

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 001		TITLE: Staffing Plan & Management Plan	
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 3.1.8	
FIRST SUBMISSION DUE: With Contractor's Technical Proposal			
SUBMISSION DETAILS: Submit plan as part of the contractor's technical proposal.			
FREQUENCY: N/A			
FREQUENCY DETAILS: N/A			
DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
	Contracting Officer	Electronic	Hardcopy
<i>Submit IAW proposal submission instructions shown in solicitation.</i>			
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA:			
<input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> This plan shall be segmented by Staffing and Management organization as follows:</p> <p>Staffing: The Staffing Plan shall describe a detailed staffing approach to perform each task area in the PWS with personnel that meet the training qualifications stated in TE-10.</p> <p>A. The offeror shall provide a manning plan that identifies the following information for EACH PWS TASK AREA:</p> <ol style="list-style-type: none"> 1. Separately identify all proposed labor categories/positions; 2. Whether the position is Full-time or Part-time; 3. Whether the task is the personnel's Primary Assignment or Collateral Duty; 4. If applicable, which wage determination the personnel is covered under; 5. Total number of personnel per task area. <p>B. The Staffing Plan shall describe the approach to effectively recruit, hire and retain qualified employees to perform the tasks described in the PWS.</p> <p>C. The offeror shall provide resumes for proposed key personnel.</p> <p>D. Company Organizational Chart</p> <p>Management: Include a detailed narrative outlining the following terms:</p> <ol style="list-style-type: none"> 1. Describe lines of management authority, supervision, span of control, and accountability, including the following relationships: between corporate and on-site management/administration; between/across technical specifications; between prime and subcontractors. 2. The structure and decision-making responsibilities of the personnel in terms of who will conduct, direct, and supervise the performance of work and ensure quality control. 3. Methodology for controlling, planning, and executing services while minimizing performance risk in meeting performance objectives. 4. Identity of personnel having the authority to legally bind the offeror. 5. List of subcontractors/parties, to include company names, DUNS and CAGE numbers, address, point of contact, email address, and phone number, if applicable. <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.</p>			

CONTRACT DATA REQUIREMENTS LIST (CDRL)			
CDRL No: 002		TITLE: Quality Control Plan (QCP)	
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 1.7.21a,c	
FIRST SUBMISSION DUE: With Contractor's Technical Proposal			
SUBMISSION DETAILS: Submit final plan as part of the contractor's technical proposal.			
FREQUENCY: As Updates are Required			
FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.			
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GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA:			
<input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> This plan shall demonstrate an understanding of the contractor's responsibility for conducting quality control and quality assurance, and describe quality control and assurance processes. The QCP shall cover the following:</p> <p>a. Process Controls: Detail what methods will be employed to verify that process controls are in place. Verification should include process documentation, monitoring, and acceptable workmanship standards. It should also include the use of qualified personnel, appropriate tooling and test equipment. List all critical processes used in this service and the method or plan that will be used to control each of them.</p> <p>b. Inspection Methods: Quality control inspections shall cover all services included in the contract. The plan shall specify areas to be inspected for safety compliance during all phases of operations on either a scheduled or unscheduled basis. The plan shall describe how inspections will be conducted, how the results will be evaluated, the pass-fail criteria, how the QC results will be provided to Government and who will accomplish the inspections. The plan shall include a monthly schedule of Quality Control checks to be performed.</p> <p>c. Problem Reporting and Preventive/Corrective Actions: Identify methods used to detect, report, track, and resolve product/process problems and trends and how the information will be provided to Government via the COR.</p>			

d. Quality Control Records: Contractor shall maintain on site all records of scheduled and completed QC checks. An historical file of reports filed shall be kept on site and made available for review by the government upon request. Provide a description of how the records will be stored, retrieved, and distributed.

e. Quality Program Audits: Identify the nature and extent of the quality program audits to be performed and how the results will be used for corrective and preventive action.

f. Statistical Techniques: Include the statistical techniques to be used to evaluate and maintain consistent quality control.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.

Prepare and submit as follows:

- Technical Proposal Submission: *Submit IAW proposal submission instructions shown in solicitation.*
- Plan Updates After Contract Award: *Submit updates after contract award via e-mail to the Contracting Officer and COR.*

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 003	TITLE: Safety Plan
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CONTRACT NUMBER: N00604-16-C-XXXX	REFERENCE: Port Ops PWS 3.1.4
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FIRST SUBMISSION DUE: With Contractor 's Technical Proposal

SUBMISSION DETAILS:
 - Submit Safety Plan and Emergency Action Plans (EAP) as part of the contractor's technical proposal.

FREQUENCY: As Updates are Required

FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

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GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:
 HARDCOPY **ELECTRONIC** **DIRECT SYSTEM INPUT**

PREPARATION INSTRUCTIONS

Content: This plan shall address how contractor will safely accomplish the operation, maintenance and mooring of vessels and support equipment. The plan shall also describe how it will safely accomplish asbestos control, heat stress control, hearing and sight conservation, lead control, respiratory protection, electrical safety, gas-free engineering, confined space operations, lock-out/tag-out procedures, mercury control, polychlorinated biphenyls control and man-made vitreous fibers control. The safety plan shall also address methods to identify, evaluate and control safety and occupational health hazards.

As addendums to the safety plan, Contractor shall provide Emergency Action Plans (EAP) for specific circumstances to include, but not limited to, fire, flooding, vessel capsizes, and active shooter scenarios.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.

- Prepare and submit as follows:
- Technical Proposal Submission: *Submit IAW proposal submission instructions shown in solicitation.*
 - Plan Updates After Contract Award: *Submit updates via e-mail to the Contracting Officer and COR.*

CONTRACT DATA REQUIREMENTS LIST (CDRL)			
CDRL No: 004		TITLE: Property Management Plan	
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.2, 2.2.1, 2.2.9	
FIRST SUBMISSION DUE: With Contractor Technical Proposal			
SUBMISSION DETAILS: Submit plan as part of the contractor's technical proposal.			
FREQUENCY: As Updates are Required			
FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.			
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GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA:			
<input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> IAW FAR Part 45, the Property Management Plan shall describe:</p> <ol style="list-style-type: none"> 1. A strategy to establish and maintain an accurate property system to protect, control, preserve, and maintain all Government-furnished and Contractor Acquired property. The plan should describe the procedures and processes for protecting and maintaining all Government Furnished Property (GFP), equipment, and material and that will prevent theft, pilferage, damage (both willful and unintentional), vandalism, and misuse of GFP. The plan shall also describe how property records for all Government furnished property shall be maintained. 2. A strategy to establish and maintain an Inventory Disposal Control Program that routinely identifies and reports excess material and equipment for disposal. The contractor shall also process components that are beyond repair for disposal and delete them from the inventory in order to maintain accurate inventory control records as approved by the Government IAW FAR 52.245-1(j). <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.</p> <p>Prepare and submit as follows:</p> <ul style="list-style-type: none"> - Technical Proposal Submission: <i>Submit IAW proposal submission instructions shown in solicitation.</i> - Plan Updates After Contract Award: <i>Submit updates via e-mail to the Contracting Officer and COR.</i> 			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 005		TITLE: Transition Plan		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.1, 2.1.4		
FIRST SUBMISSION DUE: With Contractor Technical Proposal				
SUBMISSION DETAILS: Submit plan as part of the contractor's technical proposal.				
FREQUENCY: N/A				
FREQUENCY DETAILS: N/A				
DISTRIBUTION	<u>ADDRESSEE</u>		<u>COPIES</u>	
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	COR		<i>SEE BELOW</i>	
GOVERNMENT APPROVAL REQUIRED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
SUBMISSION MEDIA:				
<input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT				
PREPARATION INSTRUCTIONS				
<p><u>Content:</u> This plan shall be segmented into Phase-in and Phase-Out procedures as follows:</p> <p>Phase-In: Phase-in tasks include making contacts with the incumbent contractor, and working together with the incumbent in a coordinated fashion to have the right information exchanges, meetings, inventories and related actions aimed at the eventual transfer and assumption of full responsibility to the "Successor" Contractor under this contract.</p> <p>The offeror's plan shall describe a complete 90 day Phase-In Plan that minimizes disruption to Government business and includes the processes by which the Contractor will (a) identify, assemble, and organize its Key and staff personnel (including subcontractors and suppliers), equipment, vehicles, supplies and materials; (b) indoctrinate, train, position, and deploy its personnel on-site or at their appropriate supporting locations; (c) obtain all resources required (manpower, equipment, finances, inventory, etc.); and (d) complete all phase-in operations necessary to assume full and complete operational responsibility for providing services under this contract. The offeror's plan should demonstrate a clear understanding of the problems and risks involved in a transition, and present reasonable solutions to such problems and ways to mitigate risks. The Plan shall also identify key program/project/operational schedules and milestones to be accomplished during phase-in.</p> <p>Phase-Out: This plan shall describe the processes by which the contractor will logically and reasonably transfer responsibility for services to another entity (i.e. successor contractor for the follow-on contract), reduce and cease support services entirely, or a combination of these two courses of action for the entire set of services under the contract. The Phase-Out Plan will incorporate turnover of Government-furnished facilities, equipment and watercraft with the training schedule of Contractor personnel to support the transition. The plan shall describe how the Contractor will accomplish any remaining/backlogged maintenance and repair, cleaning, inventories, completion and turnover of records, logs, Standard Operating Procedures (SOP), training and maintenance manuals, keys, locks, other equipment, documents and assets used in performing services under this contract.</p>				

The contractor Phase-Out Plan shall also identify how the contractor will coordinate with the incoming contractor &/or Government personnel to transfer knowledge regarding: Project Management processes, points of contact, location of technical and project management documentation, and status of on-going technical initiatives. The Plan shall also identify key program/project/operational schedules and milestones to be accomplished during phase-out.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.

Prepare and submit as follows:

- Technical Proposal Submission: *Submit IAW proposal submission instructions shown in solicitation.*

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 006

TITLE: Training Plan & Status Report

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 2.1.2

FIRST SUBMISSION DUE: With Contractor Technical Proposal

SUBMISSION DETAILS:

-Training plan is due as part of the Technical Proposal Submission.

- Training Status Reports:

- Beginning the first Monday of contract phase-in period, Contractor shall report status of employee training every 14 calendar days to include required certifications. Additionally, Contractor shall report to the COR via e-mail when a training requirement cannot be met. The Contractor shall make that report the same day contractor becomes aware of training deficiency.
- Beginning at base year start, Contractor shall submit training status reports on a monthly basis, NLT 5 workday following the reporting month.

FREQUENCY: Twice Monthly (During Phase-in) / Monthly (During Contract performance)

FREQUENCY DETAILS: Contractor shall report status of employee training every 14 calendar days.

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	Contracting Officer COR	<i>SEE BELOW</i>	

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY ELECTRONIC DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: The Contractor shall develop, implement and maintain a comprehensive training program to ensure training requirements shown on TE-10 and in accordance with governing regulations, instructions and approved SOP's are accomplished. The training plan shall detail how, when, and by whom, on-the-job and the recurring Contractor training will be accomplished for personnel that require certification, and/or duty-specific training. The training plan ensures that all aspects of the employee training, including the use of qualified trainers, and proper record keeping are accomplished.

In addition, the Contractor shall review training requirements shown on TE-10 and provide a twice monthly status report on employee training. The report shall consist of the following information, at a minimum:

1. Contract Number and Contractor Name
2. Employee Name
3. Employee Job Title
4. Required Training Course Name and Course Number
5. Training Mode i.e. Online or Classroom
6. Periodicity
7. Training Organization i.e. Maritime License Center or FEMA
8. Status i.e. "2016 Training Completed" and "Class Date Scheduled for XX 2016"

9. PQS/JQS Status
10. Certification and Licensure Status
11. How contractor will remedy all training deficiencies

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable.

Prepare and submit as follows:

- Technical Proposal Submission: *Submit IAW proposal submission instructions shown in solicitation.*
- Training Status Updates After Contract Award: *Submit status updates and training certifications via e-mail to the COR.*

CONTRACT DATA REQUIREMENTS LIST (CDRL)				
CDRL No: 007		TITLE: Personnel Contingency Plan		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 3.4.5		
FIRST SUBMISSION DUE: NLT 30 Calendar Days after Phase-In Period Start Date				
SUBMISSION DETAILS: Submit final plan for Government approval NLT 30 calendar days after phase-in period start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.				
FREQUENCY: As Updates are Required				
FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.				
DISTRIBUTION	ADDRESSEE		COPIES	
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	Contracting Officer		1	
COR		1		
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
SUBMISSION MEDIA:				
<input type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT				
PREPARATION INSTRUCTIONS				
<p><u>Content:</u> The Contractor shall propose a contingency plan that ensures there shall be no interruption of training, operations, or maintenance service. The contingency plan must address substitution of personnel when personnel are not available due to leave, sickness or other unforeseen circumstances. The plan shall also address how the Contractor will continue services during the following events which may result in increased workload requirements:</p> <ol style="list-style-type: none"> a. Contractor Name and Contract Number b. Surge operations c. Reduced Government-furnished equipment support d. Labor disruption within the Contractors own labor force such as a personnel strike e. War f. Mobilization g. Deployments h. Military exercises i. Natural disaster or other declared emergencies j. Acts of terrorism or other threats to persons or property <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.</p>				

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 008 TITLE: Redbeam Inventory

CONTRACT NUMBER: N00604-16-C-XXXX REFERENCE: Port Ops PWS 2.2.6

FIRST SUBMISSION DUE: During Last 5 Workdays of Contract Phase-in Period

SUBMISSION DETAILS: Submit first inventory during last 5 workdays of contract phase-in.

FREQUENCY: Quarterly and sooner if requested by the Government

FREQUENCY DETAILS: Submit every 3 months after base year start date and as requested.

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		Electronic	Hardcopy
	COR		1

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

 HARDCOPY **ELECTRONIC** **DIRECT SYSTEM INPUT**

PREPARATION INSTRUCTIONS

Content: The report shall include at a minimum:

- 1. Contractor Name and Contract Number
- 2. List all the material in Redbeam Inventory program

Format: Contractor format is acceptable.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 009

TITLE: Drug & Alcohol Plan

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 3.1.5

FIRST SUBMISSION DUE: NLT 30 Calendar Days after Phase-In Period Start Date

SUBMISSION DETAILS: Submit final plan for Government approval NLT 30 calendar days after phase-in period start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

FREQUENCY: As Updates are Required

FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

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	Contracting Officer	1	
	COR	1	

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY ELECTRONIC DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: This plan shall detail the stipulations and procedures of the drug and alcohol testing program. The plan shall state the requirements and periodicity for drug testing and alcohol procedures and reporting IAW PWS and 46 CFR Part 16 Section 230. Please include the Contractor name and contract number on plan cover page.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)				
CDRL No: 010		TITLE: Hazardous Material Management Plan		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.7.1		
FIRST SUBMISSION DUE: NLT 30 Calendar Days after Phase-In Period Start Date				
SUBMISSION DETAILS: Submit final plan for Government approval NLT 30 calendar days after phase-in period start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.				
FREQUENCY: As Updates are Required				
FREQUENCY DETAILS: If Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.				
DISTRIBUTION	ADDRESSEE		COPIES	
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	Contracting Officer		1	
COR		1		
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
SUBMISSION MEDIA:				
<input type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT				
PREPARATION INSTRUCTIONS				
<p><u>Content:</u> The Hazardous Materials Management Plan (HMMP) is prepared by the contractor to facilitate the reduction of hazardous material/hazardous waste (HM/HW) risks in order to protect human health and the environment during this service contract. The Contractor shall ensure that procedures are in place to deal with hazardous materials (HAZMAT), pursuant to the FAR clause 52.223-3, Hazardous Material Identification And Material Safety Data.</p> <p>The plan shall include control and management of (HM/HW) during the performance of the contract and establishes program objectives, roles, responsibilities, relationships and procedures needed to accomplish HAZMAT management and tracking. The plan shall also include at a minimum:</p> <ol style="list-style-type: none"> a. Contractor Name and Contract Number b. How the contractor will eliminate or reduce the risk associated with the HAZMAT required for planned operations, maintenance and disposal activities. c. How the contractor will obtain Government approval for the use of prohibited materials. d. The contractor's proposed process for managing and tracking the HAZMAT operations and support processes to promote safe and efficient disposal arrangements. e. Name and contact information for contractor's HAZMAT coordinator f. Hazardous Materials Authorized Use List (AUL) <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.</p>				

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 011

TITLE: Accident/Incident Report

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 1.7.13, 2.6.2d

FIRST SUBMISSION DUE: As Required

SUBMISSION DETAILS:

- Phone notification to COR within 1 hour of accident/incident occurrence
- Written Accident/Incident Report is due within 24 hours of occurrence.

FREQUENCY: After Occurrence

FREQUENCY DETAILS: N/A

DISTRIBUTION	ADDRESSEE	COPIES	
		Electronic	Hardcopy
	Contracting Officer	1	
COR	1	1	

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY **ELECTRONIC** **DIRECT SYSTEM INPUT**

PREPARATION INSTRUCTIONS

Content: The Contractor shall report by phone within one hour, followed up in writing within 24 hours any accident or incident (i.e. explosion, fire, major malfunction). The report shall provide the following information as applicable:

- a. Contractor name and Contract Number
- b. Name and title of the person(s) involved
- c. Date and time of accident/incident
- d. Location of accident/incident i.e., building number, facility name
- e. Brief summary of accident/incident giving pertinent details including type and quantity of materiel
- f. Statement from person(s) involved
- g. Cause of accident/incident
- h. Casualties (fatalities, disabling injuries)
- i. Description of property damage, if applicable
- j. Action taken by contractor
- k. Other damage or injuries sustained (public or private)
- l. Other pertinent information
- m. Project Manager signature

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)				
CDRL No: 012		TITLE: Hazardous Materials Authorized Use List (AUL) and Report		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.7.3		
FIRST SUBMISSION DUE: During Last 5 Workdays of Contract Phase-in Period				
SUBMISSION DETAILS: Submit during last 5 workdays of contract phase-in.				
FREQUENCY: As Required				
FREQUENCY DETAILS: Submit report and/or updated Hazardous Materials Authorized Use List as required				
DISTRIBUTION	<u>ADDRESSEE</u>		<u>COPIES</u>	
	COR		Electronic	Hardcopy
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GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
SUBMISSION MEDIA:				
<input type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT				
PREPARATION INSTRUCTIONS				
<p><u>Content:</u> The Contractor shall comply with the requirements of 29 CFR 1910.1200. The Contractor shall provide a list of all hazardous materials used by their personnel in the workspaces. Ensure only materials and quantities listed on the AUL are used. The Contractor shall also report to the COR, at a minimum, the following:</p> <ol style="list-style-type: none"> 1. Contractor Name and Contract Number 2. HAZMAT Inventory 3. HAZMAT Storage Location 4. Amount of HAZMAT (e.g., spent solvent, oily rags, used engine oil, batteries etc.) that was generated and accumulated onsite 5. Updated Hazardous Materials Authorized Use List <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.</p>				

CONTRACT DATA REQUIREMENTS LIST (CDRL)				
CDRL No: 013		TITLE: Inclement Weather Response Plan		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: JBPHH Emergency Management Plan (TE-8); Port Ops PWS 2.8.1		
FIRST SUBMISSION DUE: Submit NLT 10 Workdays Prior to Base Year Start Date				
SUBMISSION DETAILS: Submit final plan for Government approval NLT 10 workdays prior to base year start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.				
FREQUENCY: As Updates are Required				
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SUBMISSION MEDIA:				
<input type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT				
PREPARATION INSTRUCTIONS				
<p><u>Content:</u> The Inclement Weather Response Plan shall be segmented and describe the following:</p> <ol style="list-style-type: none"> 1. Severe Weather Response: The plan shall provide specific Severe Weather Response procedures for heavy weather operations on JBPHH. The plan shall detail actions the Contractor will take to protect GFP during severe weather conditions. 2. Hurricane Response: This plan shall detail how the Contractor will execute the Port Operations Hurricane Readiness Plan and identify the personnel assigned to each task. Typical tasks that the Contractor should anticipate during increased conditions of Hurricane Readiness are listed below as a guide for planning purposes. <ul style="list-style-type: none"> - Remove, secure and properly stow all non-essential loose gear in associated waterfront areas. - Relocate port services equipment such as brows, platforms and ladders to a safe stowage area. - Stage assigned Government vehicles and material handling equipment to prevent damage. - Sand bag all buildings associated with this contract. - Provide boat operations support for post-storm assessments. Report extent of damage to pier facilities, sorted craft and assigned buildings. <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.</p>				

CONTRACT DATA REQUIREMENTS LIST (CDRL)			
CDRL No: 014	TITLE: Vessel and Equipment Inspection Checklists (Check Out/In) & Standard Operating Procedures (SOP)		
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.5.7	
FIRST SUBMISSION DUE: NLT 5 workdays prior to Base Year Start Date			
SUBMISSION DETAILS: Submit final SOP and all Inspection Checklists for Government approval NLT 5 workdays prior to base year start date. If the any items are disapproved, the contractor shall submit revisions to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.			
FREQUENCY: As Updates are Required			
FREQUENCY DETAILS: If Government-initiated updates are required; submit to the Government for final approval within five (5) workdays of notification. If any item is disapproved, the contractor shall submit a revision to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted			
DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	COR	1	1
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA: <input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> The Contractor shall develop standard operating procedures and inspection checklists to track status and condition of Government and equipment. The SOP shall include, but is not limited to, file maintenance, what deems equipment unsafe to operate, actions regarding who and how the checklists will be completed, procedures to report discrepancies and Check In/Out Inspection Checklists for each piece of support equipment.</p> <p>The Inspection Checklists shall include at a minimum:</p> <ol style="list-style-type: none"> 1. Contract Number and Contractor Name 2. Name of Employee performing inspection/operating equipment 3. Equipment Name 4. Hull Number, if applicable 5. List of Inspection items tailored to the specific type of equipment to include condition status such as "Sat/Unsat", Fuel Level, Safety Equipment, and Cleanliness. 6. Time and Date custody and responsibility of the equipment was taken/transferred 7. Remarks Section <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.</p>			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 015	TITLE: Equipment Maintenance Plans
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CONTRACT NUMBER: N00604-16-C-XXXX	REFERENCE: Port Ops PWS 2.6e
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FIRST SUBMISSION DUE: NLT 30 Calendar Days after Phase-In Period Start Date

SUBMISSION DETAILS: Submit final plans for Government approval NLT 30 calendar days after phase-in period start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

FREQUENCY: Annually and as updates are required

FREQUENCY DETAILS:

- Annual updates required at the start of each option period.
- If additional Government-initiated plan updates are required; submit to the Government for final approval within five (5) workdays of notification. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	COR	1	1

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY
 ELECTRONIC
 DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: The Contractor shall develop preventative, predictive and regular maintenance plans for all equipment utilizing TE-2 and TE- 3 to submit annually and when revisions are necessary. The maintenance plans shall be developed by the Contractor using equipment technical manual data, manufacturers’ instructions, equipment history, duty cycle and existing programs. The maintenance plans shall include at a minimum:

1. Contract Number and Contractor Name
2. Equipment Name
3. Hull Number, if applicable
4. Required Maintenance for the specific equipment
5. Maintenance timeframes/milestones
6. Equipment data from Wheelhouse program as an addendum, if applicable

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit and electronically via e-mail. Provide hardcopy on standard bond paper upon Government approval.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 016

TITLE: Funds Expenditure Report

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 1.8.1

FIRST SUBMISSION DUE: After Contract Base Year Start

SUBMISSION DETAILS: First report shall be submitted by noon Friday after first expenditure

FREQUENCY: Weekly

FREQUENCY DETAILS: Subsequent reports shall be submitted by Noon every Friday

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	COR	1	

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY ELECTRONIC DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: The purpose of the Funds Expenditure Report is to reconcile expenditure records with the Government's records. The report, at a minimum, shall include:

1. Contractor Name and Contract Number
2. All authorized expenditures for all CLIN's separately
3. Total CLIN expenditures to date
4. CLIN Remaining Balance

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)			
CDRL No: 017		TITLE: Government Furnished Property Inventory	
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: Port Ops PWS 2.1.1, 2.2.3	
FIRST SUBMISSION DUE: NLT 14 Calendar Days Prior to Base Year Start Date			
SUBMISSION DETAILS: Submit first inventory NLT 14 calendar days prior to base year start date. If the inventory requires revision, the contractor shall submit a revised inventory to the Government within five (5) workdays of notification. Repeat resubmission process until final Government approval is granted.			
FREQUENCY: Quarterly: NLT 7 calendar days after the start of each quarter or sooner as revisions are needed.			
FREQUENCY DETAILS: Submit every 3 months after base year start date and as revisions are needed.			
DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
	COR	Electronic	Hardcopy
		1	1
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA:			
<input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> The report is to document the condition and quantity of material turned over to the Contractor, to establish whether or not the required material is on hand at the end of each fiscal year, document Contractor recommended changes to minimum quantities, and to document the material returned to the Government at the end of the contract. This report shall include updated and additional information for all vessels, equipment and special tools shown in TE-1 (Scheduled GFP) and TEs 2 & 3. The report, at a minimum, shall contain:</p> <ol style="list-style-type: none"> 1. Contractor Name and Contract Number 2. Nomenclature 3. Condition (Operable/Inoperable) 4. Part Number 5. Manufacture Date 6. Cost of Item 7. Quantity 8. Date, Signature Block and Signature of Contractor personnel that conducted inventory <p><u>Format:</u> The report shall be developed by the contractor in Microsoft® EXCEL. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically in EXCEL format via e-mail.</p>			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 018

TITLE: \$500 and below Purchase Order Report

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 1.8.3b

FIRST SUBMISSION DUE: After Base Year Start

SUBMISSION DETAILS: First report shall be submitted by noon Friday after first expenditure

FREQUENCY: Weekly

FREQUENCY DETAILS: Subsequent reports shall be submitted NLT Noon every Friday

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	COR	1	

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY ELECTRONIC DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: The report accounts for all contractor purchases costing \$500 and below. The report, at a minimum, shall include:

1. Contractor Name and Contract Number
2. Item/Part Name
3. Item/Part Description
4. Vendor Name
5. Purchase Order Number
6. Item Amount
7. Applicable CLIN
8. Purpose of purchase (i.e. Vessel or Equipment purchase was made for)

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 019	TITLE: Maintenance Status Report
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CONTRACT NUMBER: N00604-16-C-XXXX	REFERENCE: TEs-1, 2 & 3; Port Ops PWS 2.6.2
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FIRST SUBMISSION DUE: After Base Year Start Date

SUBMISSION DETAILS: First report submission date to be determined by the COR

FREQUENCY: Weekly

FREQUENCY DETAILS: Day of the week To Be Determined by the COR

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	COR	1	7

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY
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 DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: This report shall provide the status of all current and planned equipment maintenance/repairs listed in TEs-1 through 3. The report, at a minimum, shall include:

1. Contractor Name and Contract Number
2. A Narrative Review of work accomplished during the reporting period and any significant events.
3. Current Engine And Genset Hours
4. Weight, Length, Width and Draft of each equipment
5. Estimated Time of Arrival (ETA) dates for repair parts on order
6. Estimated Time of Completion (ETC) Dates for all planned or projected work
7. Anticipated activity for the next reporting period
8. Status of miscellaneous work in progress
9. Equipment Service Status (In or Out)
10. Notes section at the bottom of report for special projects or other items as directed by the COR
11. Problem Areas, if applicable
12. Include Duty Section Report (CDRL 21) as an addendum

Contractor will be required to provide status of equipment maintenance and repairs during a weekly status meeting with the Government using this report.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 020

TITLE: Duty Section Report

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 2.5.10

FIRST SUBMISSION DUE: After Base Year Start Date

SUBMISSION DETAILS: First report submission date to be determined by the COR and will be submitted with Maintenance Status Report

FREQUENCY: Weekly

FREQUENCY DETAILS: Submitted weekly with Maintenance Status Report, day of the week to be determined by the COR

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		Electronic	Hardcopy
	COR	1	2

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

HARDCOPY ELECTRONIC DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content: This report will accompany the Maintenance Status Report and, at a minimum, shall contain:

1. Contractor Name and Contract Number
2. Names and Job Title of personnel on duty in Duty Section each day
3. A Daily List of work accomplished by the duty section
4. Any significant occurrences

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)			
CDRL No: 021		TITLE: Master Overhaul Schedule (MOS)	
CONTRACT NUMBER: N00604-16-C-XXXX		REFERENCE: TE-4; Port Ops PWS 1.8.4	
FIRST SUBMISSION DUE: 30 Calendar Days After Work Specifications Provided			
SUBMISSION DETAILS: - After work specification packages are provided by the Government, the Contractor shall have 30 calendar days to submit a final MOS for Government approval. If the schedule is disapproved, the Contractor shall submit a revised plan within five (5) working days of disapproval notification.			
FREQUENCY: Annually and as updates are required			
FREQUENCY DETAILS: If updates are required, submit to the Government for final approval.			
DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	Contracting Officer	1	
	COR	1	1
GOVERNMENT APPROVAL REQUIRED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SUBMISSION MEDIA: <input checked="" type="checkbox"/> HARDCOPY <input checked="" type="checkbox"/> ELECTRONIC <input type="checkbox"/> DIRECT SYSTEM INPUT			
PREPARATION INSTRUCTIONS			
<p><u>Content:</u> The Government will provide the Contractor with TE-4 (Projected Watercraft Overhauls), which details required vessel overhauls over a five (5) year period. The Government will also provide the Contractor with all of the depot level work specification packages for the entire fiscal year within that year's first quarter. Based on TE-4 and the acquired work specification packages, the Contractor shall submit a 12 month project completion schedule (Master Overhaul Schedule) for Government approval. The MOS shall display a Gantt chart type bar graph that illustrates the projected completion schedule of depot level work for the fiscal year. The planned start and finish dates for each work package will be shown on the master schedule.</p> <p>The schedule shall prioritize each work package and account for items such as procurement/solicitation timeframes, Government reviews, INSURV Inspections, RIMPAC, estimated length of repair period and dry docking preparation after award. The chart shall include the following at a minimum:</p> <ol style="list-style-type: none"> 1. Contract Number and Prime Contractor Name 2. Equipment Name/Serial Number <p><u>Format:</u> The MOS shall be developed by the contractor in Microsoft® Office compatible software such as MS Project or Excel. Prepare and submit on appropriately-sized bond paper and electronically via e-mail.</p>			

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 022	TITLE: Oil and Hazardous Substance (OHS) Spill Report
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CONTRACT NUMBER: N00604-16-C-XXXX	REFERENCE: Port Ops PWS 2.10.6
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FIRST SUBMISSION DUE: Due only in the event of a spill

SUBMISSION DETAILS: Submit OHS Spill report within 24 hours of spill incident

FREQUENCY: As required

FREQUENCY DETAILS: If updates are required, submit to the Government for final approval.

DISTRIBUTION	ADDRESSEE	COPIES	
		Electronic	Hardcopy
	Contracting Officer	1	
	COR	1	1

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

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 DIRECT SYSTEM INPUT

PREPARATION INSTRUCTIONS

Content:
Oil and Hazardous Substance (OHS) Spill Report: All OHS spill incidents including on land or in water shall be immediately reported IAW Federal, State and Navy regulations and requirements. Immediate notification by phone shall be made to the Navy Region Hawaii Facility Incident Coordinator (FIC), Port Operations Officer and the COR. Additionally, the Contractor shall provide an OHS Spill Report consisting of an itemized accounting of all spill associated costs, for material and Facility Response Team labor hours utilized with hourly rates, associated with each oil spill response situation. During a major or worst case spill, daily cost reports shall be provided as required by the Incident Action Plan or NOSC via the COR. The spill report shall include the following at a minimum:

1. Contract Number and Prime Contractor Name
2. Vessel Name/Hull Number/Location of spill
3. Date of Spill
4. Material: Nomenclature, Quantity used, Cost each, Total Material Cost
5. Labor: Date, Number of personnel, Hourly rate, Number of hours worked, Total Labor Cost
6. Total Cost: Material plus Labor

Format: The OHS Spill Report shall be developed by the contractor in Microsoft® Office compatible software such as MS Excel. Prepare and submit on appropriately-sized bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 023 TITLE: LINE HANDLING COST REPORT

CONTRACT NUMBER: N00604-16-C-XXXX REFERENCE: Port Ops PWS 2.9.4

FIRST SUBMISSION DUE: 1st Line handling event after contract Performance start date

SUBMISSION DETAILS: NLT 2 working days after each line handling event

FREQUENCY: After each line handling event

FREQUENCY DETAILS: If updates are required, submit to the Government for final approval.

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	Contracting Officer		
	COR	1	1

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:
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PREPARATION INSTRUCTIONS

Content:
The report is in reference to line handlers that perform line handling services. The line handling report shall be submitted NLT 2 working days after each line handling event, and shall include the following at a minimum:

1. Contract Number and Prime Contractor Name
2. Vessel Name/Hull Number/Location of vessel
3. Date, Location, and time of Line Handling Event
4. Total Line Handling Event Cost

Format: The Line Handling Report shall be developed by the contractor in Microsoft® Office compatible software. Prepare and submit on appropriately-sized bond paper and electronically via e-mail.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

CDRL No: 024

TITLE: Biobased Compliance Plan

CONTRACT NUMBER: N00604-16-C-XXXX

REFERENCE: Port Ops PWS 1.8.5

FIRST SUBMISSION DUE: NLT 30 Calendar Days after Phase-In Period Start Date

SUBMISSION DETAILS: Submit final plan for Government approval NLT 30 calendar days after phase-in period start date. If the plan is disapproved, the contractor shall submit a revised plan to the Government within five (5) workdays of disapproval notification. Repeat resubmission process until final Government approval is granted.

FREQUENCY: The Plan must be reviewed and updated annually, and as required by the COR.

FREQUENCY DETAILS:

DISTRIBUTION	<u>ADDRESSEE</u>	<u>COPIES</u>	
		Electronic	Hardcopy
	Contracting Officer	1	
COR	1		

GOVERNMENT APPROVAL REQUIRED: YES NO

SUBMISSION MEDIA:

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PREPARATION INSTRUCTIONS

Content: The Plan must contain and define the following elements:

- The Contractor's written policy stating its commitment to the use of biobased products, employee health and safety, and sound environmental management practices.

- Detail on how the Contractor intends to keep abreast of the development and increasing availability of biobased products and how any new or improved products will be incorporated on an ongoing basis into contract performance.

- Proposed biobased products which must be selected in accordance with the criteria included above. At a minimum, the Plan must identify products by brand name for each of the product types used in this contract.

Format: The report shall be developed by the contractor in Microsoft® Office compatible software. Contractor format is acceptable. Prepare and submit on standard size bond paper and electronically via e-mail.