Dun and Bradstreet office.

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

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

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

A. SUBMISSION OF PROPOSALS

Introduction and Purpose - This section specifies the format and content that offerors shall use in responding to this Request for Proposal (RFP). 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 proposal 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 proposals and award without discussions with contractors. Therefore, the contractor's initial proposal 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 (KO) determined that it is deemed necessary later. The Government may reject any or all proposals if such action is in the Government best interest; accept other than the lowest proposal; and waive informalities and minor irregularities in proposals received.

SUBMISSION OF PROPOSALS: Proposals shall be submitted and received in three (3) Volumes and no later than **29 August 2011 by 3:00 PM EST.**

Volume 1 – TECHNICAL PROPOSAL

Volume 2 - PAST PERFORMANCE/PERFORMANCE RISK

Volume 3 – PRICE PROPOSAL

1. Each volume 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- 0354
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 **DATE 19 August 2011 by 3:00 PM EST and closing date for receipt of proposal is 29 August 2011**. Questions are to be submitted to both Ms. Dawn Jennings, Contract Specialist at dawn.v.jennings@amedd.army.mil and Ms. Laura N. Charles, Contracting Officer at laura.n.charles@amedd.army.mil, to include the follow subject line: the solicitation number: W81XWH-11-R-0354 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 refer 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 submit proposals prior to the time specified in Block 8 of the standard form (SF) 1449 in order to be considered for award. Proposals shall be received before the closing date and time specified in the RFP or the proposal will be considered untimely and may be rejected.
4. Evaluation of Proposals: The Government will evaluate proposals in accordance with the evaluation criteria set forth in the RFP.
5. An offeror's proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP.
6. It is understood that the offeror's proposal 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; double-sided (duplex)
- **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 proposals and will be destroyed without review. Volume 1 shall be tabbed to separate major sections. Offerors may also tab the OCI Mitigation Plan and the draft QCP, 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. 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 Proposal (Technical Approach, Personnel Qualifications, Corporate Experience) | 2/5 |
| B | Volume 2 | Past Performance/ Performance Risk | 2/5 |
| C | Volume 3 | Price Proposal | 2/2 |

4. Electronic Copies. The electronic portion of the proposal 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 PROPOSAL

The Technical Proposal is required to meet all requirements of the RFP, not just Evaluation Factors to be eligible for award. The Offeror shall submit a proposal comprehensive enough to provide the basis for a sound evaluation by the Government. The Technical Proposal 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 Proposal shall include a discussion of the Offeror’s methodology to meet all the requirements of the contemplated award. 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 Proposal shall be specific 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 Draft Quality Control Plan (PWS 2.1) 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 2.2.2).

(a) Technical Approach

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

(i) A proposed approach to meeting the requirements of the PWS for the General Support Services 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 labor categories in relation to experience, responsibilities and education in outlining its approach to meeting the PWS requirements. The Government's historical labor categories and effort have been provided only for offerors to ascertain the approximate or estimated level of effort for these requirements. However, this is not to be construed as either mandatory or necessarily the best technical approach. It is only in place as a reference to allow Offerors to better understand the general scope of this effort from the Government's perspective. The Government is seeking the best level of effort and labor mix the offeror feels is right to accomplish the mission contained in the PWS. If the offeror believes the labor categories/mix or overall level of effort provided are not its best technical solution, the offeror is strongly encouraged and expected to submit a level of effort consistent with its technical/cost approach.

(ii) 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.

(iii) 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.

(b) Personnel Qualifications

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

(i) Resumes of the Offeror's proposed Key Personnel to include relevant education, training, and credentials. Key personnel must be current employees of the Offeror or have signed letters of commitment and contingent offers provided in the Offeror's proposal.

(ii) A draft Recruitment/Retention Plan to demonstrate the offeror's 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.

(iii) 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 in the PWS.

(c) Corporate Experience

The Offeror shall provide evidence of having experience providing research project management and scientific/technical support services in contracts of similar size and scope and in hiring and managing qualified program management support services in the following disciplines: Administrative, Financial, Human Resource and Logistics General Support Services.

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

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 Headquarters (HQ), USAMRMC, US Army Medical Command (USAMEDCOM), Department of Army (DA), Department of Defense (DoD), life sciences research, biomedical laboratories or other Government agencies shall be highlighted as well.

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. Dawn Jennings at dawn.v.jennings@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.

3. Volume 3 – PRICE PROPOSAL

Price Proposal 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 proposal 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.
- 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 labor categories are provided in the PWS. Pricing shall be provided for individual labor categories and incorporated into Table 15.2. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed 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 Standard Form (SF)1449 *Solicitation, Offer and Award*, provided with the solicitation. An authorized official of the firm shall sign the SF 1449 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 proposal 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*.

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

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 by obtaining written and dated acknowledgment of receipt from:

**USAMRAA,
ATTENTION: MCMR-AAA-T (Laura Charles, Contracting Officer)
820 Chandler Street
Fort Detrick, MD 21702.**

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

(End of provision)

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

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by

paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffara.htm>

(End of provision)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<http://farsite.hill.af.mil/vffara.htm>

(End of clause)

Section M - Evaluation Factors for Award

CLAUSES INCORPORATED BY FULL TEXT

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

A. BASIS FOR AWARD

A single IDIQ will be established with the responsible offeror (s), whose proposal is determined to be the best value and most beneficial to the Government, cost/price and other factors considered. The Government may conduct a tradeoff process in order to determine which offeror(s) represents the best value to the Government.

B. FACTORS TO BE EVALUATED

The following factors shall be used to evaluate offers in descending order of precedence:

1. Technical Approach
2. Personnel Qualifications
3. Corporate Experience
4. Past Performance
5. Price

The evaluation factors are listed in descending order of importance. Technical Approach, Personnel Qualification, and Corporate Experiences, when combined, are equal and significantly more important than Past Performance. Past Performance is significantly more important than Price. Price is the least important factor. All evaluation factors, when combined are significantly more important than price. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

C. EVALUATION APPROACH

Factors will be evaluated as follows:

Technical Approach: Understanding the requirements as demonstrated by the adequacy of the offeror's approach to perform the PWS, the Draft QCP, and Draft OCI Plan.

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.

Corporate Experience: Extent and nature of experience of the offeror in providing General Support Services in contracts of similar size and scope, and in hiring and retaining personnel in similar disciplines.

Past Performance: The offeror will be evaluated on the degree of confidence the Government has in the offeror's ability to provide the requirements of the solicitation based on the offeror's demonstrated record of performance on recent relevant efforts. The SST shall assess the relevancy of the experience and if relevant, evaluate the offeror's

past performance (how well the offeror performed on the referenced projects). If the offeror has no relevant past performance references, it will be evaluated as Neutral.

Price: The proposed price will be evaluated to determine if it is fair and reasonable. In addition, to determine reasonableness of the proposed price, a cost realism analysis may be performed. Price will be evaluated separately from the non-price factors.

Price: Price will be evaluated to determine fairness and reasonableness. The Contracting Officer shall consider the level of effort and the mix of labor proposed to determine the total price is fair and reasonable. Proposals which are unrealistic in terms of technical commitment or unrealistically low in price will be deemed to show an inherent lack of technical competence or failure to comprehend the complexity and risk of the contract requirements. This may be grounds for the rejection of the proposal. The Government may reject any proposal that is unreasonable or materially unbalanced as to prices for basic and option year quantities. An unbalanced proposal is one that incorporates prices significantly less than cost for some items and/or prices that are significantly overstated for other items.

Proposals which are unrealistic in terms of technical commitment or unrealistically low in price will be deemed to show an inherent lack of technical competence or failure to comprehend the complexity and risk of the contract requirements. This may be grounds for the rejection of the proposal. The Government may reject any quote that is unreasonable or materially unbalanced as to prices for basic and option year quantities. An unbalanced quote is one that incorporates prices significantly less than cost for some items and/or prices that are significantly overstated for other items.

Options. 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 offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, 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. To receive consideration for award, a rating of no less than "Acceptable" must be achieved. The offerors are cautioned that the award may not necessarily be made to the lowest cost offered.

(End of provision)