

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

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

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

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

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

Section SF 30 - BLOCK 14 CONTINUATION PAGE

CONTRACTOR QUESTIONSCONTRACTOR QUESTIONS AND RESPONSES

1. Does the 25 page limitation listed under Factor One apply to the entire volume, or just that factor?
Answer: The 25 page limit applies to Factor 1.
2. Page 19 Section 5 refers to Task 3.1 – 3.4. Should this be 4.1 – 4.4?
Answer: This was changed to 4-1-4.4.
3. Period of Performance (POP): page 20 has POP going from May to April where page 24 shows May to May, which is correct?
Answer: POP on page 20 is correct.
4. Should we include the pricing for TO1 in the price volume? Should this be a separate file?
Answer: Yes. No separate files required.
5. Does Service Contract Act (SCA) apply to the all the requirements (Section 4.1, 4.2, 4.3, 4.4) on the solicitation?
Answer: Yes
6. To ensure that Contractors comply with the relevant provisions of the Service Contract Act, could the Government please provide the anniversary dates of all “Service Contract Act” employees currently on the contract?
Answer: A certified service employee list will be provided on contract award.
7. Will the Government perform an analysis to determine that all bidders have properly proposed the SCA required occupation codes and fringe benefits (e.g. holiday pay, vacation pay, and health and welfare), to ensure bidders understand the SCA and have proposed a price that is sufficient to cover the mandatory pay and benefits required under the SCA.
Answer: This is a FFP contract and rates proposed are binding.
8. For Attachment B (Section 4.1, 4.2, 4.3, 4.4), provide the historical data on the number of actions completed by per person, per month for each of the tasks.
Answer: The historical data is provided. It is the offeror’s responsibility to determine the appropriate resources to accomplish the work required.
9. How many awards is planned for this contract?
Answer: Single Award.
10. The Support requirements on page 16, Par. 2.0 are different from the requirements for Attachment B. P91, 2.0. Are these supposed to be different?
Answer: Task Order 1 is correct. The percentages on Page 16 have been updated.
11. Will we be able to utilize our Sub-Contractor’s Past Performance in addition to ours?
Answer: Please review Factor Two (2) Past Performance. Past Performance should be for work performed by the Offeror as a prime or subcontractor.
12. Does the Government anticipate additional task orders under this contract?
Answer: This is a Requirements contract. Additional task orders are anticipated.
13. “What tasks are located at Mayport Naval Station.
Answer: Locations are provided in individual task orders.
14. “Evaluation criteria for sections (b) and (d) for SubFactor Pricing contradict each other. Please verify
Answer: The price evaluation will include an analysis of the Offeror’s price proposal in Section B and an analysis of the labor rates provided in Attachment A as stated. The price proposal for Task Order 1 shall utilize the rates provided in Attachment A.
15. Please clarify what past performance efforts not documented in PPIRS does the Government refer to?

Answer: The Government may consider past performance information deemed relevant that is not in PPIRS.

16. Does not having contracts outside of PPIRS constitute an unacceptable past performance proposal?

Answer: No

17. Clarify the incumbent contractor and contract number because FPDS shows a much higher dollar value. Please verify the estimated annual value of \$793,444 on page 15. This is inconsistent with incumbent contract dollar values and page 56 for a period of performance of 5 years.

Answer: The estimate is correct.

18. On Attachment B – Section SF 1449 Continuation Sheet. The first CLIN for each year is not associated with a labor category. Is the government expecting a combined CLIN labor category price for the generic year CLIN. For Example: 0001AA + 0001AB + 0001AC + 0001AD = 0001? Or, does the government expect CLIN's 0001, 1001, 2001, 3001, and 4001 to be left blank with a reference to Attachment A?

Answer: CLIN's 0001, 1001, 2001, 3001, and 4001 are informational CLINs. Pricing should be included for all other CLINs.

19. Attachment B – Section SF 1449 Continuation Sheet. The labor Category CLIN's have an Estimated Quantity of "1" and a Unit of "Lot". As a Firm Fixed Price contract with monthly billing, shouldn't the Estimated Quantity be "12" and the Unit be "Month"?

Answer: A monthly bill rate will be established for all task orders.

20. In the narrative section of Factor Two (2) Past Performance of the subject solicitation it states "Offerors shall provide information on three previous Government contracts that are the same or similar to the effort required by this solicitation". On the Contractor Performance Data Sheet it states "List Performance Data on your two most recently completed Federal Government contracts (not to exceed three years since completion) for like or similar work as listed in the RFP. Will the government clarify whether there should be a total of two or three past performance citations for the Prime and their Sub?"

Answer: Factor Two (2) is correct. The Contractor Performance Data Sheet has been updated.

21. On the Contractor Performance Data Sheet it states (OFFERORS SHALL NOT SUBMIT PAST PERFORMANCE INFORMATION ON CONTRACTS WITH FRCSE JACKSONVILLE, FL). This restriction adversely affects contractors performing similar work within FRCSE. Is it the government's intention not to consider incumbent work at FRCSE on this form but only by reference to the Past Performance Survey?

Answer: This statement has been removed. Offerors can submit past performance information on contracts with FRCSE.

22. Page 1, Block 28 of Standard Form 1449 states that 2 copies of the proposal must be submitted for review, yet page 34 of the RFP (version 02) states that submission shall be by electronic copy (email). Does this mean a single email submission should contain 2 copies of the proposal, or does it mean something else? Please advise/clarify.

Answer: Only one electronic copy is required. The Technical and Cost Proposals should be separate attachments.

23. Section 5.0 of the RFP states "The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks." Does the Government expect personnel replacements to be accomplished free-of-charge, or should the cost for replacing personnel be estimated and then be included in the proposed Firm Fixed Price offer? There is typically time, labor and cost required to source quality replacement resources.

Answer: This is a FFP contract and the labor rates are binding.

24. Section 8.0 addresses Working Hours. Does NAVSUP use a figure of 1920 hours or 2080 hours to equate to a full-time year of labor in accordance with these Working Hours?

Answer: The annual estimated labor hours provided in Attachment A were based upon 1920 hours.

25. Amendment 0001 states on page 6 (see first full paragraph on the page) that “The contractor shall submit a minimum of three Past Performance Surveys for the past three years for work that is the same or similar to that required in the Statement of Work (SOW) for efforts not documented in the Past Performance Information Retrieval System (PPIRS).” The phrasing of this sentence implies that the only past performance surveys the Offerors should submit inside their proposals should be for contracts that are not yet listed in the Past Performance Information Retrieval System (even if those contracts were performed within the 3 most recent years and are the most relevant contracts in regards to the Performance Work Statement). Will NAVSUP will make a conscious effort during the proposal review process to read and review all Offeror contract citations that are already included inside the PPIRS?

Answer: PPIRS will be utilized.

26. Is the requirement covered under any Collective Bargaining Agreement?

Answer: No

27. Is teaming with another small business that is not a 8(a) business allowed on the contract.

Answer: See FAR 52.219-14 in the solicitation.

28. The guidance on Past Performance at pg. 35 states three past performance efforts and references. Attachment 1 states “provide information on two of your most recently completed contracts”. Can we submit past performance information on contracts in progress?

Answer: Past Performance Data Sheets should be on completed contracts.

29. RFP indicates that Factor 1 of Volume 1 shall not exceed 25 pages. Does this page count include Factor 2: Past Performance?

Answer: The 25 page limit is for Factor 1 only.

30. Is our Past Performance information limited strictly to Attachment 1 of the Solicitation (Contractor Performance Data Sheet), or may we deviate from this form to provide additional information? Is there a page limit on past performance?

Answer: Past Performance information is limited to the information required in the solicitation.

31. Do the references responding to the surveys have to be part of the contracts submitted for the Performance Data Sheets, or can references be from other related contracts?

Answer: Past Performance surveys are limited to the references provided in the past performance data sheets.

PAST PERFORMANCE INFORMATION

Past Performance Data

Attachment 1

CONTRACTOR PERFORMANCE DATA SHEET

Offerors shall complete and return this form with their offer

Contractor’s Business Name: _____ Solicitation No: N68836-15-R-0007

List Performance Data on your three most recently completed Federal Government contracts (not to exceed three years since completion) for like or similar work as listed in the RFP. (If cannot provide information on two Federal Government contracts, then list state, local, or commercial contracts, in that order, to complete this report.)

Contract Number: _____ Date Contract Completed: _____

Contract Quantity/Length of Service: _____

Indicate whether you were the Prime or Subcontractor for this effort: Prime_____ Subcontractor_____

Contract Type: Fixed Price_____ Cost Reimbursement _____ Other (Specify) _____

Description of work performed:_____

Customer Name: _____
Email Address: _____
Telephone No.: _____

Contract Number: _____ Date Contract Completed: _____

Contract Quantity/Length of Service: _____

Indicate whether you were the Prime or Subcontractor for this effort: Prime_____ Subcontractor_____

Contract Type: Fixed Price_____ Cost Reimbursement _____ Other (Specify) _____

Description of work performed:_____

Customer Name: _____
Email Address: _____
Telephone No.: _____
Attachment 2

PAST PERFORMANCE SURVEY

**Please complete and email to contract specialist Alan.D.Bergman@navy.mil
RFP: N68836-15-R-0007**

Name of Contractor that performed work: _____
Contract No. _____
Date Work performed: _____

RATING SCALE

Please use the following ratings to answer the questions. If you are unable to rate an item because it was not a requirement, never an issue, or you have no knowledge of the item in question, then you should mark "NA".

Acceptable - The Company's performance was satisfactory and you would consider doing business with them again. There were minor performance problems, which were satisfactorily corrected.

E. CUSTOMER SATISFACTION:

- (1) The products/services provided adequately met the needs of the program.
- (2) The Contractor was able to perform with minimal or no direction from the COR or the TPOC.
- (3) I am satisfied with the performance of the Contractor under this effort.

F. KEY PERSONNEL:

- (1) The labor turnover in key personnel labor categories was minimal and did not adversely affect Contractor performance.

- (2) The Contractor proposed qualified personnel to fulfill the requirements of the contract.

G. OTHER:

(1) Would you award this firm another contract? () Yes () No If you answered "No" provide an explanation. _____

(2) Was the contract terminated for default? () Yes () No

If you answered "Yes", provide an explanation. _____

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001	Administrative and Training Services FFP The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. THE BASE PERIOD BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN. MILSTRIP: N6588615RX5A074 PURCHASE REQUEST NUMBER: N6588615RX5A074 SIGNAL CODE: A				

ESTIMATED
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001AA	Administrative Services and Support FFP The contractor shall provide administrative services and support for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. THE BASE PERIOD BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

ESTIMATED
NET AMT

ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001AB	Administrative Assistance and Executive FFP The contractor shall provide administrative assistance and executive office support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX) Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. THE BASE PERIOD BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN. PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

ESTIMATED
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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001AC	Technical Instruction/Course Develop FFP The contractor shall provide technical instruction and course development support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. THE BASE PERIOD BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN. PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

ESTIMATED
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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
0001AD	<p>Technical Instruction Support FFP</p> <p>The contractor shall provide technical instruction support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX) Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. THE BASE PERIOD BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN. PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.</p>	1	Lot		

ESTIMATED
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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1001 OPTION	<p>Administrative and Training Services FFP</p> <p>The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD ONE BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN. PURCHASE REQUEST NUMBER: N6588615RX5A074</p>				

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
1001AA OPTION	Administrative Services and Support FFP The contractor shall provide administrative services and support for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD ONE BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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1001AC OPTION	Technical Instuction/Course Development FFP The contractor shall provide technical instruction and course development support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD ONE BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2001 OPTION	Administrative and Training Services FFP The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD TWO BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN. PURCHASE REQUEST NUMBER: N6588615RX5A074				

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2001AA OPTION	Administrative Services and Support FFP The contractor shall provide administrative services and support for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD TWO BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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2001AB OPTION	Administrative Assistance and Executive FFP The contractor shall provide administrative assistance and executive office support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX) Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD TWO BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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ITEM NO	SUPPLIES/SERVICES	ESTIMATED QUANTITY	UNIT	UNIT PRICE	ESTIMATED AMOUNT
2001AC OPTION	Technical Instruction/Course Develop FFP The contractor shall provide technical instruction and course development support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD TWO BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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3001 OPTION	Administrative and Training Services FFP The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD THREE BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN. PURCHASE REQUEST NUMBER: N6588615RX5A074				

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3001AA OPTION	Administrative Services and Support FFP The contractor shall provide administrative services and support for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD THREE BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN.	1	Lot		

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4001 OPTION	Administrative and Training Services FFP The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. OPTION PERIOD FOUR BILLING RATE TABLE IS APPLICABLE FOR THIS CLIN PER ATTACHMENT A ITEMIZED PRICE BREAKDOWN. PURCHASE REQUEST NUMBER: N6588615RX5A074				

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PERFORMANCE WORK STATEMENT

**Performance Work Statement (PWS) for
Administrative and Training Support
Fleet Readiness Center Southeast (FRCSE)**

1.0 SCOPE

The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida. Each Task Order will identify the location of where the work is performed, the period of performance, and include a PWS that identifies the specifics of the required tasking. Contractor will be responsible for proposing labor categories and quantities. Prices will be based upon such labor categories and quantity and the labor rates for each corresponding performance period set forth in Attachment A.

2.0 Background

The estimated support requirements as delineated this Performance Work Statement (PWS) as generally aligned with the percentage effort stipulated:

Support Requirements	PWS Paragraph	Anticipated Percentage
Administrative Services and Support	4.1	45%
Administrative Assistance and Executive Office Support	4.2	15%
Technical Instructor/ Course Development Support	4.3	25%
Technical Instructor Support	4.4	15%

Each Task Order will identify the location of where the work is performed, the period of performance, and include a PWS that identifies the specifics of the required tasking. This annual estimate for this effort is \$793,444. The estimate is based upon the most current information. This estimate is not a representation to an offeror or contractor that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable or normal. It is the contractor's sole responsibility to determine appropriate resources to accomplish the work required by the PWS

3.0 APPLICABLE DIRECTIVES

- FRCSEINST 5200.9, Business Management System
- FRCSEINST 5090.1, Environmental Management System
- FRCSEINST 5213.1A, Forms Management
- FRCSEINST 7410.1, Labor Verification and Error Correction Process
- FRCSEINST 5103.2, Safety and Occupational Health
- FRCSEINST 3500.2 Training and Employee Development

4.0 REQUIREMENTS: The contractor shall perform the following support tasks:

4.1 ADMINISTRATIVE SERVICES AND SUPPORT:

Contractor personnel may be staffed at one of the following locations. Specific work locations will be defined on individual Task Orders.

- Hangar 140, Mezzanine D8, NAS JAX
- Building 101, Room W, Code 62200, NAS JAX
- Building 101, Room W, Code 65300, NAS JAX
- Building 6G NAS JAX
- Building 101, Room B, Code 63200, NAS JAX
- Building 797, Room 204, NAS JAX
- Building 101, Room B77, Code 64 NAS JAX
- Building 101, Room C-48A, Code 62800, NAS JAX
- Building 6201, Room A6B, Cecil Commerce Center

The Contractor will be required to support the following tasks:

- Provide online facilitation, web-based instruction, workshops, exercises, and seminars; respond to walk-in customer requests for service, provide customers with accurate and complete information on internal work processes, procedures and documentation requirements.
- Research policy and procedural guidelines and historical files to identify precedents for unusual actions, to make recommendations concerning appropriate courses of action, and to prepare administrative documents consistent with standards and requirements established in governing guidelines and Standard Operating Procedures (SOPs).
- Answer all incoming telephone calls in a businesslike manner, determine the nature of the call and refer the caller to appropriate personnel.
- Apply knowledge of the serviced organizations' personnel and program/functional responsibilities to refer callers to an alternate contact if the requested personnel are not available. If the requested personnel or suitable alternate contact(s) are not available, the contractor shall record a written message on the appropriate form and ensure that the appropriate personnel have receipt of the message when available.
- Prepare presentation material including charts and graphs.
- Schedule routine appointments, conferences and coordinate training through FRCSE training management office; make arrangements for conferences and meetings and assemble required equipment. Attend meeting and record and report the minutes.
- Maintain the central files including copies of serialized letters and action route sheets, historical records, and archives. Maintain files of Government publications and directives.
- Prepare written correspondence on Government letterhead or plain bond paper, as applicable and edit the documents for completeness of text, grammatical accuracy, and formatting style.
- Review outgoing correspondence for internal consistency and conformance with established procedures.

- Process travel documentation and prepare travel documents using an on-line automated travel system, Defense Travel System (DTS). Maintain accurate tracking systems, logs and files of travel documents in compliance with SOPs.
- Prepare visit requests for visitors requiring access to classified information and generate the visit request form and fax and/or mail it to the appropriate security Point of Contact (POC) at the destination point(s).
- Generate replies and answer message traffic using the Governments on-line automated message system called the Common Message Processor (CMP). Received message traffic shall be filed in accordance with Naval Directives. Turnaround time shall be three working hours for routine messages. Turnaround time for urgent messages (priority, immediate, and flash) will vary and be dictated by the customer.
- Track manpower for division; monitor vacancies.
- Assist in the review of position classifications and recruitment actions in keeping with Merit Principles and Priority Placement Program.
- Apply knowledge of Human Resource (HR), Federal HR policies and regulations to protect Personal Identifiable Information, staffing, performance, and Automated Information Systems, to design, develop and deliver products and services.
- Receive, sort, route and process all incoming U.S. Mail, guard mail and correspondence and ensure all outgoing mail is correctly packaged, marked, and documented in compliance with requirements established in all applicable guidelines. Distribute mail or E-Mail training flyers and information based on the established distribution list using SOPs for guidance.
- Prepare/process a variety of security related correspondence including letters, reports, memoranda, visit requests and country clearance messages and process/track all requests for personnel security clearances, maintain files, and record the status of clearances requested or issued.
- Input and review data for Navy unique applications e.g. the NAVAIR Depot Maintenance System (NDMS), Time and Attendance (TAA), and the Employee Master Management Application (EMMA), and process request for personnel actions.

4.2 ADMINISTRATIVE ASSISTANCE AND EXECUTIVE OFFICE SUPPORT:

Contractor personnel may be staffed at one of the following locations. Specific work locations will be defined on individual Task Orders.

-Cecil Commerce Center, Building 6201, Room A-8B

-Building 793, Room 104, NAS JAX

The Contractor will be required to support the following tasks:

- Provide executive office management support to include the following: analyze customer administrative support requirements based upon the assigned priorities of the Government and provides recommendation for accomplishment; develop key milestones and schedules; assess office performance and objectives; provide customers with accurate and complete information on administrative support processes, procedures and documentation requirements; research policy and procedural guidelines and historical files to identify precedents for unusual actions, to make recommendations concerning appropriate courses of action, and to prepare administrative documents consistent with standards and requirements established in governing guidelines and Standard Operating Procedures (SOPs). Take dictation and transcribe.
- Photocopy/scan documents and reports for distribution.
- Compose correspondence requiring some understanding of technical matters per the FRCSE Directives listed in paragraph 2.0.
- Annotate any commitments made by executive during meetings and arrange for staff implementation. Coordinate with staff member to represent organization at conferences and meetings, establish appointment priorities, or reschedule or refuse appointments or invitations.
- Read outgoing correspondence for executive's approval and alert writers to any conflict with the file or departure from policies or executive's viewpoints.

- Summarize the content of incoming materials, specially gathered information, or meetings to assist executive; coordinate the new information with background office sources; draw attention to important parts or conflicts.
- In the executive's absence, ensure requests for action or information are relayed to the appropriate staff member; as needed, interpret request and help implement action; make sure that information is furnished in a timely manner; decide whether executive should be notified of important or emergency matters.
- Input and review data for Navy unique applications e.g. the NAVAIR Depot Maintenance System (NDMS), Time and Attendance (TAA), and the Employee Master Management Application (EMMA),.Process requests for personnel actions.

4.3 TECHNICAL INSTRUCTION/COURSE DEVELOPMENT SUPPORT:

Contractor personnel will be staffed at the following location:

-Building 101, Room F, Training Management Office (TMO) NAS JAX

The Contractor will be required to support the following tasks:

- Provide technical training management support to the Training Division, FRCSE.
- Training liaison with all FRCSE competencies.
- Maintain the technical training requirements housed within FRCSE Employee Master Management Application (EMMA) for all FRCSE employees including contractors.
- Maintain current listings of training course offerings as an on-line catalog of training courses/events.
- Perform data entry functions by entering completed training into the Training Management System (TMS).
- Develop procedures that will improve the effectiveness of administering training throughout the FRCSE.
- Evaluate training requirements for availability and cost benefits of Computer Based Training (CBT), distance learning and computer-assisted training provided on-site.
- Verify date, time and location of training announcements with the FRCSE training coordinators before they are sent out via email to the training coordinators and supervisors.
- Provide customer service in the absence of the Training Management Office coordinator.

4.4 TECHNICAL INSTRUCTION SUPPORT:

Contractor personnel will be staffed at the following location:

- Building 101, Room F, Training Management Office (TMO) NAS JAX

The Contractor will provide training liaison support to FRCSE competencies and Training Division; working closely with training coordinators, command secretaries and supervisors ; update training worksheets and post completed training to EMMA; and verify payments to vendors prior to scheduling training dates. Specific tasks include: described in the following tasks:

- Teach assigned Department of the Navy topics such as Sexual Assault Prevention, Communication Skills, Seven Habits of Highly Effective People® and other courses in accordance with the approved training curriculum.
- Assist the TMO Coordinator in the management of the Individual Qualification Records by screening and updating employee training records ensuring Individual Qualification Tasks, special skills and certifications are current.
- Serve as the liaison to FRCSE Human Resource Service Center, which includes but is not limited to coordinating retirement training for the Command.
- Serve as the liaison to the FRCSE Environmental Office to meet hazardous waste training requirements by coordinating and scheduling classes.
- Submit written recommendations for curriculum updates to ensure consistency with changes and innovations in latest applicable publications or documents in accordance with and in support of FRCSE.
- Perform data entry functions by entering completed training into the Training Management System (TMS).

- Develop and submit policies and procedures that will improve the effectiveness of administering training throughout the FRCSE.
- Evaluate training requirements for availability and cost benefits of Computer Based Training (CBT), distance learning and computer-assisted training provided on-site.
- Serve as liaison to the FRCSE Airspeed Office, which includes maintaining reports, coordinating courses and attending meetings as needed.
- Manage the Command Cardio Pulmonary Recitation (CPR) program, which includes tracking the automated external defibrillators (AEDs) throughout the Command, coordinating CPR classes and maintaining course completion reports.
- Provide creative teaching techniques (e.g. presentations, audience interaction, role-playing) in order to maintain high motivation and interest in the subject areas; prepare and assemble materials to be presented.
- Coordinate other training classes as required.

5.0 SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

During performance of this contract, the contractor shall provide uninterrupted support and personnel with sufficient skills to accomplish the tasks contained in this PWS. The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

TASK 4.1 AND 4.2: Contractor personnel shall be skilled in the use of commercial software applications required to perform the tasks described in the paragraphs 3.1 and 3.2. Specifically, the contractor shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Contractor personnel shall have the ability to enter, save retrieve, edit, and present text, spreadsheets and/or charts. Contractor personnel shall be proficient in grammar, spelling and punctuation. Contractor personnel shall be capable of acquiring skills in the application of specialized software applications, including those that are unique to the Navy, e.g., NDMS Time and Attendance (TAA), Employee Master Management Application (EMMA), Defense Travel System (DTS).

TASK 4.3 and 4.4: Contractor personnel shall be skilled in the use of a number of commercial software applications required to perform the tasks described in paragraphs 3.3 and 3.4. Specifically, contractor personnel shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Additionally, contractor personnel shall be capable of acquiring skills in the application of specialized software applications, used in the TMO. Contractor personnel shall be able to communicate effectively, both orally and in writing, with personnel at all levels of the Command.

6.0 PERFORMANCE REQUIREMENTS SUMMARY

Contractor's Activity	Standard	AQL	Monitoring Method
Perform requirements specified in sections 4.1 – 4.4	Contractor must meet assigned requirements as specified in the PWS – 95%	No more than one missed assignment or incorrect submission per month	Random inspections, customer feedback/surveys
Perform requirements specified in section 23.0	Contractor must meet assigned requirements as specified in the PWS – 95%	Deliver report outlining meeting observations, conclusions, recommended actions, and additional information such as handouts to the COR within two working days after meeting completion	100% Inspection

7.0 PERIOD OF PERFORMANCE:

Base: 21 May 2015 – 20 April 2016
Option Yr 1: 21 May 2016 – 20 April 2017
Option Yr 2: 21 May 2017 – 20 April 2018
Option Yr 3: 21 May 2018 – 20 April 2019
Option Yr 4: 21 May 2019 – 20 April 2020

8.0 WORKING HOURS: As determined by individual task orders, the contractor shall develop personnel work schedules to ensure tasks described in the PWS are performed during FRCSE core hours. Normal core hours are Monday - Friday 0600-1430, Monday through Friday, excluding federal holidays. No overtime will be authorized.

Federal Government observed holidays: New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Shutdown Periods: There are occasions when the FRCSE reduces operations in conjunction with the following holidays: Thanksgiving Day, Christmas Day, and New Year's Day which encompass additional non-holiday work days and weekends. When such a notice is given, the contractor shall modify its support level for the reduced operations.

9.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS: Work is normally performed in an office environment. There may be brief visits through industrial or other specialized areas. Apply established safety regulations and practices to minimize minor violations and to avoid major violations due to employee error or negligence. Contractor personnel shall completely understand and be physically capable of performing all aspects of the work described herein.

10.0 TRAVEL: As determined by individual task orders, local travel is anticipated to support performance under this PWS. Contractor personnel performing tasks 3.3 and 3.4 may be required to travel to local sites within FRCSE Naval Air Station, Jacksonville and the Cecil Commerce Center FL, with exact sites to be determined by the TMO as stated in the Task Order. It is anticipated that 10 such trips annually may be required, and normally will be made utilizing Government provided transportation assigned to and checked out by the Government Representative at the FRCSE Training Management Office. If Government provided transportation is not available, contractor shall be responsible for providing necessary Transportation. Travel reimbursements are not authorized under this contract.

11.0 NON-PERSONAL SERVICE STATEMENT: Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

12.0 EMPLOYMENT OF FEDERAL EMPLOYEES: The contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, and DOD regulations.

13.0 SECURITY REQUIREMENTS: Work under this contract requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a position of trust at a minimum. The contractor

shall comply with all applicable DoD security regulations and procedures during the performance of this contract. Contractor personnel shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, sensitive but unclassified (SBU) information, and all government personnel work products that are obtained or generated in the performance of this contract. Contractor personnel are required to have a favorable National Agency Check, Local Agency Check and Local Credit Check (NACLCL) investigation at a minimum in accordance with DoD Instruction 8500.2. Local Agency Check and Local Credit Check must be submitted and results received prior to commencement of work.

AN “UNFAVORABLE” OR “NO DETERMINATION” ADJUDICATION OF THE CONTRACTOR EMPLOYEES INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, SBU information, areas critical to the operations of the command, and/or classified information. Although these contracts may not be classified, contractor employees are required to have obtained a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCL) determination at a minimum. The Department of the Navy (DoN) has determined that all DoN Information systems are sensitive regardless of whether the information is classified or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must undergo investigation for a position of trust to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when determinations for facility access only will be required on the contractor employees. The following addresses those requirements for Security.

NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.

This clause does not apply to employees hired overseas in accordance with Status of Forces Agreements, Diplomatic (memorandums) of understanding or other Host Nation Agreements. Employees hired under these agreements are subject to local pre-employment checks.

“Each contractor employee shall comply with the HSPD-12 E-Verify Federal Acquisition Regulations FAR **Clause 52.222-54** Employment Eligibility Verification”

All contractors, working within DoN Spaces must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their contracting company facility security officer (FSO). The receiving command Security Manager will then service those individuals in JPAS for tracking and monitoring of their investigation status.

If no previous investigation exists the contractor personnel shall complete the requirement for a NACLCL.

NACLCL's for positions of trust will be processed through the receiving command Security Manager.

Investigative requirements for DoN Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security clearance eligibility are processed by the Office of Personnel Management (OPM) and adjudicated by Defense Industrial Security Clearance Office (DISCO). When Sensitive Compartmented Information (SCI) access is at issue, the **Department of the Navy Central Adjudication Facility** (DoNCAF) is the adjudicative authority for all DoN Contractor personnel requiring SCI access eligibility.

The Contractor shall ensure that a complete security package, (SF-85, SF-85P, SF-86 and FD258 2 copies) are submitted to the Command Security Officer receiving the contracted services in order for the Security Officer to conduct a suitability review of the submitted investigative forms.

The Contractor FSO or security representative shall ensure that individuals assigned to the command are U.S. citizens and will ensure completion of the SF-85P or SF-86. The SF-85P or SF-86 along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the receiving command Security Manager at least one week prior to reporting for duty.

Personnel cannot be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.

For contracts requiring a position of trust the Command Security Officer will submit the forms for a position of trust. For classified contracts the contractor FSO will submit the SF-86 to OPM for processing and eventual adjudication by DISCO.

The completed SF-85P or SF-86 will be reviewed by the receiving command Security Manager for completeness, accuracy and suitability prior to the submission. If the contractor appears suitable after the questionnaire has been reviewed, the request will be forwarded to OPM.

The completed SF-85P or SF-86 along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation or equivalent. All contract personnel will in-process with the receiving command Security Manager and Information Assurance Manager upon arrival to the command and will out-process prior to their departure.

Please note: When processing a Questionnaire for National Security Positions, the applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official. The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the contractor shall provide the completed Questionnaire for Public Trust Positions, or Questionnaire for National Security Positions with the original signed release statements and two applicant fingerprint cards (FD 258) to the receiving command Security Manager for suitability determination. The receiving command Security Manager will review the form for completeness, accuracy and suitability issues, and forward to OPM as detailed on the OPM website. Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the contractor.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the receiving command Security Manager for the determination in cases where a favorable determination cannot be reached due to the discovery of potentially derogatory information. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure. Security clearance requirements are defined in the DD-254 of the basic contract for those contracts that will require employees to handle classified information.

The FSO will ensure that the SAAR-N is forwarded to the receiving command Security Manager for receipt at least one week prior to the start date for the individual.

"ALL AUTHORIZED USERS OF DoD INFORMATION SYSTEMS SHALL RECEIVE INITIAL INFORMATION ASSURANCE IA ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are required to renounce their secondary citizenship in order to work for the U.S. Government. Citizenship can be renounced by turning in the foreign national passport to a government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

Acceptable Proof of Citizenship

- a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c. A Passport, current or expired, is acceptable proof of citizenship.
- d. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.
- e. If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.
- f. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
 - (1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
 - (2) A Report of Birth Abroad of a Citizen of the United States of America
 - (3) A Certificate of Birth.

14.0 GOVERNMENT PROPERTY FURNISHED: The Government will provide adequate working space, all equipment (e.g., desk, chair, computer, printing equipment, desk-top printer, copier, telephone, etc.), utilities, janitorial services and expendable operating supplies for the duration of this contract. Contractor personnel shall maintain the assigned office space in a neat and orderly manner. Contractor personnel shall only use government-furnished facilities, equipment and supplies to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. The use of Government vehicles incidental in the performance of this tasking is authorized. Contractor personnel shall not remove any Government furnished equipment or supplies from the worksite without the express written permission of the Contracting Officer's Representative (COR) or their designated representative.

15.0 CONTRACTOR FURNISHED MATERIAL

N/A

16.0 CONTRACTOR IDENTIFICATION: Contracting personnel must identify themselves as "contractors" when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official Government acts. The contractor must ensure their employee(s) display(s) his or her name and the name of the company while in the work area, and include the company's name in his or her email display.

17.0 PERSONNEL COMPLIANCE: The contractor shall ensure contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental

protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, “off limits” areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions.

18.0 SMOKING/DRUG/ALCOHOL POLICY: Contractor personnel shall comply with local command smoking policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

19.0 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel employed to perform tasks specified herein shall be the responsibility of the contractor. The contractor shall be responsible for the performance and conduct of contractor and subcontractor employees at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government’s standards of conduct.

20.0 PERSONNEL REMOVAL: Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract. The contractor is expected to provide support services despite personnel removal or other unforeseen condition.

- **Removal by Installation Commander:** The Installation Commander may, at his discretion, bar an individual from the installation under the authority of 18 USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.
- **Removal Requested by Contracting Officer Representative (COR):** The COR may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the COR that such action is necessary in the interest of the Government.
- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee’s presence on the installation may be contrary to good order, discipline, or installation security and safety.
- **Removal for Unsatisfactory Performance:** The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

21.0 INTERACTION WITH OTHER ACTIVITIES: Government and contractor personnel will be working in common areas during working hours. Contractor performance shall not interfere with Government work in the area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the contractor shall notify the COR immediately. The contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the contracting officer (KO) to stop work. Failure by the contractor to notify the COR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions. Other Government contractor’s may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between contractors performing other contracts and this contract. The contractor shall provide all further required

coordination between other contractors for any task specified in this contract that relates to or impacts on any other contracted work.

22.0 SAFETY: The contractor is solely responsible for compliance of all safety regulations of employees while working on government owned or leased facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the KO and COR within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the contractor as a result of any accident that occurs in connection with performance under this contract.

23.0 DELIVERABLES: Management/Quality Control Plan (QCP): The contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. The contractor shall prepare and submit a management/quality control plan within five (5) working days of contract start date. The plan shall discuss the contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day to day operations. As part of the management/QCP, the contractor may conduct internal QC inspections. Results of any contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

24.0 MEETINGS AND BRIEFINGS: When requested by the COR, the contractor shall attend, participate in and furnish input to scheduled and unscheduled meetings, conferences, and briefings. Frequency may be weekly, monthly, or as otherwise required.

- **Meeting Attendees:** Meeting attendees shall include contractor managerial, supervisory, and/or other personnel knowledgeable of the subject matter.
- **Reporting Requirements:** When the contractor is the sole representative on behalf of the Government at meetings or conferences, the contractor shall deliver a related report to the COR within two working days after meeting completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.

25.0 GOVERNMENT MANAGEMENT OVERSIGHT: Government management will provide general instructions on limitations, deadlines, and any additional instructions for unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.

26.0 COR/ACOR POINTS OF CONTACT AND INSPECTION AND ACCEPTANCE

26.1 The COR under this contract and the person responsible for performing inspection and acceptance of the contractor's performance at the destination) is:

COR	Donna Sneed
Phone:	(904) 790-4145 or DSN 690-4145
E-mail	donna.sneed1@navy.mil
ACOR	William Martini
Phone:	(904) 790-4188 or DSN 690-4188
E-mail	william.martini@navy.mil

27.0 CONTRACTOR MANPOWER REPORTING REQUIREMENT

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services for the Fleet Readiness Center Southeast via a secure data collection site.

The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil>

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
0001AA	Destination	Government	Destination	Government
0001AB	Destination	Government	Destination	Government
0001AC	Destination	Government	Destination	Government
0001AD	Destination	Government	Destination	Government
1001	Destination	Government	Destination	Government
1001AA	Destination	Government	Destination	Government
1001AB	Destination	Government	Destination	Government
1001AC	Destination	Government	Destination	Government
1001AD	Destination	Government	Destination	Government
2001	Destination	Government	Destination	Government
2001AA	Destination	Government	Destination	Government
2001AB	Destination	Government	Destination	Government
2001AC	Destination	Government	Destination	Government
2001AD	Destination	Government	Destination	Government
3001	Destination	Government	Destination	Government
3001AA	Destination	Government	Destination	Government
3001AB	Destination	Government	Destination	Government
3001AC	Destination	Government	Destination	Government
3001AD	Destination	Government	Destination	Government
4001	Destination	Government	Destination	Government
4001AA	Destination	Government	Destination	Government
4001AB	Destination	Government	Destination	Government
4001AC	Destination	Government	Destination	Government
4001AD	Destination	Government	Destination	Government

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 21-MAY-2015 TO 30-APR-2016	N/A	N/A FOB: N/A	
0001AA	POP 21-MAY-2015 TO 20-MAY-2016	N/A	FLEET READINESS CENTER SOUTHEAST N65886 DONNA SNEED DLA DISTRIBUTION SWAN ROAD BLDG 175 DOOR 9 NAVAL AIR STATION JACKSONVILLE FL 32212-0103 904-790-4145 FOB: N/A	
0001AB	POP 21-MAY-2015 TO 20-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
0001AC	POP 21-MAY-2015 TO 20-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
0001AD	POP 21-MAY-2015 TO 20-MAY-2016	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
1001	POP 21-MAY-2016 TO 20-MAY-2017	N/A	N/A FOB: N/A	
1001AA	POP 21-MAY-2016 TO 20-MAY-2017	N/A	FLEET READINESS CENTER SOUTHEAST N65886 DONNA SNEED DLA DISTRIBUTION SWAN ROAD BLDG 175 DOOR 9 NAVAL AIR STATION JACKSONVILLE FL 32212-0103 904-790-4145 FOB: N/A	
1001AB	POP 21-MAY-2016 TO 20-MAY-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
1001AC	POP 21-MAY-2016 TO 21-MAY-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
1001AD	POP 21-MAY-2016 TO 20-MAY-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
2001	POP 21-MAY-2017 TO 20-MAY-2018	N/A	N/A FOB: N/A	
2001AA	POP 21-MAY-2017 TO 20-MAY-2018	N/A	FLEET READINESS CENTER SOUTHEAST N65886 DONNA SNEED DLA DISTRIBUTION SWAN ROAD BLDG 175 DOOR 9 NAVAL AIR STATION JACKSONVILLE FL 32212-0103 904-790-4145 FOB: N/A	
2001AB	POP 20-MAY-2017 TO 20-MAY-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886

2001AC POP 21-MAY-2017 TO 20-MAY-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
2001AD POP 21-MAY-2017 TO 20-MAY-2018	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
3001 POP 21-MAY-2018 TO 20-MAY-2019	N/A	N/A FOB: N/A	
3001AA POP 21-MAY-2018 TO 20-MAY-2019	N/A	FLEET READINESS CENTER SOUTHEAST DONNA SNEED DLA DISTRIBUTION SWAN ROAD BLDG 175 DOOR 9 NAVAL AIR STATION JACKSONVILLE FL 32212-0103 904-790-4145 FOB: N/A	N65886
3001AB POP 21-MAY-2018 TO 20-MAY-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
3001AC POP 21-MAY-2018 TO 20-MAY-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
3001AD POP 21-MAY-2018 TO 20-MAY-2019	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
4001 POP 21-MAY-2019 TO 20-MAY-2020	N/A	N/A FOB: N/A	
4001AA POP 21-MAY-2019 TO 20-MAY-2020	N/A	FLEET READINESS CENTER SOUTHEAST DONNA SNEED DLA DISTRIBUTION SWAN ROAD BLDG 175 DOOR 9 NAVAL AIR STATION JACKSONVILLE FL 32212-0103 904-790-4145 FOB: N/A	N65886
4001AB POP 21-MAY-2019 TO 20-MAY-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
4001AC POP 21-MAY-2019 TO 20-MAY-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886
4001AD POP 21-MAY-2019 TO 20-MAY-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: N/A	N65886

CLAUSES INCORPORATED BY REFERENCE

52.202-1 Definitions
52.203-3 Gratuities

NOV 2013
APR 1984

52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	APR 2014
52.204-7	System for Award Management	JUL 2013
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.204-13	System for Award Management Maintenance	JUL 2013
52.204-19	Incorporation by Reference of Representations and Certifications.	DEC 2014
52.209-2	Prohibition on Contracting with Inverted Domestic Corporations--Representation	DEC 2014
52.209-5	Certification Regarding Responsibility Matters	APR 2010
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-7	Information Regarding Responsibility Matters	JUL 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.215-20	Requirements for Certified Cost or Pricing Data or Information Other Than Certified Cost or Pricing Data	OCT 2010
52.215-22	Limitations on Pass-Through Charges--Identification of Subcontract Effort	OCT 2009
52.215-23	Limitations on Pass-Through Charges	OCT 2009
52.217-5	Evaluation Of Options	JUL 1990
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	JUL 2014
52.222-38	Compliance With Veterans' Employment Reporting Requirements	SEP 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-53	Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements	MAY 2014
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2014
52.222-99 (Dev)	Establishing a Minimum Wage for Contractors (Deviation 2014-O0017)	JUN 2014
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.225-25	Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-- Representation and Certifications.	DEC 2012
52.232-1	Payments	APR 1984
52.232-18	Availability Of Funds	APR 1984
52.232-19	Availability Of Funds For The Next Fiscal Year	APR 1984
52.232-25	Prompt Payment	JUL 2013
52.232-33	Payment by Electronic Funds Transfer--System for Award Management	JUL 2013
52.233-1	Disputes	MAY 2014
52.233-2	Service Of Protest	SEP 2006
52.233-3	Protest After Award	AUG 1996

52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.242-13	Bankruptcy	JUL 1995
52.247-34	F.O.B. Destination	NOV 1991
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.252-1	Solicitation Provisions Incorporated By Reference	FEB 1998
52.252-2	Clauses Incorporated By Reference	FEB 1998
52.252-6	Authorized Deviations In Clauses	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
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	SEP 2013
252.203-7005	Representation Relating to Compensation of Former DoD Officials	NOV 2011
252.203-7998 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements—Representation. (DEVIATION 2015-00010)	FEB 2015
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	System for Award Management Alternate A	FEB 2014
252.204-7006	Billing Instructions	OCT 2005
252.204-7007	Alternate A, Annual Representations and Certifications	AUG 2014
252.204-7011	Alternative Line Item Structure	SEP 2011
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7992 (Dev)	Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction under any Federal Law - Fiscal Year 2015 Appropriations	DEC 2014
252.215-7007	Notice of Intent to Resolicit	JUN 2012
252.215-7008	Only One Offer	OCT 2013
252.219-7010	Alternate A	JUN 1998
252.223-7006	Prohibition On Storage, Treatment, and Disposal of Toxic or Hazardous Materials	SEP 2014
252.225-7002	Qualifying Country Sources As Subcontractors	DEC 2012
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7006	Wide Area WorkFlow Payment Instructions	MAY 2013
252.232-7010	Levies on Contract Payments	DEC 2006
252.239-7001	Information Assurance Contractor Training and Certification	JAN 2008
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.243-7002	Requests for Equitable Adjustment	DEC 2012
5252.243-9400	Authorized Changes Only By The Contracting Officer (Jan 1992)	FEB 2008

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (APR 2014)

(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 stationary, 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 (<https://assist.dla.mil/online/start/>).

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

(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 (<https://assist.dla.mil/wizard/index.cfm>);

(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 System for Award Management (SAM) 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 SAM 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) System for Award Management. 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 SAM 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 SAM 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 SAM database accessed through <https://www.acquisition.gov>.

(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.

GENERAL INFORMATION

It is requested that all questions be e-mailed within five (5) working days after release of the Request for Proposal (RFP). The Navy will continue to accept questions up to the closing date and time of the solicitation; however, time may not permit responses to be issued prior to proposal receipt for questions received after the time set forth above. It is the government's intention that questions and responses will be distributed electronically to all offerors via amendment/s to the RFP. Questions need to include the document name, specific page, paragraph, clause or other definitive citation requiring clarification.

Inquiries and questions on this RFP shall be emailed to the Contracting Officer at: alan.d.bergman@navy.mil. All emails shall include the RFP number in the subject line of the email.

Offerors are hereby notified that from time to time, the Government may post additional information to the web site relating to this solicitation (e.g. responses to questions, amendments, etc.). It is the Offerors responsibility to check the web site for any such information.

Proposal shall be fully compatible with Microsoft Office or Adobe Acrobat reader. Be cautioned that files over 10MB and .zip files maybe rejected by the Navy's server.

Proposals shall not contain CLASSIFIED information.

PERIOD OF ACCEPTANCE FOR OFFERS

For the purpose of pricing, contract award is anticipated in May 2015. Proposals shall remain effective for one hundred and twenty (120) days from the closing date of the RFP.

INCUMBENT CONTRACTOR:

The Incumbent Contractor is: Alutiiq Business Services, LLC. Contract number: N00174-09-C-0011.

REQUIRED SUBMITTALS:

Offerors shall email an electronic copy of the proposal to alan.d.bergman@navy.mil by the closing date listed in Block 8 of the RFP. The subject of the email shall contain the RFP number.

Offerors shall complete page 1 of the SF1449, by completing Block 12 (if applicable), Block 17a (including complete address and CAGE code), Block 17b (if applicable), and Blocks 30a thru 30c.

All amendments shall be signed and returned with the proposal

Clause Responses: Offerors are required to complete and return the responses to FAR Provisions 52.212-3, 52.219-18, and DFARS Clause 252-209-7992 and the CPARS POC information on page 68.

COVER LETTER

The offeror shall submit a cover letter containing the following information:

1. RFP number and title
2. Offerors POC information for contractual questions/negotiations
3. Tax ID number
4. Name, title, email address, and telephone number of the individual(s) with authority to bind the company
5. The offeror shall annotate on the cover sheet if it takes an exceptions to any of the terms or conditions of the contract by checking one of the following blocks
 - The contractor does not take any exception
 - The contractor takes exceptions (List exceptions below)
Exceptions: _____

Volume 1- Technical Capability:

The Offeror's technical submission shall demonstrate the firm's capability to perform the requirements provided in this RFQ. Offeror's shall provide a technical proposal that includes the following two (2) factors:

Factor One (1) Technical Capability (Not to Exceed 25 Pages)

Offeror's shall not include any price information in the technical proposal.

Subfactor One: Staffing and Management Approach- Offeror's shall demonstrate an understanding of the solicitation requirements by describing in detail their staffing and management approach and plan to perform and manage the work specifically require by the Performance Work Statement (PWS) listed in Attachment B (Task Order 1). The staffing and management approach shall address how the offeror will be able to provide suitable support staff within 30-days of receipt of a Task Order and address the procedures in place to prevent gapped support services.

Subfactor Two: Quality Control Plan- The offeror shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Offerors shall therefore prepare and submit a quality control plan. The plan shall, at a minimum, discuss the contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, and identifying potential improvements. The plan shall also discuss internal review processes to include at a minimum: who will perform reviews and how reviews and/or inspections will be conducted (e.g. random, customer complaint, etc.).

Factor Two (2) Past Performance

Offerors shall provide information on three previous Government contracts that are the same or similar to the effort required by this solicitation. Offerors shall provide the reference information required in the Contractor Performance Data Sheet (attachment 1). If the Offeror has not performed any Federal Government contracts, then information on relevant contracts for state, local or commercial contracts (in that order), performed as either a prime contractor or subcontractor, will be sufficient (the information must be clear concerning whether the work by the Offeror was done as a prime contractor or a subcontractor).

In addition to the information requested above, offerors shall send a Past Performance Survey (attachment 2) to each reference listed on the past performance data sheet. This survey shall be filled out by the Offerors references and submitted via email directly to the Contract Specialist at alan.d.bergman@navy.mil.

The Government reserves the right to consider questionnaires received after the closing date of the solicitation and to contact references for verification of information. The Government reserves the right to obtain additional past performance information from some or all of the references provided, as appropriate, and may collect information through questionnaires, telephone interviews and existing data sources to include but not limited to the Past Performance Information Retrieval System (PPIRS) and Contractor Performance Assessment Reporting System (CPARS) as necessary to evaluate Offerors past performance. The Government does not assume the duty to search

for data to cure the problems it finds in the information provided by the Offeror. The burden of providing thorough and complete past performance information remains with the Offeror.

VOLUME 2 -PRICE PROPOSAL SHALL INCLUDE THE FOLLOWING:

Pricing shall be firm-fixed pricing and include all labor and any other cost the offeror deems necessary to perform the duties listed in the performance work statement. The price proposal shall be submitted as a separate file.

Offerors shall provide an amount for each contract line item listed in CLINS 0001, 1001, 2001, 3001, and 4001 and a completed Attachment A. Additionally, the offeror's shall provide a price proposal for Task Order 1 (Attachment B) from the proposed rates identified in Attachment A. Failure to fully complete and return the itemized price breakdown may render the offer unacceptable.

(End of provision)

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (MAY 2014)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically via <http://www.acquisition.gov>. If an offeror has not completed the annual representations and certifications electronically at the System for Award Management (SAM) website, the offeror shall complete only paragraphs (c) through (o) of this provision.

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

"Economically disadvantaged women-owned small business (EDWOSB) Concern" means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States and who are economically disadvantaged in accordance with 13 CFR part 127. It automatically qualifies as a women-owned small business eligible under the WOSB Program.

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

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Inverted domestic corporation, as used in this section, means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), i.e., a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code at 26 U.S.C. 7874.

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

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

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

- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

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

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

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

Sensitive technology--

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically--

- (i) To restrict the free flow of unbiased information in Iran; or
- (ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

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

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

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

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

Subsidiary means an entity in which more than 50 percent of the entity is owned--

(1) Directly by a parent corporation; or

(2) Through another subsidiary of a parent corporation.

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

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

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

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

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

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

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

Women-owned small business (WOSB) concern eligible under the WOSB Program (in accordance with 13 CFR part 127)", means a small business concern that is at least 51 percent directly and unconditionally owned by, and the management and daily business operations of which are controlled by, one or more women who are citizens of the United States.

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

(2) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications--Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs -----.

[Offeror to identify the applicable paragraphs at (c) through (o) of this provision that the offeror has completed for the purposes of this solicitation only, if any.) These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted electronically on ORCA.]

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

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

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

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

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

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

Note to paragraphs (c)(8) and (9): Complete paragraphs (c)(8) and (c)(9) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) WOSB concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (c)(5) of this provision.] The offeror represents that--

(i) It [___] is, [___] is not a WOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(6)(i) of this provision is accurate for each WOSB concern eligible under the WOSB Program participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern eligible under the WOSB Program and other small businesses that are participating in the joint venture: -----.] Each WOSB concern eligible under the WOSB Program participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(7) Economically disadvantaged women-owned small business (EDWOSB) concern. [Complete only if the offeror represented itself as a WOSB concern eligible under the WOSB Program in (c)(6) of this provision.] The offeror represents that--

(i) It [___] is, [___] is not an EDWOSB concern, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It [___] is, [___] is not a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7)(i) of this provision is accurate for each EDWOSB concern participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern and other small businesses that are participating in the joint venture: -----.] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

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

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

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

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

(A) It (___) is, (___) is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the SAM Dynamic Small Business Search database maintained by the Small Business Administration, and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It (___) has, (___) has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(10)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

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

(i) It [___] is, [___] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no

material changes in ownership and control, principal office, or HUBZone employee percentage have occurred since it was certified in accordance with 13 CFR Part 126; and

(ii) It [] is, [] is not a HUBZone joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(11)(i) of this provision is accurate for each HUBZone small business concern participating in the HUBZone joint venture. [The offeror shall enter the names of each of the HUBZone small business concerns participating in the HUBZone joint venture: _____.] Each HUBZone small business concern participating in the HUBZone joint venture shall submit a separate signed copy of the HUBZone representation.

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

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

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

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

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

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

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

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$150,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.

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

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

(2) Foreign End Products:

Line Item No.	Country of
---------------	------------

	Origin
---	---
---	---
---	---

(List as necessary)

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

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

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

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

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

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

[List as necessary]

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

Other Foreign End Products:

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

[List as necessary]

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

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

Canadian End Products:

Line Item No.

[List as necessary]

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

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

Canadian or Israeli End Products:

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

—	—
---	---

[List as necessary]

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

(g)(1)(ii) The offeror certifies that the following supplies are Free Trade Agreement country end products (other than Bahrainian, Korean, Moroccan, Omani, Panamanian, or Peruvian end products) or Israeli end products as defined in the clause of this solicitation entitled "Buy American --Free Trade Agreements--Israeli Trade Act":

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

Line Item No.	Country of Origin
—	—
—	—
—	—

[List as necessary]

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

(i) The offeror certifies that each end product, except those listed in paragraph (g)(5)(ii) of this provision, is a U.S.-made or designated country end product, as defined in the clause of this solicitation entitled "Trade Agreements".

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

Other End Products:

Line Item No.	Country of Origin
—	—
—	—
—	—

[List as necessary]

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

(h) Certification Regarding Responsibility Matters (Executive Order 12689). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that --

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

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

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

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

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

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

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

(ii) Examples.

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

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

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

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

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

(1) *Listed end products.*

Listed End Product	Listed Countries of Origin
—	—
—	—
—	—

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

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

[] (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

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

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

(2) () Outside the United States.

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

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

(2) () Outside the United States.

(k) Certificates regarding exemptions from the application of the Service Contract Labor Standards. (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.)

[The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

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

(3) Taxpayer Identification Number (TIN).

() TIN: -----.

() TIN has been applied for.

() TIN is not required because:

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

() Offeror is an agency or instrumentality of a foreign government;

() Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

() Sole proprietorship;

() Partnership;

() Corporate entity (not tax-exempt);

() Corporate entity (tax-exempt);

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

() Foreign government;

(___) International organization per 26 CFR 1.6049-4;

(___) Other -----.

(5) Common parent.

(___) Offeror is not owned or controlled by a common parent;

(___) Name and TIN of common parent:

Name - ___ .

TIN - ___ .

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

(n) Prohibition on Contracting with Inverted Domestic Corporations—

(1) Relation to Internal Revenue Code. An inverted domestic corporation as herein defined does not meet the definition of an inverted domestic corporation as defined by the Internal Revenue Code 25 U.S.C. 7874.

(2) Representation. By submission of its offer, the offeror represents that--

(i) It is not an inverted domestic corporation; and

(ii) It is not a subsidiary of an inverted domestic corporation.

(o) Prohibition on contracting with entities engaging in certain activities or transactions relating to Iran.

(1) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(2) Representation and certifications. Unless a waiver is granted or an exception applies as provided in paragraph (o)(3) of this provision, by submission of its offer, the offeror--

(i) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(ii) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act; and

(iii) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(3) The representation and certification requirements of paragraph (o)(2) of this provision do not apply if—

(i) This solicitation includes a trade agreements certification (e.g., 52.212-3(g) or a comparable agency provision); and

(ii) The offeror has certified that all the offered products to be supplied are designated country end products.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JULY 2014)

(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) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(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 (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 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 (July 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) [Reserved]

X (6) 52.204-14, Service Contract Reporting Requirements (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

___ (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014) (Pub. L. 111-117, section 743 of Div. C).

X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug, 2013) (31 U.S.C. 6101 note).

___ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (July 2013) (41 U.S.C. 2313).

____ (10) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (MAY 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

____ (11) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

____ (12) 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).

____ (13) [Reserved]

(14)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

____ (ii) Alternate I (NOV 2011).

____ (iii) Alternate II (NOV 2011).

____ (15)(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 (16) 52.219-8, Utilization of Small Business Concerns (MAY 2014) (15 U.S.C. 637(d)(2) and (3)).

____ (17)(i) 52.219-9, Small Business Subcontracting Plan (July 2013) (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.

____ (18) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).

X (19) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

____ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

____ (21)(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.

____ (22) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (July 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

____ (23) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

____ (24) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).

____ (25) 52.219-28, Post Award Small Business Program Rerepresentation (July 2013) (15 U.S.C. 632(a)(2)).

____ (26) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (July 2013) (15 U.S.C. 637(m)).

____ (27) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (July 2013) (15 U.S.C. 637(m)).

X (28) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

____ (29) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2014) (E.O. 3126).

X (30) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

____ (31) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

X (32) 52.222-35, Equal Opportunity for Veterans (Jul 2014)(38 U.S.C. 4212).

X (33) 52.222-36, Equal Opportunity for Workers with Disabilities (July 2014) (29 U.S.C. 793).

X (34) 52.222-37, Employment Reports on Veterans (July 2014) (38 U.S.C. 4212).

X (35) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (36) 52.222-54, Employment Eligibility Verification (Aug 2013). (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.)

____ (37)(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.)

____ (38) (i) 52.223-13, Acquisition of EPEAT® Registered Imaging Equipment (Jun 2014)+(E.O.s 13423 and 13514).

____ (ii) Alternate I (Jun 2014) of 52.223-13.

____ (39)(i) 52.223-14, Acquisition of EPEAT® Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).

_____ (ii) Alternate I (Jun 2014) of 52.223-14.

_____ (40) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

_____ (41)(i) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Jun 2014) (E.O.s 13423 and 13514).

_____ (ii) Alternate I (Jun 2014) of 52.223-16.

_____ (42) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).

_____ (43) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

_____ (44) (i) 52.225-3, Buy American--Free Trade Agreements--Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43.

_____ (ii) Alternate I (May 2014) of 52.225-3.

_____ (iii) Alternate II (May 2014) of 52.225-3.

_____ (iv) Alternate III (May 2014) of 52.225-3.

_____ (45) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

_____ (46) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

_____ (47) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

_____ (48) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150)

_____ (49) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

_____ (50) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

_____ (51) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (52) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (July 2013) (31 U.S.C. 3332).

_____ (53) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (July 2013) (31 U.S.C. 3332).

_____ (54) 52.232-36, Payment by Third Party (MAY 2014) (31 U.S.C. 3332).

_____ (55) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

____ (56)(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.)

X (1) 52.222-41, Service Contract Labor Standards (MAY 2014) (41 U.S.C. chapter 67).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (Multiple Year and Option Contracts) (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

(4) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards--Price Adjustment (MAY 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

____ (5) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (MAY 2014) (41 U.S.C. chapter 67).

____ (6) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (MAY 2014) (41 U.S.C. chapter 67).

X (7) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495).

____ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014) (42 U.S.C. 1792).

____ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 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) (41 U.S.C. 3509).

(ii) 52.219-8, Utilization of Small Business Concerns (MAY 2014) (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) 52.222-17, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

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

(v) 52.222-35, Equal Opportunity for Veterans (JUL 2014) (38 U.S.C. 4212).

(vi) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(vii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212).

(viii) 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.

(ix) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(x) 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)).

(xi) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (May 2014) (41 U.S.C. chapter 67.)

(xii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Requirements (May 2014) (41 U.S.C. chapter 67)

(xiii) 52.222-54, Employment Eligibility Verification (Aug 2013).

(xiv) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xvi) 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)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price Indefinite Delivery Requirements contract resulting from this solicitation.

(End of provision)

52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **date of award** through **60 months (actual dates will be entered at time of award)** [insert dates].

(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 **\$20,000.00** (insert dollar figure or quantity), 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** (insert dollar figure or quantity);

(2) Any order for a combination of items in excess of **\$2,000,000.00** (insert dollar figure or quantity); 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)

52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) 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 **60 months from date of award** .

(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 30 days prior to the expiration 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 contract expiring ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

(End of clause)

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

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

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

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

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

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

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

(2) The insert name of SBA's contractor will notify the Fleet Logistic Center Jacksonville, Fl Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

Employee Class	Monetary Wage-Fringe Benefits
01313 Secretary III	\$17.18 / (GS-5 Equivalent)
01020 Administrative Assistant	\$19.14 / (GS-6 Equivalent)
15090 Technical Instructor	\$26.02 / (GS-9 Equivalent)
15095 Technical instructor / Course Developer	\$31.49 / (GS-11 Equivalent)
(End of clause)	

52.222-54 EMPLOYMENT ELIGIBILITY VERIFICATION (AUG 2013)

(a) Definitions. As used in this clause--Commercially available off-the-shelf (COTS) item—

(1) Means any item of supply that is--

(i) A commercial item (as defined in paragraph (1) of the definition at 2.101);

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

(iii) Offered to the Government, without modification, in the same form in which it is sold in the commercial marketplace; and

(2) Does not include bulk cargo, as defined in 46 U.S.C. 40102(4), such as agricultural products and petroleum products. Per 46 CFR 525.1(c)(2), "bulk cargo" means cargo that is loaded and carried in bulk onboard ship without mark or count, in a loose unpackaged form, having homogenous characteristics. Bulk cargo loaded into intermodal equipment, except LASH or Seabee barges, is subject to mark and count and, therefore, ceases to be bulk cargo.

Employee assigned to the contract means an employee who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), who is directly performing work, in the United States, under a contract that is required to include the clause prescribed at 22.1803. An employee is not considered to be directly performing work under a contract if the employee--

(1) Normally performs support work, such as indirect or overhead functions; and

(2) Does not perform any substantial duties applicable to the contract.

Subcontract means any contract, as defined in 2.101, entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

Subcontractor means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.

United States, as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands.

(b) Enrollment and verification requirements.

(1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall--

(i) Enroll. Enroll as a Federal Contractor in the E-Verify program within 30 calendar days of contract award;

(ii) Verify all new employees. Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); and

(iii) Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within 90 calendar days after date of enrollment or within 30 calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of--

(i) All new employees. (A) Enrolled 90 calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(B) Enrolled less than 90 calendar days. Within 90 calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(ii) Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe; or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements at (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.

(4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within 180 calendar days of--

(i) Enrollment in the E-Verify program; or

(ii) Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contact information provided in the E-Verify program Memorandum of Understanding (MOU).

(5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

(i) The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor will be referred to a suspension or debarment official.

(ii) During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

(c) Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

(d) Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee--

(1) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;

(2) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or

(3) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors.

(e) Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that--

(1) Is for--(i) Commercial or noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or

(ii) Construction;

(2) Has a value of more than \$3,000; and

(3) Includes work performed in the United States.

(End of clause)

52.225-25 Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran--Representation and Certifications. (DEC 2012)

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

Person--

(1) Means--

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

Sensitive technology--

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically--

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall email questions concerning sensitive technology to the Department of State at CISADA106@state.gov.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror—

(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran;

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies; and

(3) Certifies that the offeror, and any person owned or controlled by the offeror, does not knowingly engage in any transaction that exceeds \$3,000 with Iran's Revolutionary Guard Corps or any of its officials, agents, or affiliates, the property and interests in property of which are blocked pursuant to the International Emergency Economic Powers Act (50 U.S.C. 1701 et seq.) (see OFAC's Specially Designated Nationals and Blocked Persons List at <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>).

(d) Exception for trade agreements. The representation requirement of paragraph (c)(1) and the certification requirements of paragraphs (c)(2) and (c)(3) of this provision do not apply if—

(1) This solicitation includes a trade agreements notice or certification (e.g., 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

52.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUN 2013)

(a) Except as stated in paragraph (b) of this clause, when any supply or service acquired under this contract is subject to any End User License Agreement (EULA), Terms of Service (TOS), or similar legal instrument or agreement, that includes any clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:

(1) Any such clause is unenforceable against the Government.

(2) Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the EULA, TOS, or similar legal instrument or agreement. If the EULA, TOS, or similar legal instrument or agreement is invoked through an "I agree" click box or other comparable mechanism (e.g., "click-wrap" or "browse-wrap" agreements), execution does not bind the Government or any Government authorized end user to such clause.

(3) Any such clause is deemed to be stricken from the EULA, TOS, or similar legal instrument or agreement.

(b) Paragraph (a) of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

(End of clause)

52.233-2 SERVICE OF PROTEST (SEP 2006)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Mr. Darryl Nelson, Contracting Officer, 110 Yorktown Road, NAS Jacksonville, FL 32212

(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)

252.209-7992 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2015 APPROPRIATIONS (DEVIATION 2015-OO0005) (DEC 2014)

(a) In accordance with sections 744 and 745 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds made available by this or any other Act may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability,

unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.209-7993 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CONVICTION UNDER ANY FEDERAL LAW—FISCAL YEAR 2014
APPROPRIATIONS (DEVIATION 2014-OO0009) (FEB 2014)

(a) In accordance with sections 8113 and 8114 of the Department of Defense Appropriations Act, 2014, and sections 414 and 415 of the Military Construction and Veterans Affairs and Related Agencies Appropriations Act, 2014 (Public Law 113-76, Divisions C and J), none of the funds made available by those divisions (including Military Construction funds) may be used to enter into a contract with any corporation that—

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government; or

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that—

(1) It is [] is not [] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [] is not [] a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(End of provision)

252.216-7006 ORDERING (MAY 2011)

(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 contract schedule. Such orders may be issued from 21 May 2015 through 20 May 2020 [insert dates].

(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)(1) If issued electronically, the order is considered "issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered "issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

252.219-7009 SECTION 8(A) DIRECT AWARD (SEP 2007)

(a) This contract is issued as a direct award between the contracting office and the 8(a) Contractor pursuant to the Partnership Agreement between the Small Business Administration (SBA) and the Department of Defense. Accordingly, the SBA, even if not identified in Section A of this contract, is the prime contractor and retains responsibility for 8(a) certification, for 8(a) eligibility determinations and related issues, and for providing counseling and assistance to the 8(a) Contractor under the 8(a) Program. The cognizant SBA district office is:

(To be completed by the Contracting Officer at the time of award)

(b) The contracting office is responsible for administering the contract and for taking any action on behalf of the Government under the terms and conditions of the contract; provided that the contracting office shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting office also shall coordinate with the SBA prior to processing any novation agreement. The contracting office may assign contract administration functions to a contract administration office.

(c) The 8(a) Contractor agrees that--

(1) It will notify the Contracting Officer, simultaneous with its notification to the SBA (as required by SBA's 8(a) regulations at 13 CFR 124.308), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Pub. L. 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless the SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

(End of Clause)

252.219-7011 NOTIFICATION TO DELAY PERFORMANCE (JUN 1998)

The Contractor shall not begin performance under this purchase order until 2 working days have passed from the date of its receipt. Unless the Contractor receives notification from the Small Business Administration that it is ineligible for this 8(a) award, or otherwise receives instructions from the Contracting Officer, performance under this purchase order may begin on the third working day following receipt of the purchase order. If a determination of ineligibility is issued within the 2-day period, the purchase order shall be considered canceled.

(End of clause)

5252.204-9400 Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology (IT) Systems or Protected Health Information (July 2013)

Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The Deputy Secretary of Defense Directive-Type Memorandum (DTM) 08-006 – “DoD Implementation of Homeland Security Presidential Directive – 12 (HSPD-12)” dated November 26, 2008 (or its subsequent DoD instruction) directs implementation of HSPD-12. This clause is in accordance with HSPD-12 and its implementing directives.

APPLICABILITY

This clause applies to contractor employees requiring physical access to any area of a federally controlled base, facility or activity and/or requiring access to a DoN or DoD computer/network/system to perform certain unclassified sensitive duties. This clause also applies to contractor employees who access Privacy Act and Protected Health Information, provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Position, as advised by the command security manager. It is the responsibility of the responsible security officer of the command/facility where the work is performed to ensure compliance.

Each contractor employee providing services at a Navy Command under this contract is required to obtain a Department of Defense Common Access Card (DoD CAC). Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Navy Command’s Security Manager upon arrival to the Navy Command and shall out-process prior to their departure at the completion of the individual’s performance under the contract.

ACCESS TO DOD IT SYSTEMS

In accordance with SECNAV M-5510.30, contractor employees who require access to DoN or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to information protected under the Privacy Act, to include Protected Health Information (PHI). All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity’s Command Information Assurance Manager. Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) which is a higher level investigation than the National Agency Check with Law and Credit (NACLC) described below. Due to the privileged system access, a SSBI suitable for High Risk public trusts positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance Technical Level 1, and must be trained and certified on the Operating System or Computing Environment they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy Command's Security Manager and Information Assurance Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the COR shall sign the SAAR-N as the "supervisor".

The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

INTERIM ACCESS

The Navy Command's Security Manager may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the Contractor's Security Representative. Within three work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the Contractor's Security Representative. The Contractor's Security Representative shall be the primary point of contact on any security matter. The Contractor's Security Representative shall not be replaced or removed without prior notice to the Contracting Officer and Command Security Manager.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Navy recognizes contractor employees under this contract as Non-Critical Sensitive [ADP/IT-II] when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and Protected Health Information (PHI), provide support associated with fiduciary duties, or perform duties that have been identified by DON as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed

NACLIC to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The NACLIC consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent OPM investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than 10 years) throughout the contract performance period. The Contractor's Security Representative shall contact the Command Security Manager for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the Navy Command's Security Manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy Command's Information Assurance Manager. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy Information Technology resources. The SAAR-N shall be forwarded to the Navy Command's Security Manager at least 30 days prior to the individual's start date. Failure to provide the required documentation at least 30 days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Information Assurance (IA) training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the Navy Command Security Manager. The Navy Command's Security Manager will review the submitted documentation for completeness prior to submitting it to the Office of Personnel Management (OPM). Suitability/security issues identified by the Navy may render the contractor employee ineligible for the assignment. An unfavorable determination made by the Navy is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The Navy Command's Security Manager will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DON Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a Visit Authorization Request (VAR) via the Joint Personnel Adjudication System (JPAS) or a hard copy VAR directly from the contractor's Security Representative. Although the contractor will take JPAS "Owning" role over the contractor employee, the Navy Command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT Position Category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc ...) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a US citizen or a US permanent resident with a minimum of 3 years legal residency in the United States (as required by The Deputy Secretary of Defense DTM 08-006 or its subsequent DoD instruction) and

- Must have a favorably completed National Agency Check with Written Inquiries (NACI) including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the Contractor's Security Representative must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed National Agency Check with Written Inquiries (NACI) or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM

Failure to provide the required documentation at least 30 days prior to the individual's start date may result in delaying the individual's start date.

* Consult with your Command Security Manager and Information Assurance Manager for local policy when IT-III (non-sensitive) access is required for non-US citizens outside the United States.

CPARS

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established by the U.S. Department of Navy (DON) to collect past performance information on defense contractors, as required by FAR 42.1502. Under CPARS, the Government will conduct annual evaluations of the contractor's performance. If the period of performance is less than one year, then only one CPARS report will be completed upon contract completion. Specific areas to be evaluated include:

- (a) Quality of Product or Service
- (b) Schedule
- (c) Cost Control
- (d) Management

(b) A Government Assessing Official will evaluate the contractor's performance and provide ratings for each of the above areas. Ratings range from "Exceptional" to "Unsatisfactory" as defined in the DON CPARS Guide. The contractor will have thirty (30) days to review the evaluation and provide comments. Any disagreements between the Assessing Official and the contractor will require review by a Government Reviewing Official.

(c) The following individual will be the contractor's authorized CPARS representative for this contract:

NAME: _____ <contractor shall fill in>

PHONE: _____ <contractor shall fill in>

E-MAIL ADDRESS: _____ <contractor shall fill in>

(d) All CPARS reports are prepared and submitted on an on-line, password protected web site located at <http://www.cpars.gov>. The CPARS system will email a User ID and Password to the above individual after award of contract/order. It is the responsibility of the contractor to notify the Focal Point whenever its CPARS representative needs to be changed.

WAGE DETERMINATION

WD 05-2115 (Rev.-15) was first posted on www.wdol.gov on 12/30/2014

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
 WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2115
 Diane C. Koplewski Division of | Revision No.: 15
 Director Wage Determinations | Date Of Revision: 12/22/2014

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: Florida, Georgia

Area: Florida Counties of Baker, Clay, Columbia, Duval, Hamilton, Lafayette, Madison, Nassau, Putnam, Saint Johns, Suwannee, Taylor
 Georgia Counties of Brantley, Camden, Charlton, Glynn, Pierce

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	12.14	
01012 - Accounting Clerk II	13.62	
01013 - Accounting Clerk III	16.03	
01020 - Administrative Assistant	18.33	
01040 - Court Reporter	15.07	
01051 - Data Entry Operator I	11.53	
01052 - Data Entry Operator II	13.15	
01060 - Dispatcher, Motor Vehicle	16.75	
01070 - Document Preparation Clerk	11.81	
01090 - Duplicating Machine Operator	11.81	
01111 - General Clerk I	10.83	
01112 - General Clerk II	11.82	
01113 - General Clerk III	18.09	
01120 - Housing Referral Assistant	16.80	
01141 - Messenger Courier	10.89	
01191 - Order Clerk I	12.79	
01192 - Order Clerk II	13.69	

01261 - Personnel Assistant (Employment) I	13.47
01262 - Personnel Assistant (Employment) II	15.07
01263 - Personnel Assistant (Employment) III	16.80
01270 - Production Control Clerk	18.80
01280 - Receptionist	11.93
01290 - Rental Clerk	12.50
01300 - Scheduler, Maintenance	13.47
01311 - Secretary I	13.47
01312 - Secretary II	15.07
01313 - Secretary III	16.80
01320 - Service Order Dispatcher	14.63
01410 - Supply Technician	18.33
01420 - Survey Worker	14.09
01531 - Travel Clerk I	12.32
01532 - Travel Clerk II	13.45
01533 - Travel Clerk III	14.49
01611 - Word Processor I	12.58
01612 - Word Processor II	15.29
01613 - Word Processor III	17.11
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.96
05010 - Automotive Electrician	16.74
05040 - Automotive Glass Installer	14.73
05070 - Automotive Worker	14.73
05110 - Mobile Equipment Servicer	12.68
05130 - Motor Equipment Metal Mechanic	17.19
05160 - Motor Equipment Metal Worker	14.73
05190 - Motor Vehicle Mechanic	17.18
05220 - Motor Vehicle Mechanic Helper	12.01
05250 - Motor Vehicle Upholstery Worker	13.71
05280 - Motor Vehicle Wrecker	14.73
05310 - Painter, Automotive	15.73
05340 - Radiator Repair Specialist	14.73
05370 - Tire Repairer	11.70
05400 - Transmission Repair Specialist	17.19
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.75
07041 - Cook I	10.86
07042 - Cook II	12.20
07070 - Dishwasher	8.18
07130 - Food Service Worker	9.21
07210 - Meat Cutter	13.65
07260 - Waiter/Waitress	9.87
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	16.52
09040 - Furniture Handler	10.58
09080 - Furniture Refinisher	16.52
09090 - Furniture Refinisher Helper	12.29
09110 - Furniture Repairer, Minor	14.40
09130 - Upholsterer	16.52
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.02
11060 - Elevator Operator	10.02
11090 - Gardener	12.83

11122 - Housekeeping Aide	11.17
11150 - Janitor	11.17
11210 - Laborer, Grounds Maintenance	11.30
11240 - Maid or Houseman	8.91
11260 - Pruner	10.07
11270 - Tractor Operator	12.66
11330 - Trail Maintenance Worker	11.30
11360 - Window Cleaner	12.59
12000 - Health Occupations	
12010 - Ambulance Driver	15.60
12011 - Breath Alcohol Technician	17.67
12012 - Certified Occupational Therapist Assistant	27.76
12015 - Certified Physical Therapist Assistant	22.30
12020 - Dental Assistant	16.28
12025 - Dental Hygienist	27.39
12030 - EKG Technician	21.26
12035 - Electroneurodiagnostic Technologist	21.26
12040 - Emergency Medical Technician	15.15
12071 - Licensed Practical Nurse I	15.80
12072 - Licensed Practical Nurse II	17.67
12073 - Licensed Practical Nurse III	18.89
12100 - Medical Assistant	13.57
12130 - Medical Laboratory Technician	17.22
12160 - Medical Record Clerk	13.75
12190 - Medical Record Technician	15.38
12195 - Medical Transcriptionist	15.65
12210 - Nuclear Medicine Technologist	32.90
12221 - Nursing Assistant I	10.38
12222 - Nursing Assistant II	11.67
12223 - Nursing Assistant III	12.74
12224 - Nursing Assistant IV	14.29
12235 - Optical Dispenser	19.34
12236 - Optical Technician	14.66
12250 - Pharmacy Technician	14.44
12280 - Phlebotomist	14.29
12305 - Radiologic Technologist	23.35
12311 - Registered Nurse I	23.41
12312 - Registered Nurse II	28.64
12313 - Registered Nurse II, Specialist	28.64
12314 - Registered Nurse III	34.65
12315 - Registered Nurse III, Anesthetist	34.65
12316 - Registered Nurse IV	41.52
12317 - Scheduler (Drug and Alcohol Testing)	20.99
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.14
13012 - Exhibits Specialist II	22.48
13013 - Exhibits Specialist III	27.50
13041 - Illustrator I	18.79
13042 - Illustrator II	23.29
13043 - Illustrator III	28.49
13047 - Librarian	24.89
13050 - Library Aide/Clerk	12.40
13054 - Library Information Technology Systems Administrator	22.40

13058 - Library Technician	13.25
13061 - Media Specialist I	16.22
13062 - Media Specialist II	18.14
13063 - Media Specialist III	20.53
13071 - Photographer I	13.56
13072 - Photographer II	16.00
13073 - Photographer III	18.80
13074 - Photographer IV	23.00
13075 - Photographer V	27.82
13110 - Video Teleconference Technician	15.58
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.44
14042 - Computer Operator II	15.03
14043 - Computer Operator III	16.96
14044 - Computer Operator IV	20.82
14045 - Computer Operator V	23.11
14071 - Computer Programmer I	24.20
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.41
14160 - Personal Computer Support Technician	20.82
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.19
15020 - Aircrew Training Devices Instructor (Rated)	34.10
15030 - Air Crew Training Devices Instructor (Pilot)	39.61
15050 - Computer Based Training Specialist / Instructor	26.70
15060 - Educational Technologist	23.96
15070 - Flight Instructor (Pilot)	37.51
15080 - Graphic Artist	22.77
15090 - Technical Instructor	20.53
15095 - Technical Instructor/Course Developer	25.11
15110 - Test Proctor	16.56
15120 - Tutor	16.56
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.67
16030 - Counter Attendant	8.67
16040 - Dry Cleaner	11.05
16070 - Finisher, Flatwork, Machine	8.67
16090 - Presser, Hand	8.67
16110 - Presser, Machine, Drycleaning	8.67
16130 - Presser, Machine, Shirts	8.67
16160 - Presser, Machine, Wearing Apparel, Laundry	8.67
16190 - Sewing Machine Operator	11.79
16220 - Tailor	12.51
16250 - Washer, Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.70
19040 - Tool And Die Maker	21.00
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.29

21030 - Material Coordinator	18.80	
21040 - Material Expediter	18.80	
21050 - Material Handling Laborer	12.93	
21071 - Order Filler	10.98	
21080 - Production Line Worker (Food Processing)		15.29
21110 - Shipping Packer	14.88	
21130 - Shipping/Receiving Clerk	14.88	
21140 - Store Worker I	9.85	
21150 - Stock Clerk	14.02	
21210 - Tools And Parts Attendant	15.29	
21410 - Warehouse Specialist	15.29	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	25.15	
23021 - Aircraft Mechanic I	23.72	
23022 - Aircraft Mechanic II	25.15	
23023 - Aircraft Mechanic III	26.71	
23040 - Aircraft Mechanic Helper	15.08	
23050 - Aircraft, Painter	20.64	
23060 - Aircraft Servicer	17.67	
23080 - Aircraft Worker	18.98	
23110 - Appliance Mechanic	18.66	
23120 - Bicycle Repairer	12.87	
23125 - Cable Splicer	23.45	
23130 - Carpenter, Maintenance	17.89	
23140 - Carpet Layer	17.55	
23160 - Electrician, Maintenance	20.10	
23181 - Electronics Technician Maintenance I	22.35	
23182 - Electronics Technician Maintenance II	23.94	
23183 - Electronics Technician Maintenance III	25.41	
23260 - Fabric Worker	16.35	
23290 - Fire Alarm System Mechanic	19.13	
23310 - Fire Extinguisher Repairer	15.12	
23311 - Fuel Distribution System Mechanic	23.13	
23312 - Fuel Distribution System Operator	18.23	
23370 - General Maintenance Worker	15.63	
23380 - Ground Support Equipment Mechanic	23.72	
23381 - Ground Support Equipment Servicer	17.67	
23382 - Ground Support Equipment Worker	18.98	
23391 - Gunsmith I	16.81	
23392 - Gunsmith II	18.67	
23393 - Gunsmith III	20.74	
23410 - Heating, Ventilation And Air-Conditioning Mechanic		19.33
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)		20.50
23430 - Heavy Equipment Mechanic	18.39	
23440 - Heavy Equipment Operator	20.02	
23460 - Instrument Mechanic	24.25	
23465 - Laboratory/Shelter Mechanic	18.79	
23470 - Laborer	12.93	
23510 - Locksmith	16.48	
23530 - Machinery Maintenance Mechanic		22.01
23550 - Machinist, Maintenance	18.54	
23580 - Maintenance Trades Helper	12.29	

23591 - Metrology Technician I	24.25
23592 - Metrology Technician II	25.81
23593 - Metrology Technician III	27.31
23640 - Millwright	20.21
23710 - Office Appliance Repairer	21.11
23760 - Painter, Maintenance	16.52
23790 - Pipefitter, Maintenance	19.16
23810 - Plumber, Maintenance	18.01
23820 - Pneudraulic Systems Mechanic	20.02
23850 - Rigger	19.65
23870 - Scale Mechanic	17.55
23890 - Sheet-Metal Worker, Maintenance	19.44
23910 - Small Engine Mechanic	14.74
23931 - Telecommunications Mechanic I	23.49
23932 - Telecommunications Mechanic II	25.00
23950 - Telephone Lineman	21.89
23960 - Welder, Combination, Maintenance	16.90
23965 - Well Driller	20.02
23970 - Woodcraft Worker	20.02
23980 - Woodworker	12.71
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.49
24580 - Child Care Center Clerk	13.34
24610 - Chore Aide	9.44
24620 - Family Readiness And Support Services Coordinator	14.20
24630 - Homemaker	19.49
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.27
25040 - Sewage Plant Operator	22.26
25070 - Stationary Engineer	22.27
25190 - Ventilation Equipment Tender	15.47
25210 - Water Treatment Plant Operator	22.26
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.83
27007 - Baggage Inspector	10.51
27008 - Corrections Officer	15.87
27010 - Court Security Officer	15.87
27030 - Detection Dog Handler	13.68
27040 - Detention Officer	15.87
27070 - Firefighter	13.26
27101 - Guard I	10.51
27102 - Guard II	13.68
27131 - Police Officer I	19.58
27132 - Police Officer II	21.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.32
28042 - Carnival Equipment Repairer	10.47
28043 - Carnival Equipment Worker	8.39
28210 - Gate Attendant/Gate Tender	12.73
28310 - Lifeguard	11.29
28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	10.13
28515 - Recreation Specialist	17.10

28630 - Sports Official	11.34	
28690 - Swimming Pool Operator	14.87	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	18.99	
29020 - Hatch Tender	18.99	
29030 - Line Handler	18.99	
29041 - Stevedore I	17.72	
29042 - Stevedore II	22.13	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77	
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66	
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16	
30021 - Archeological Technician I	16.46	
30022 - Archeological Technician II	18.41	
30023 - Archeological Technician III	22.82	
30030 - Cartographic Technician	22.82	
30040 - Civil Engineering Technician	22.04	
30061 - Drafter/CAD Operator I	16.46	
30062 - Drafter/CAD Operator II	18.41	
30063 - Drafter/CAD Operator III	20.54	
30064 - Drafter/CAD Operator IV	25.27	
30081 - Engineering Technician I	13.90	
30082 - Engineering Technician II	16.57	
30083 - Engineering Technician III	20.34	
30084 - Engineering Technician IV	23.88	
30085 - Engineering Technician V	29.16	
30086 - Engineering Technician VI	35.34	
30090 - Environmental Technician	21.21	
30210 - Laboratory Technician	20.56	
30240 - Mathematical Technician	22.18	
30361 - Paralegal/Legal Assistant I	18.17	
30362 - Paralegal/Legal Assistant II	22.79	
30363 - Paralegal/Legal Assistant III	27.87	
30364 - Paralegal/Legal Assistant IV	33.75	
30390 - Photo-Optics Technician	22.82	
30461 - Technical Writer I	22.03	
30462 - Technical Writer II	26.95	
30463 - Technical Writer III	32.60	
30491 - Unexploded Ordnance (UXO) Technician I	22.74	
30492 - Unexploded Ordnance (UXO) Technician II	27.51	
30493 - Unexploded Ordnance (UXO) Technician III	32.97	
30494 - Unexploded (UXO) Safety Escort	22.74	
30495 - Unexploded (UXO) Sweep Personnel	22.74	
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.54	
Surface Programs		
30621 - Weather Observer, Senior (see 2)	22.82	
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	13.82	
31030 - Bus Driver	18.11	
31043 - Driver Courier	15.41	
31260 - Parking and Lot Attendant	9.32	
31290 - Shuttle Bus Driver	15.41	
31310 - Taxi Driver	10.42	
31361 - Truckdriver, Light	15.41	

31362 - Truckdriver, Medium	18.16
31363 - Truckdriver, Heavy	19.44
31364 - Truckdriver, Tractor-Trailer	19.44
99000 - Miscellaneous Occupations	
99030 - Cashier	8.57
99050 - Desk Clerk	9.66
99095 - Embalmer	24.27
99251 - Laboratory Animal Caretaker I	10.44
99252 - Laboratory Animal Caretaker II	11.35
99310 - Mortician	24.27
99410 - Pest Controller	14.06
99510 - Photofinishing Worker	13.91
99710 - Recycling Laborer	15.26
99711 - Recycling Specialist	19.47
99730 - Refuse Collector	13.54
99810 - Sales Clerk	12.62
99820 - School Crossing Guard	11.25
99830 - Survey Party Chief	20.53
99831 - Surveying Aide	11.63
99832 - Surveying Technician	15.94
99840 - Vending Machine Attendant	11.62
99841 - Vending Machine Repairer	14.63
99842 - Vending Machine Repairer Helper	11.62

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.02 per hour or \$160.80 per week or \$696.79 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate

not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the

like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees perform any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

WORK RESTRICTIONS

Fleet Readiness Center Southeast Work Restrictions

1. GENERAL

- 1.1. This attachment covers the most common work restrictions for contractors working at Fleet Readiness Center Southeast (FRCSE) facilities. Any special work restrictions for a specific contract are covered in depth in the main body of the SOW. The contractor shall obtain the necessary passes and/or identification for entry into NAS Jacksonville and FRCSE for all employees prior to commencement of work.

2. CONTRACTOR ACCESS AND USE OF PREMISES

2.1. Naval Air Station(NAS) Jacksonville Base Regulations

2.1.1. Each contractor must identify itself as either a U.S.-owned or a Foreign Owned, Controlled or Influenced (FOCI) entity.

2.1.1.1. A company is considered to be a FOCI entity when a foreign interest has the power, either direct or indirect, whether or not exercised, to direct or decide matters affecting the management or operations of the company in a manner which may result in unauthorized access to classified information or may adversely affect the performance of a classified contract. A FOCI entity must contact the TPOC/COR within 5 days of contract award to begin paperwork necessary to obtain base access in a timely manner. A non-U.S. citizen employed by a FOCI entity is considered a foreign national of the foreign interest's country. A U.S. citizen employed by FOCI entity is considered a foreign representative of the foreign interest's country but access will be managed the same as a foreign national.

2.1.1.2. The contractor must identify any foreign national and foreign representative personnel who will be requiring access to FRCSE facilities in performance of the contract. These personnel must be identified to the TPOC/COR within 5 business days of contract award to begin paperwork necessary to obtain base access for those individuals in a timely manner.

2.1.2. The contractor shall be responsible for securing the necessary permits and base access passes for contractor personnel, vehicles, and equipment for the duration of the contract. NAS Jacksonville Security Forces reserve the right to refuse to issue a pass to an employee of the contractor for any reason deemed valid by the Government.

2.1.2.1. Non-U.S. citizen personnel of a FOCI entity will be required to provide the Security Forces at the NAS Jacksonville Pass and ID Office located at the Main Gate on Yorktown Ave with vehicle registration, proof of insurance, driver's license, and passport in order to obtain a pass for entry onto the Base.

2.1.2.2. U.S. Citizen Personnel of a FOCI entity will be required to provide the Security Forces with vehicle registration, proof of insurance, driver's license, and second form of picture ID.

2.1.2.3. U.S.-owned company personnel will be required to provide the Security Forces with vehicle registration, proof of insurance, and driver's license.

2.1.2.4. The contractor shall submit Base Access Request Forms (provided by the TPOC/COR) for all contractor and subcontractor personnel, equipment and vehicles to the TPOC/COR or FRCSE Security, complete and in a timely manner, no less than 5 workdays prior to actual visit.

2.1.3. Flight Line Access: Unless otherwise stated in the main body of the Statement of Work, flight line access is not required for this job. Contractor personnel shall not, under any circumstances, enter the flight line, nor shall they solicit FRCSE personnel for tours. Personnel found on the flight line without a valid reason for being there, and personnel who do not possess a valid flight line access badge, will be detained by NAS Jacksonville security personnel and will be permanently denied further access to FRCSE and NAS Jacksonville property. The contractor shall report any such violations to the FRCSE Point of Contact immediately. There will be no exceptions made to this requirement.

2.1.4. Infrequent Access (< 30 days/year): Unless the contractor/visitor is registered in RAPIDGate, all infrequent visitors of less than 30 consecutive days will be required to stop at the NAS Pass and Decal office every day to obtain a one day pass until work is completed. Information regarding how to obtain the day passes will be provided by the TPOC/COR.

2.1.5. Routine Access (\geq 30 days/year): Unless the contractor/visitor is registered in RAPIDGate, contractor personnel who will be performing work at FRCSE for thirty (30) consecutive days or more per year will also be required to stop at the NAS Pass and Decal office every day to obtain a one day pass until work is completed. Information regarding how to obtain the day passes will be provided by the TPOC/COR.

2.1.6. RAPIDGate

2.1.6.1. Depending on the duration of access/number of days required to perform work related to the contract, the contractor may wish to obtain access to NAS Jacksonville or NS Mayport via RAPIDGate. Information regarding RAPIDGate can be provided by your FRCSE contract POC. Note that RAPIDGate is only available to U.S. Citizens representing U.S. owned companies.

2.1.6.2. Base access via RAPIDGate involves registration, enrollment, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost. Credentials will be issued every five years and access privileges will be reviewed and renewed on an annual basis.

2.1.6.3. The costs incurred to obtain RAPIDGate approval and credentials or Navy Installation access is not reimbursable and will not be approved as a direct cost of the contract. In addition, any costs incurred as a result of a decision not to enroll in RAPIDGate, including, but not limited to, base access delays, demurrage charges, etc., are also not reimbursable and will not be approved as a direct cost of the contract.

2.1.7. Truck deliveries to NAS Jacksonville

2.1.7.1. Is limited to the commercial gate north of Yorktown Avenue on US 17 (Roosevelt Boulevard). To minimize traffic congestion, delivery of materials shall be outside of peak traffic hours (6:00 to 8:00 a.m. and 2:30 to 5:00 p.m.).

2.1.7.2. In order to ensure there are no delays in material delivery, manifests shall bear the contract number, FRCSE Building number, and the FRCSE Point of Contact name and telephone number, and the contractors name and phone numbers.

2.2. FRCSE Complex Regulations

2.2.1. Contractors shall ensure that contractor personnel employed on the FRCSE complex become familiar with and obey all regulations.

2.2.2. Contractor's Access

- 2.2.2.1. The contractor's company must submit an FRCSE Visit Access Request five days in advance of the visit, FRCSE 5500/17, through the Site Protection Division Office (code 65200) email address jaxs_security@navy.mil. This form is reviewed, approved, and entered into AMAG, making the requesting employee eligible for a temporary NAS JAX Gate Access Pass.
- 2.2.2.2. The FRCSE Visit Access Request, FRCSE 5500/17, is submitted for each visit to FRCSE and will indicate the number of days required for facilitating the conduct of business at FRCSE, not to exceed 30 one passes per request. If a visit exceeds 30 days, an updated FRCSE Visit Access Request, FRCSE 5500/17, must be submitted at least five days before the request expires. Failure to do so will delay the individuals' access to the station, as these forms are processed in the order received. (Emergent requirements are handled on a case-by-case basis, depending upon the needs of FRCSE.)
- 2.2.2.3. Long-term (more than 30 days) contractor personnel must compose a request on company letterhead stationery. For information required to be on the request, contact your FRCSE POC.
- 2.1.1.1. No personnel shall be permitted inside the FRCSE complex that has been previously denied an access badge to any Department of Defense facility, entity, or organization.
- 2.1.1.2. Personnel who do not maintain a valid FRCSE contractor's badge will not be permitted inside the FRCSE complex.
- 2.1.1.3. Immediately report instances of lost or stolen badges to the FRCSE security office. Upon completion of the contract and/or termination of the service of any employee, the contractor shall return the badges to the FRCSE security office. Compliance with this requirement is mandatory.
- 2.1.2. Vehicle Access Pass: Fenced portions of FRCSE Complex require contractor's to obtain a vehicle access pass. The pass may be obtained from the FRCSE Security Office. Passes will be strictly limited to business vehicles only that are plainly marked with the name, address and telephone number of the business. Personal vehicles will not be permitted inside the FRCSE complex for any reason. All personnel who request a vehicle pass must have a valid driver's license.
- 2.1.3. Contractor personnel will not be permitted to enter FRCSE buildings, spaces, and areas not covered by this contract except on prior approval of the FRCSE Security Office. Coordinate action with the FRCSE Point of Contact to obtain such entry approval.
- 2.1.4. Restrict employees/representatives to the work site and control travel directly to and from the work site. Do not enter any restricted areas unless required to do so and until cleared for such entry, keeping within the limits of the work area and avenues of ingress and egress.
- 2.1.5. Restore all traffic/parking/security signs and markings, including space numbers, designations, and lines, to their original form if such signs/markings are defaced or deleted during construction/repair.
- 2.1.6. Ensure that no opening in the roof/walls/windows/fence of the building exists at the end of the workday and do not exist where penetration is possible during non-working hours. If the building cannot be secured at the end of the workday, coordinate action with the FRCSE Security Office and the FRCSE Point of Contact to notify the cognizant code to arrange for a security watch.

- 2.1.7. Alcohol, drugs and weapons are prohibited on site. Any person suspected of being under the influence of drugs or alcohol or found carrying any weapon will be promptly removed from the job site; their access badge will be confiscated. Personnel may also be permanently prohibited from entry to NAS Jacksonville and FRCSE property if any of these items are found in their possession. Failure to comply with this requirement may also result in detainment by NAS Jacksonville security personnel. The FRCSE Point of Contact will not intercede for the contractor or contractor personnel on their behalf for any violation of this requirement.
- 2.1.8. Smoking is not permitted inside government buildings. All personnel shall smoke only in designated smoking areas. Failure to comply may result in reprimand or denial of access to the FRCSE complex.
- 2.1.9. Storage of Materials and Equipment at or near construction sites
- 2.1.9.1. The contractor shall coordinate with their FRCSE Point of Contact for an approved contractor lay-down area if one is required.
- 2.1.9.2. Ensure that no material is stacked within 10 feet of the perimeter fence. Remove from the work site, or secure ladders or other such equipment that could be used to climb the perimeter fence. Ensure that no vehicles are parked within 10 feet of the perimeter.
- 2.1.9.3. Contractor is responsible for control and security of contractor-owned equipment and materials at the work site. Report immediately any missing, lost, or stolen property to the FRCSE Security Office in the Main Lobby of building 101 (904) 790-5500 as each case occurs.
- 2.1.9.4. The lay-down area will be kept neat and clean at all times, and all material shall be stored in a manner that prevents dispersal by wind, rain (Severe Weather Plan).
- 2.1.9.5. The contractor may erect a temporary fence around the lay-down to secure construction materials
- 2.1.10. Working Hours
- 2.1.10.1. Standard working hours normally consist of an 8-1/2 hour period between 6 a.m. and 2:30 p.m., Monday through Friday, excluding federal holidays.
- 2.1.10.2. The contractor shall conduct operations so as to cause the least possible interference with normal operations of the activity, and shall coordinate his work with supervisors and other shop personnel in the affected area so as to minimize disruption to production.
- 2.1.10.3. Any work involving asbestos removal and/or possible disturbance should be scheduled on a Saturday/Sunday or second/third shift and coordinated through the FRCSE Point of Contact with the FRCSE's facility Asbestos Program Manager.
- 2.1.10.4. Work outside regular working hours requires coordination by the FRCSE Point of Contact and may also require Contracting Officer approval. Make request 15 calendar days prior to such work to allow arrangements to be made by the Government for coordinating and inspecting the work in progress, giving the specific dates, hours, location, type of work to be performed, contract number and project title. Based on the justification provided, the Contracting Officer may approve work outside regular hours. During periods of darkness, the different parts of the work shall be lighted in a manner approved by the FRCSE Point of Contact.

2.1.11. Environmental

2.1.11.1. FRCSE Environmental Guide Spec should be included with SOW but can be provided by FRCSE POC. Guide spec is an overall guide for all environmental considerations as they pertain to this project at the FRCSE.

2.1.11.2. The contractor shall comply with all federal, state, and local environmental regulations throughout the course of the contract. The contractor shall ensure that their employees are adequately trained to ensure compliance while working on NAS Jacksonville for the FRCSE.

2.1.12. Utility Cutovers and Interruptions

2.1.12.1. Make utility cutovers after normal working hours or on Saturdays, Sundays, and Government holidays unless directed otherwise.

2.1.12.2. All utility outages that do not require securing base services (high voltage systems, water/sewer, base compressed air or steam) shall be requested not less than fifteen (15) working days in advance from the FRCSE Point of Contact. Small outages, such as individual lighting circuits, may be coordinated locally with the shop supervisor responsible for the work area.

2.1.12.3. Utility outages that require securing base services shall be coordinated by the base maintenance contractor, IAP-Hill, and their designated subcontractors. Outage requests shall be routed through the FRCSE Point of Contact.

2.1.12.4. Approvals of outages are dependent on FRCSE production requirements, and may be denied or cancelled at any time.

2.1.12.5. For operation of station utilities the contractor shall not operate nor disturb the setting of control devices in the station utilities system, including water, sewer, electrical, or steam. The Government will operate the control devices as required for normal conduct of work. The contractor shall notify the Contracting Officer giving reasonable advance notice when such operation is required.

2.1.13. Photography & Electronic Devices: Unofficial photography is prohibited on NAS Jacksonville and in the FRCSE complex. No cameras are allowed in FRCSE without the express written permission of the FRCSE security office. Cellular phones with cameras shall not be operated in camera mode while in FRCSE. Laptop computers and Palm Pilots **MUST** be approved by the FRCSE security office.

2.1.14. Tool and Material Controls:

2.1.14.1. The FRCSE complex is a constrained working area where aircraft and components are open and exposed. The contractor shall take steps to ensure that no tools or materials come in contact with equipment, aircraft or aircraft components. The contractor shall also ensure that no tools or materials are left in the building.

2.1.14.2. The contractor shall limit the amount of material stored on-site. Material shall be brought to the job site in amounts sufficient to perform the work on a daily basis. The contractor shall remove demolished materials from the job site at the end of the workday and shall not store demolished materials at the lay-down area for more than one week.

2.1.14.3. All unused material shall be removed from the work site and stored in the lay-down area or contractor's shop at the end of the workday. All equipment shall be conspicuously marked for identification.

- 2.1.14.4. The contractor shall take special precautions when working around the aircraft and components. All tools shall be secured to the lift or person by a lanyard. The contractor shall ensure that the space below his working area is covered or protected from damage by falling tools or materials. If a falling object strikes any aircraft or components the worker shall notify the nearest shop person immediately. Failure to notify shop personnel shall be grounds for permanent removal of the worker from the job site. There will be no exceptions.
- 2.1.14.5. When working within an aircraft line contract personnel shall check in with the local Quality Assurance personnel for inventory of tools to be used. Coordinated through your contract POC.
- 2.1.14.6. All tools used on the job shall be marked with the name of the owner or the company. All tools shall be controlled by the worker and shall not be left unattended in the building at any time. Contractor supervisory personnel shall remind the workforce DAILY of this requirement and shall enforce the requirement for the duration of the job. All tools that are left unattended will be confiscated by shop personnel or by the FRCSE Point of Contact. Unmarked tools will be returned to the contractor at the end of the workday.\
- 2.1.15. Cleanliness Controls
- 2.1.15.1. All work shall be performed in a neat and orderly manner. Workspace cleanup shall be mandatory before, during and at the close of the workday for the entire duration of the contract. The contractor shall ensure that the job site is clean and free from debris and foreign materials at all times.
- 2.1.15.2. The contractor shall perform a walk down of the area at the close of each workday to verify that the area is clean and that all surplus material is removed from the building.
- 3. REGIONAL BASE OPERATING SUPPORT (RBOS) CONTRACTOR:**
- 3.1. The RBOS contractor is retained by the Government to perform certain facility maintenance support services. Many FRCSE construction or equipment projects require some interface and coordination with the RBOS contractor for utility or other services. The contractor shall coordinate with the FRCSE Point of Contact for services available from the RBOS contractor.
- 3.2. The contractor shall not assume that the RBOS contractor is available for non-reimbursable work for bidding, planning, construction, or modification purposes. Any arrangements with RBOS contractor personnel for work associated with this contract shall be strictly the fiscal responsibility of the contractor and will not be assumed by the FRCSE or by any other government entity, and may not be added to the contract for reimbursement.
- 3.3. Services Expressly the Responsibility of the RBOS contractor: The RBOS contractor is responsible for fire alarm services, utility services and outage coordination, facility maintenance and repair, equipment maintenance and repair, and grounds maintenance. The contractor shall coordinate all work with the RBOS contractor through the FRCSE Point of Contact where such work is to be performed on equipment or facilities that are the responsibility of the RBOS contractor.
- 4. WEIGHT HANDLING EQUIPMENT/CRANE USE:**
- 4.1. The following requirements apply to all contractor operations involving the use of cranes, multi-purpose machines, material handling equipment, and construction equipment to perform weight handling equipment (WHE) operations at the Fleet Readiness Center Southeast (FRCSE).
- 4.1.1. The contractor shall comply with the local WHE instruction (FRCSEINST 4730.13A). Access routes must be developed by the contractor and approved by the Government prior to the lift date. Ground

- loading limitations shall be reviewed by the contractor and appropriate resolution measures taken, if necessary.
- 4.1.2. The contractor shall notify the contracting officer, project manager, and FRCSE WHE Program Office, 5 business days in advance, of any cranes or other equipment that will be entering the facility to perform suspended load lifts.
- 4.1.3. The contractor shall comply with all applicable portions of the NAVFAC P-307: Management of Weight Handling Equipment instruction.

EVALUATION FACTORS

52.212-2 EVALUATION-COMMERCIAL ITEMS

(a) The Government will place a contract resulting from this solicitation to the responsible Offeror whose proposal conforming to the solicitation is the lowest priced technically acceptable offer. Non-price factors will be evaluated on an acceptable, unacceptable basis. To be considered technically acceptable, a proposal must receive a rating of “acceptable” for each non-price factor and any subfactors.

(b) Prior to evaluating an offeror’s Technical Proposals the government will review past performance information. Only those offers with acceptable past performance information will receive further consideration in review of technical and pricing information submitted.

The following factors and subfactors shall be used to evaluate the technical acceptability of offers:

Factor One (1) Technical Capability:

Subfactor One: Staffing and Management Approach- Offeror’s shall demonstrate an understanding of the solicitation requirements by describing in detail their staffing and management approach and plan to perform and manage the work specifically require by the Performance Work Statement (PWS) in Attachment B (Task Order 1). The staffing and management approach shall address how the offeror will be able to provide suitable support staff within 30-days of receipt of a Task Order and the procedures in place to prevent gapped support services due to vacant positions.

Acceptable – the Offeror’s proposed staffing and management approach gives a detailed description of its approach and plan to perform and manage the work specifically require by the PWS in Attachment B (Task Order 1). The Offeror’s proposed labor mix is capable of meeting the performance requirements of the PWS in Attachment B (Task Order 1). The staffing and management approach identifies the processes in place to provide suitable staffing and prevent gapped services.

Unacceptable - the Offeror’s proposed technical approach does not give a detailed description approach and plan to perform and manage the work specifically require by the PWS. The staffing and management approach fails to identify the processes in place to provide suitable staffing and prevent gapped services.

Subfactor Two: Quality Control Plan- The offeror shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. Offerors shall therefore prepare and submit a quality control plan. The plan shall, at a minimum, discuss the contractor’s overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, and identifying potential improvements. The plan shall also discuss internal review processes to include at a minimum: who will perform reviews and how reviews and/or inspections will be conducted (e.g. random, customer complaint, etc.).

Acceptable – Offeror’s quality control plan clearly meets the minimum requirements of the solicitation.

Unacceptable - Offeror does not clearly meet the minimum requirements of the solicitation.

Factor Two (2): Past Performance- The contractor shall submit a minimum of three Past Performance Surveys for the past three years for work that is the same or similar to that required in the Statement of Work (SOW) for efforts not documented in the Past Performance Information Retrieval System (PPIRS). The survey shall be submitted by the individual completing the questionnaire prior to RFP closing date. Contractors can provide other information (verifiable references) that may be relevant in determining past performance history for the same or similar work. Please ensure the point of contact information is current at time of submission. The Government will review past performance information. Past performance information considered by the Government for the offeror’s performance as a prime contractor and/or subcontractor and the performance of its key management personnel may include the following areas: Quality of products or services, Timeliness, Business Relationships and Customer Satisfaction.

The following adjectival ratings apply for past performance:

Acceptable - Based on the offeror’s performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort, or the offeror’s performance record is unknown. In the case of a offeror without a record of relevant past performance or for whom information on past performance is not available or so sparse that no meaningful past performance rating can reasonably be assigned, the offeror may not be evaluated favorably or unfavorably on past performance. Therefore, the offeror shall be determined to have unknown past performance. In the context of acceptability/unacceptability, “unknown” shall be considered “acceptable.”

Unacceptable - Based on the offerors performance record, the Government has no reasonable expectation that the offer will be able to successfully perform the required effort.

Offerors must be rated as “Acceptable” for Technical Capability and “Acceptable” for Past Performance in order to be evaluated for Price. Any subfactor rated as unacceptable will result in a rating of unacceptable for Technical Capability.

Factor 3 - Price (Failure to furnish the price proposal in accordance with the instructions may render the offer unacceptable):

(a) Offerors shall return a fully executed Section B based upon the proposed burden hourly rate and estimated labor hours set forth in Attachment A. The labor rates proposed in Attachment A will be legally binding for the duration of the contract.

(b) Pricing shall be firm-fixed pricing and include all requirements as required to perform the work listed in the performance work statement of the solicitation. The Offeror’s price proposal for shall be evaluated to determine if it is complete, consistent and reasonable with the Offeror’s technical capability, and reflects a clear understanding of the solicitation requirements. The price evaluation will include an analysis of the Offeror’s price proposal in Section B and an analysis of the labor rates provided in Attachment A. Price is not scored or numerically weighted; it will be determined fair and reasonable utilizing price analysis and/or cost analysis if required.

(c) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. All options prices will be considered in the award evaluation criteria including the additional six month period covered by FAR 52.217-8. The pricing used for the option under FAR 52.217-8 will be based on one-half of the previous option year pricing. 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).

(d) The Government will not use the price proposal submitted for Task Order 1 for price analysis. The price proposal for Task Order 1 shall utilize the rates provided in Attachment A.

(e) This is a requirements contract as defined in FAR 16.503. The estimate labor hour quantity listed in Attachment A is based upon the most current information. This estimate is not a representation to an offeror or contractor that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable or normal. It is the contractor's sole responsibility to determine appropriate resources to accomplish the work required by the PWS.

ALL OFFERORS SHALL SUBMIT ATTACHMENT A (SEE BELOW).

ITEMIZED PRICE BREAKDOWN CLIN0001

PWS Tasks / Historical Labor Category	Estimated Labor Hours Quantity	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 0001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 0001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 0001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 0001AD)	3840		
TOTAL			

ITEMIZED PRICE BREAKDOWN CLIN1001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 0001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 1001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 1001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 1001AD)	3840		
TOTAL			

ITEMIZED PRICE BREAKDOWN CLIN2001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price

Administrative Services and Support / Secretary (CLIN 2001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 2001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 2001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 2001AD)	3840		
			TOTAL

ITEMIZED PRICE BREAKDOWN CLIN3001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 3001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 3001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 3001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 3001AD)	3840		
			TOTAL

ITEMIZED PRICE BREAKDOWN CLIN4001

PWS Tasks / Historical Labor Category	Estimated Labor Hours	Proposed Burdened Hourly Rate	Total Price
Administrative Services and Support / Secretary (CLIN 4001AA)	11520		
Administrative Assistance and Executive Office Support / Administrative Assistant (CLIN 4001AB)	3840		
Technical Instruction and Course Development / Technical Instructor Course Developer (CLIN 4001AC)	5760		
Technical Instruction Support / Technical Instructor (CLIN 4001AD)	3840		
			TOTAL

ATTACHMENT B

PERFORMANCE WORK STATEMENT

**Performance Work Statement (PWS) for
Administrative and Training Support
Fleet Readiness Center Southeast (FRCSE)**

1.0 SCOPE

The contractor shall provide administrative and training support services for FRCSE administrative divisions at Naval Air Station, Jacksonville (NAS JAX), Cecil Commerce Center (CCC) Jacksonville, and Mayport Naval Station, Mayport, Florida.

2.0 Background

The estimated support requirements as delineated this Performance Work Statement (PWS) as generally aligned with the percentage effort stipulated:

Support Requirements	PWS Paragraph	Anticipated Percentage
Administrative Services and Support	4.1	45%
Administrative Assistance and Executive Office Support	4.2	15%
Technical Instructor/ Course Development Support	4.3	25%
Technical Instructor Support	4.4	15%

The Period of Performance for this Task Order will be from 21 May 2015 – 20 May 2016. The scope of work associated with each of these task activities may vary slightly by program precedent and volume throughout the performance period. The Contractor is responsible for providing suitable administrative and training support for ongoing responsibilities delineated in this PWS. Prices will be based upon the labor rates for each corresponding performance period set forth in the offeror's labor rates as proposed in Attachment A.

3.0 APPLICABLE DIRECTIVES

- FRCSEINST 5200.9, Business Management System
- FRCSEINST 5090.1, Environmental Management System
- FRCSEINST 5213.1A, Forms Management
- FRCSEINST 7410.1, Labor Verification and Error Correction Process
- FRCSEINST 5103.2, Safety and Occupational Health
- FRCSEINST 3500.2 Training and Employee Development

4.0 **SPECIFIC REQUIREMENTS:** The contractor shall perform the following support tasks:

4.1 ADMINSTRATIVE SERVICES AND SUPPORT:

The work locations for this task order will be:

Work Location:	% of the work effort:
Hangar 140, Mezzanine D8, NAS JAX	16.66%
Building 101, Room W, Code 65300, NAS JAX	16.66%
Building 101, Room B, Code 63200, NAS JAX	16.6%
Building 101, Room B77, Code 64 NAS JAX	16.6%
Building 101, Room C-48A, Code 62800, NAS JAX	16.6%
Building 6201, Room A6B, Cecil Commerce Center	16.6%

The FRCSE Administrative and Division is responsible for providing administrative and support services to various shops to include aircraft, engine, manufacturing and component overhaul, and rework programs throughout the organization. In order to adequately support the organization, FRCSE requires administrative support services to process personnel actions, divisional correspondence, process travel documentation and updating divisional training records. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

:

- Processing Request for Personnel Action (RPA) (30-50 per month),
- Preparing Division Letters/Memorandums (10-15 per month),
- Processing Dense Travel Systems (DTS) actions, (30-40 per month),
- Reviewing and reporting Daily Clocking Time and Attendance (TAA) entries (12-14 per month) month, and
- Updating Division Training Completions in Employee Master Maintenance Application (EMMA) (15-20 per month).

Other daily activities include scheduling of routine appointments with the various organizations, maintenance of office files, mail and official correspondence as well of providing customer assistant to ensure FRCSE standards and procedures are consistent with the FRCSE Standard Operating Procedures.

4.2 ADMINISTRATIVE ASSISTANCE AND EXECUTIVE OFFICE SUPPORT:

The work location for this task order will be:

Work Location:	% of the work effort:
Cecil Commerce Center, Building 6201, Room A-8B	50%

Building 793, Room 104, NAS JAX	50%
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The FRCSE Administrative and Division is responsible for providing administrative assistance to the Executive Office in support of daily operations. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Processing Request for Personnel Actions (20-30 actions per month);
- Preparing Divisional Letters/SAB Memorandums (5-8 letters per month);
- Processing Defense Travel Systems (DTS) actions, (30-40 actions per month);
- Reviewing and reporting Daily Clocking Time and Attendance (TAA) entries (8-10 entries per month), and;
- Updating Division Training Completions in Employee Master Maintenance Application (EMMA) (15-20 per month).

Other daily activities include analyzing customer administrative support requirements based upon the assigned priorities of the Government and providing recommendation for accomplishment; developing a schedule to track and report key milestones, and providing customers with accurate, timely and complete information on the administrative support processes. The Contractor is required to research policy and procedural guidelines and historical files to identify precedents for unusual actions, to make recommendations concerning appropriate courses of action, and to prepare administrative documents consistent with standards and requirements established in governing guidelines and Standard Operating Procedures (SOPs).

4.3 TECHNICAL INSTRUCTION/COURSE DEVELOPMENT SUPPORT:

Contractor personnel will be staffed at the following location:

-Building 101, Room F, Training Management Office (TMO) NAS JAX

The FRCSE Administrative and Division is responsible for providing technical instruction and course development support to meet the Command's training requirements. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Enrolling FRCSE employees in FRCSE training classes and updating training records (2,500-3,500 per month). Note: The majority of FRCSE personnel have no computer access and the contractor will be responsible for continuous enrollment and updating of the employees training records in EMMA.
- Updating and developing training courses, policies and procedures that will be used to enhance FRCSE's posture as it relates to safety, environmental, and productivity. (20-30 per month); and
- Processes Training Documents for Payments (15-20 per month).

Other daily activities include analyzing customer training requirements based upon the assigned priorities of the Government and providing recommendation for accomplishment; developing training milestones, and providing customers with accurate and complete information on FRCSE training requirements. The Contractor is required to provide training liaison with all FRCSE competencies to identify precedents for unusual training requirements, and to make recommendations concerning the most cost effective methods of training through the use of Computer Based Training (CBT), Distance Learning and computer-assistance on-site training.

4.4 TECHNICAL INSTRUCTION SUPPORT:

Contractor personnel will be staffed at the following location:

- Building 101, Room F, Training Management Office (TMO) NAS JAX

The FRCSE Administrative and Division is responsible for providing training liaison and support to the FRCSE Training Division (TMO), Competencies Leads, Divisional Training Coordinators, Command Secretaries and Supervisors. The Contractor shall be required to provide continuous updates and documentation on Command's training worksheets, post completed training to EMMA; and verification of payments to vendors prior to scheduling training dates. The Contractor is responsible for establishing a suitable core staff mix, and assigning qualified personal to perform these specific tasks as well as resource balancing in response to FRCSE priorities and objectives. Specific Contractor responsibilities include:

- Completing Training Registrations (2,500 per month),
- Updating training records in EMMA (2,500 per month) and;
- Teaching Assigned Department of the Navy Topics (4-6 per month). Teachings of the assigned topics include the following courses: Sexual Assault Prevention, Communication Skills, Seven Habits of Highly Effective People® and other courses in accordance with the approved training curriculum. The Contractor is required to provide creative teaching techniques (e.g. presentations, audience interaction, role-playing) in order to maintain high motivation and interest in the subject areas; prepare and assemble materials to be presented

Other daily activities include managing the Command Cardio Pulmonary Recitation (CPR) program, which includes tracking the automated external defibrillators (AEDs) throughout the Command, coordinating CPR classes and maintaining course completion reports. The Contractor is required to provide training liaison support to key FRCSE divisions (e.g. HR, Safety, Airspeed Office, Environmental) to identify existing training requirements, as well as providing recommendations concerning the most cost effective methods in the accomplishment of recurring and ad hoc training requirements.

5.0 SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

During performance of this contract, the contractor shall provide uninterrupted support and personnel with sufficient skills to accomplish the tasks contained in this PWS. The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

TASK 4.1 AND 4.2: Contractor personnel shall be skilled in the use of commercial software applications required to perform the tasks described in the paragraphs 3.1 and 3.2. Specifically, the contractor shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Contractor personnel shall have the ability to enter, save retrieve, edit, and present text, spreadsheets and/or charts. Take dictation and transcribe Contractor personnel shall be proficient in dictation and transcribing, grammar, spelling and punctuation. Contractor personnel shall be capable of acquiring skills in the application of specialized software applications, including those that are unique to the Navy, e.g., NDMS Time and Attendance (TAA), Employee Master Management Application (EMMA), Defense Travel System (DTS).

TASK 4.3 and 4.4: Contractor personnel shall be skilled in the use of a number of commercial software applications required to perform the tasks described in paragraphs 3.3 and 3.4. Specifically, contractor personnel shall be skilled in the use of PCs and knowledgeable in the following software applications: Windows, and Microsoft Office with PowerPoint, Excel, Word and MS Outlook Mail. Additionally, contractor personnel shall be capable of acquiring skills in the application of specialized software applications, used in the TMO. Contractor personnel shall be able to communicate effectively, both orally and in writing, with personnel at all levels of the Command.

6.0 PERFORMANCE REQUIREMENTS SUMMARY

Contractor's Activity	Standard	AQL	Monitoring Method
Perform requirements specified in sections 4.1 – 4.4	Contractor must meet assigned requirements as specified in the PWS – 95%	No more than one missed assignment or incorrect submission per month	Random inspections, customer feedback/surveys
Perform requirements specified in section 23.0	Contractor must meet assigned requirements as specified in the PWS – 95%	Deliver report outlining meeting observations, conclusions, recommended actions, and additional information such as handouts to the COR within two working days after meeting completion	100% Inspection

7.0 PERIOD OF PERFORMANCE:

21 May 2015 – 20 May 2016

8.0 WORKING HOURS: As determined by individual task orders, the contractor shall develop personnel work schedules to ensure tasks described in the PWS are performed during FRCSE core hours. Normal core hours are Monday - Friday 0600-1430, Monday through Friday, excluding federal holidays. No overtime will be authorized.

Federal Government observed holidays: New Year's Day, Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Shutdown Periods: There are occasions when the FRCSE reduces operations in conjunction with the following holidays: Thanksgiving Day, Christmas Day, and New Year's Day which encompass additional non-holiday work days and weekends. When such a notice is given, the contractor shall modify its support level for the reduced operations.

9.0 WORK ENVIRONMENT AND PHYSICAL DEMANDS: Work is normally performed in an office environment. There may be brief visits through industrial or other specialized areas. Apply established safety regulations and practices to minimize minor violations and to avoid major violations due to employee error or negligence. Contractor personnel shall completely understand and be physically capable of performing all aspects of the work described herein.

10.0 TRAVEL: As determined by individual task orders, local travel is anticipated to support performance under this PWS. Contractor personnel performing tasks 4.3 and 4.4 may be required to travel to local sites within FRCSE Naval Air Station, Jacksonville and the Cecil Commerce Center FL, with exact sites to be determined by the Training Management Office (TMO). It is anticipated that 10 such trips annually may be required, and normally transportation will be made utilizing Government provided transportation assigned to and checked out by the Government Representative at the FRCSE Training Management Office. If Government provided transportation is not available, contractor shall be responsible for providing necessary Transportation. Travel reimbursements are not authorized under this contract.

11.0 NON-PERSONAL SERVICE STATEMENT: Contractor employees performing services under this order will be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards outlined in the statement of work. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official or other Defense Contractor. The tasks, duties, and responsibilities set forth in the task order may not be interpreted or implemented in any manner that results in any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, providing direct personal services to any Federal employee, or otherwise violating the

prohibitions set forth in Parts 7.5 and 37.1 of the Federal Acquisition Regulation (FAR). The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

12.0 EMPLOYMENT OF FEDERAL EMPLOYEES: The contractor shall not employ or enter into a contract with any person to perform work under this contract who is an employee of the United States Government, either military or civilian, unless such person receives approval IAW applicable Federal, and DOD regulations.

13.0 SECURITY REQUIREMENTS: Work under this contract requires access to personally identifiable information (PII) and information protected by the Privacy Act of 1974. Per SECNAV M-5510.30, all individuals with access to PII or Privacy Act information must be US Citizens; therefore US Citizenship is a requirement. In all cases contract employees must meet eligibility requirements for a position of trust at a minimum. The contractor shall comply with all applicable DoD security regulations and procedures during the performance of this contract. Contractor personnel shall not disclose and must safeguard procurement sensitive information, computer systems and data, privacy act data, sensitive but unclassified (SBU) information, and all government personnel work products that are obtained or generated in the performance of this contract. Contractor personnel are required to have a favorable National Agency Check, Local Agency Check and Local Credit Check (NACLCL) investigation at a minimum in accordance with DoD Instruction 8500.2. Local Agency Check and Local Credit Check must be submitted and results received prior to commencement of work.

AN “UNFAVORABLE” OR “NO DETERMINATION” ADJUDICATION OF THE CONTRACTOR EMPLOYEES INVESTIGATION WILL RESULT IN IMMEDIATE TERMINATION OF ACCESS TO THE WORKSPACE AND RECORDS.

Purpose: Reference is hereby made to Navy awarded contracts requiring contractor access to Navy information systems, SBU information, areas critical to the operations of the command, and/or classified information. Although these contracts may not be classified, contractor employees are required to have obtained a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLCL) determination at a minimum. The Department of the Navy (DoN) has determined that all DoN Information systems are sensitive regardless of whether the information is classified or unclassified. A contractor whose work involves access to sensitive unclassified information warrants a judgment of an employee's trustworthiness. Therefore, all personnel accessing DoN Computer systems must undergo investigation for a position of trust to verify their trustworthiness. Also, Commands will include Facility Access Determination (FAD) program requirements in the contract specifications when determinations for facility access only will be required on the contractor employees. The following addresses those requirements for Security.

NO FOREIGN NATIONAL WILL BE EMPLOYED ON THIS GOVERNMENT CONTRACT.

This clause does not apply to employees hired overseas In accordance with Status of Forces Agreements, Diplomatic (memorandums) of understanding or other Host Nation Agreements. Employees hired under these agreements are subject to local pre-employment checks.

“Each contractor employee shall comply with the HSPD-12 E-Verify Federal Acquisition Regulations FAR **Clause 52.222-54** Employment Eligibility Verification”

All contractors, working within DoN Spaces must be entered into the Joint Personnel Adjudication System (JPAS), and then owned by their contracting company facility security officer (FSO). The receiving command Security Manager will then service those individuals in JPAS for tracking and monitoring of their investigation status.

If no previous investigation exists the contractor personnel shall complete the requirement for a NACLCL.

NACLCL's for positions of trust will be processed through the receiving command Security Manager.

Investigative requirements for DoN Contractor personnel requiring access to classified information are managed under the National Industrial Security Program (NISP). Requests for investigation of contractor personnel for security

clearance eligibility are processed by the Office of Personnel Management (OPM) and adjudicated by Defense Industrial Security Clearance Office (DISCO). When Sensitive Compartmented Information (SCI) access is at issue, the **Department of the Navy Central Adjudication Facility** (DoNCAF) is the adjudicative authority for all DoN Contractor personnel requiring SCI access eligibility.

The Contractor shall ensure that a complete security package, (SF-85, SF-85P, SF-86 and FD258 2 copies) are submitted to the Command Security Officer receiving the contracted services in order for the Security Officer to conduct a suitability review of the submitted investigative forms.

The Contractor FSO or security representative shall ensure that individuals assigned to the command are U.S. citizens and will ensure completion of the SF-85P or SF-86. The SF-85P or SF-86 along with the original signed release statements and two applicant fingerprint cards (FD 258) will be forwarded to the receiving command Security Manager at least one week prior to reporting for duty.

Personnel cannot be properly processed and provided system access prior to their reporting date without receiving the investigative paperwork one week prior.

For contracts requiring a position of trust the Command Security Officer will submit the forms for a position of trust. For classified contracts the contractor FSO will submit the SF-86 to OPM for processing and eventual adjudication by DISCO.

The completed SF-85P or SF-86 will be reviewed by the receiving command Security Manager for completeness, accuracy and suitability prior to the submission. If the contractor appears suitable after the questionnaire has been reviewed, the request will be forwarded to OPM.

The completed SF-85P or SF-86 along with attachments will be forwarded to the Office of Personnel Management (OPM) who will conduct the NACI investigation or equivalent. All contract personnel will in-process with the receiving command Security Manager and Information Assurance Manager upon arrival to the command and will out-process prior to their departure.

Please note: When processing a Questionnaire for National Security Positions, the applicants can only access the e-QIP system if they have been instructed to do so by an appropriate official at sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire, unless granted access by an appropriate agency official. The e-QIP software can be accessed at the Office of Personnel Management (OPM) website <http://www.opm.gov/e-qip/index.asp> or <http://www.dss.mil> the contractor shall provide the completed Questionnaire for Public Trust Positions, or Questionnaire for National Security Positions with the original signed release statements and two applicant fingerprint cards (FD 258) to the receiving command Security Manager for suitability determination. The receiving command Security Manager will review the form for completeness, accuracy and suitability issues, and forward to OPM as detailed on the OPM website. Applicants can obtain an SF-86 or SF-85P by visiting the Office of Personnel Management (OPM) website located at: <http://www.opm.gov/forms/html/sf.asp>. The responsibility for providing the fingerprint cards rests with the contractor.

The Department of the Navy Central Adjudication Facility will provide the completed investigation to the receiving command Security Manager for the determination in cases where a favorable determination cannot be reached due to the discovery of potentially derogatory information. The command will provide written notification to the contractor advising whether or not the contractor employee will be admitted to command areas or be provided access to unclassified but sensitive business information. Determinations are the sole prerogative of the commanding officer of the sponsor activity. If the commanding officer determines, upon review of the investigation, that allowing a person to perform certain duties or access to certain areas, would pose an unacceptable risk, that decision is final. No due process procedures are required.

The contractor employee shall take all lawful steps available to ensure that information provided or generated pursuant to this arrangement is protected from further disclosure unless the agency provides written consent to such disclosure.

Security clearance requirements are defined in the DD-254 of the basic contract for those contracts that will require employees to handle classified information.

The FSO will ensure that the SAAR-N is forwarded to the receiving command Security Manager for receipt at least one week prior to the start date for the individual.

"ALL AUTHORIZED USERS OF DoD INFORMATION SYSTEMS SHALL RECEIVE INITIAL INFORMATION ASSURANCE IA ORIENTATION AS A CONDITION OF ACCESS AND THEREAFTER MUST COMPLETE ANNUAL IA REFRESHER AWARENESS TRAINING TO MAINTAIN AN ACTIVE USER ACCOUNT."

Pre-employment Clearance Action: Employees requiring access to classified information, upon reporting to their position, will be read into access by the local command security representative. A local classified material handling indoctrination will take place at that time.

The I-9 form lists acceptable forms of identification that can be provided to prove U.S. citizenship. Dual citizens are required to renounce their secondary citizenship in order to work for the U.S. Government. Citizenship can be renounced by turning in the foreign national passport to a government security officer for destruction or to the originating embassy of the passport. Individuals should request a signed affidavit from their embassy recognizing the renouncing of their citizenship.

Acceptable Proof of Citizenship

- a. For individuals born in the United States, a birth certificate is the primary and preferred means of citizenship verification. Acceptable certificates must show that the birth record was filed shortly after birth and it must be certified with the registrar's signature. It must bear the raised, impressed, or multicolored seal of the registrar's office. The only exception is if a state or other jurisdiction does not issue such seals as a matter of policy. Uncertified copies of birth certificates are not acceptable. A delayed birth certificate is one created when a record was filed more than one year after the date of birth. Such a certificate is acceptable if it shows that the report of birth was supported by acceptable secondary evidence of birth. Secondary evidence may include: baptismal or circumcision certificates, hospital birth records, or affidavits of persons having personal knowledge about the facts of birth. Other documentary evidence can be early census, school, or family bible records, newspaper files, or insurance papers. All documents submitted as evidence of birth in the U.S. shall be original or certified documents.
- b. If the individual claims citizenship by naturalization, a certificate of naturalization is acceptable proof of citizenship.
- c. A Passport, current or expired, is acceptable proof of citizenship.
- d. A Record of Military Processing-Armed Forces of the United States (DD Form 1966) is acceptable proof of citizenship, provided it reflects U.S. citizenship.
- e. If Citizenship is from the Island of Puerto Rico; see Puerto Rico Birth Certificates Law 191 of 2009, at web site <http://www.prfaa.com/birthcertificates/>.
- f. If citizenship was acquired by birth abroad to a U.S. citizen parent or parents, the following are acceptable evidence:
 - (1) A Certificate of Citizenship issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) or its predecessor organization.
 - (2) A Report of Birth Abroad of a Citizen of the United States of America
 - (3) A Certificate of Birth.

14.0 GOVERNMENT PROPERTY FURNISHED: The Government will provide adequate working space, all equipment (e.g., desk, chair, computer, printing equipment, desk-top printer, copier, telephone, etc.), utilities, janitorial services and expendable operating supplies for the duration of this contract. Contractor personnel shall maintain the assigned office space in a neat and orderly manner. Contractor personnel shall only use government-furnished facilities, equipment and supplies to accomplish the tasks required under this contract. Personal or company use of phones, utilities, computers, printers, copiers, etc., not directly related to required services is strictly prohibited. The use of Government vehicles incidental in the performance of this tasking is authorized. Contractor personnel shall not remove any Government furnished equipment or supplies from the worksite without the express written permission of the Contracting Officer's Representative (COR) or their designated representative.

15.0 CONTRACTOR FURNISHED MATERIAL

N/A

16.0 CONTRACTOR IDENTIFICATION: Contracting personnel must identify themselves as “contractors” when attending meetings, answering Government telephones, or working in situations where their actions could be construed as official Government acts. The contractor must ensure their employee(s) display(s) his or her name and the name of the company while in the work area, and include the company’s name in his or her email display.

17.0 PERSONNEL COMPLIANCE: The contractor shall ensure contractor employees observe and comply with all local and higher authority policies, regulations, and procedures concerning fire, safety, environmental protection, sanitation, security, traffic, parking, energy conservation, flag courtesy, “off limits” areas, and possession of firearms or other lethal weapons. When two or more directives or instructions apply, the contractor shall comply with the more stringent of the directives or instructions.

18.0 SMOKING/DRUG/ALCOHOL POLICY: Contractor personnel shall comply with local command smoking policies and workforce requirements. The contractor shall also comply with all Federal statutes, laws, and regulations to implement a Drug Free Workplace Program (DFWP) as well as work force requirements and local command policies. Copies of both policies will be provided to the contractor by the local command Administrative Officer (AO) at performance start date.

19.0 PERSONNEL CONDUCT: The selection, assignment, reassignment, transfer, supervision, management, and control of contractor personnel employed to perform tasks specified herein shall be the responsibility of the contractor. The contractor shall be responsible for the performance and conduct of contractor and subcontractor employees at all times. Personnel employed by the contractor in the performance of this contract, or any representative of the contractor entering the installation shall abide by the security regulations listed in the contract and shall be subject to such checks by the Government as deemed necessary. The contractor shall not employ for performance under this contract any person whose employment would result in a conflict of interest with the Government’s standards of conduct.

20.0 PERSONNEL REMOVAL: Government rules, regulations, laws, directives, and requirements that are issued during the term of the performance period relating to law and order, installation administration, and security shall be applicable to all contractor employees and representatives who enter the installation. Violation of such rules, regulations, laws, directives, or requirements shall be grounds for removal (permanently or temporarily as the Government determines) from the work site or installation. Removal of employees does not relieve the contractor from the responsibility for the work defined in this contract. The contractor is expected to provide support services despite personnel removal or other unforeseen condition.

- **Removal by Installation Commander:** The Installation Commander may, at his discretion, bar an individual from the installation under the authority of 18 USC 1382 (1972), for conduct that is determined to be contrary to good order, discipline, or installation security and safety.
- **Removal Requested by Contracting Officer Representative (COR):** The COR may require the contractor to remove an employee working under this contract for reasons of misconduct or security violations. Contractor employees shall be subject to dismissal from the premises upon determination by the COR that such action is necessary in the interest of the Government.
- **Removal by Military Police:** Contractor employees may be denied entry to or may be removed from the installation by Military Police if it is determined that the employee’s presence on the installation may be contrary to good order, discipline, or installation security and safety.
- **Removal for Unsatisfactory Performance:** The Government reserves the right to require the contractor to remove and replace any personnel who provide unsatisfactory performance, demonstrate insufficient knowledge, or possess inadequate skill levels necessary to complete assigned tasks. The skill level of the staff provided shall be current and consistent with new technologies.

21.0 INTERACTION WITH OTHER ACTIVITIES: Government and contractor personnel will be working in common areas during working hours. Contractor performance shall not interfere with Government work in the

area where any service or maintenance work is being performed. In the event the contractor believes that Government and other contractor personnel are interfering with the performance of the tasks described in this PWS, the contractor shall notify the COR immediately. The contractor is obligated to continue performance of the effort described in this contract unless there is authorization from the contracting officer (KO) to stop work. Failure by the contractor to notify the COR and receive necessary instructions could result in denial of any additional costs incurred in performance of the contract under such conditions. Other Government contractor's may be performing required services in areas that interrelate with the requirements of this contract. The Government will facilitate initial contact between contractors performing other contracts and this contract. The contractor shall provide all further required coordination between other contractors for any task specified in this contract that relates to or impacts on any other contracted work.

22.0 SAFETY: The contractor is solely responsible for compliance of all safety regulations of employees while working on government owned or leased facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the KO and COR within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the contractor as a result of any accident that occurs in connection with performance under this contract.

23.0 DELIVERABLES: Management/Quality Control Plan (QCP): The contractor shall ensure quality service is maintained to perform services throughout the life of the contract and methods for improving the overall quality are also employed. The contractor shall prepare and submit a management/quality control plan within five (5) working days of contract start date. The plan shall discuss the contractor's overall approach and procedures for evaluating each of the major service areas contained in the PWS, communicating with the Government, resolving deficiencies, identifying potential improvements, and managing day to day operations. As part of the management/QCP, the contractor may conduct internal QC inspections. Results of any contractor internal QC inspections and corrective actions taken shall be made available to the Government for review throughout the performance of this PWS. The Government may periodically require the contractor to update/revise the management/QCP to ensure quality service is maintained throughout the life of the contract.

24.0 MEETINGS AND BRIEFINGS: When requested by the COR, the contractor shall attend, participate in and furnish input to scheduled and unscheduled meetings, conferences, and briefings. Frequency may be weekly, monthly, or as otherwise required.

- **Meeting Attendees:** Meeting attendees shall include contractor managerial, supervisory, and/or other personnel knowledgeable of the subject matter.
- **Reporting Requirements:** When the contractor is the sole representative on behalf of the Government at meetings or conferences, the contractor shall deliver a related report to the COR within two working days after meeting completion. The report shall include identifying information, general observations and conclusions or recommended actions, and any additional information, such as handouts.

25.0 GOVERNMENT MANAGEMENT OVERSIGHT: Government management will provide general instructions on limitations, deadlines, and any additional instructions for unusual assignments or those that vary from established procedures. The contractor's employees will independently carry out the assignments. Completed work will be spot-checked by Government management for adherence to procedures, accuracy, and completeness.

26.0 COR/ACOR POINTS OF CONTACT AND INSPECTION AND ACCEPTANCE

26.1 The COR under this contract and the person responsible for performing inspection and acceptance of the contractor's performance at the destination) is:

COR	Donna Sneed
Phone:	(904) 790-4145 or DSN 690-4145
E-mail	donna.sneed1@navy.mil

ACOR
Phone:
E-mail

William Martini
(904) 790-4188 or DSN 690-4188
william.martini@navy.mil

27.0 CONTRACTOR MANPOWER REPORTING REQUIREMENT

The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services for the Fleet Readiness Center Southeast via a secure data collection site.

The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2015. Contractors may direct questions to the help desk at help desk at: <http://www.ecmra.mil>