



CIO-SP2 i - Contract Details



Award Date: 12/21/2000
Expiration Date: 12/20/2010
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PART I THE SCHEDULE

SECTION B

SUPPLIES/SERVICES AND PRICES/COST

B.1 General

The Contractor, acting as an independent contractor and not as an agent of the government, shall furnish all materials, personnel, facilities, support and management necessary to provide the supplies and services as set forth below in accordance with the Statement of Work.

a) This is a ten (10) year indefinite delivery - indefinite quantity (IDIQ) contract utilizing Cost Plus Fixed Fee (CPFF), Cost Plus Award Fee (CPAF), Cost-Sharing (CS), Time and Materials (T&M), and Firm Fixed Price (FFP) in accordance with FAR 16.5.

b) The Contracting Officer's decision to issue an order to a particular awardee shall be based on the criteria stated in section G.5. All task orders shall be awarded in full compliance with the "Federal Acquisition Streamlining Act" (FASA) of 1994, the "Federal Acquisition Reform Act" (FARA) of 1996, and the "Information Technology Management Reform Act" (ITMRA) of 1996.

B.2 Supplies/Services And Prices/Costs

The price schedules set forth in Table B1 contains Loaded Hourly Labor rates for each year of the contract. These price schedules contain the loaded hourly rate for work to be performed within the United States (including Alaska and Hawaii). Loaded Hourly Rate is defined as the direct hourly rate along with appropriate load factors, inclusive of profit. Load factors include such items as overhead, fringe benefits and general and administrative (G&A) expense. The loaded hourly rates are ceiling price rates and contractors may, at his/her discretion, elect to propose lower hourly rates on a task-by-task basis.

Firm Fixed Price and Time & Material Price Schedules

The loaded hourly rates set forth in Table B1 can be used on Firm Fixed Price and Time and Material task orders. The prices will be fully burdened ceiling rates inclusive of direct labor costs, overhead, general and administrative expenses (G&A) and profit, except for the ODC multipliers, which shall not bear profit (the exclusion of profit applies to T&M orders only). The ODC multiplier is the administrative handling fee (e.g. for material purchases, travel handling). Offerors with audited rates shall propose those rates or lower. Offerors without audited rates shall propose rates in accordance with established competitive business practices.

Cost Plus Fixed Fee, Cost Sharing and Cost Plus Award Fee Cost Schedule

For CPFF, CS and CPAF orders offerors shall complete supporting schedules identifying all applicable direct and indirect estimates building up to task order cost. Offerors with approved DCAA rates should submit the most recently provisional indirect bidding and actual rates for both direct and indirect rates. Offerors without audited rates shall propose indirect rates in accordance with FAR Part 31. Fee will be negotiated on individual task orders for CPFF and CPAF orders.

The prices will be applied to individual task orders types as follows:

FFP Task Orders

(1) For FFP task orders, the quantity of each item or labor category ordered will be multiplied against the rate listed in this schedule or as negotiated for the task, and the cumulative extended total of all items ordered will define the FFP for the task. Travel and ODCs, if applicable, may be estimated for each task order, burdened with the ODC multiplier specified in this schedule. Any total rate negotiated for travel and ODCs, will be added to the extended price of all ordered items to arrive at the total FFP for the task order. Partial payment of FFP task orders may be negotiated based on the completion of milestones.

Time & Material Task Orders

(2) For T&M task orders, the quantity of hours ordered of each labor category will be specified as deliverable hours billable at the rates specified in the schedule or as negotiated, if lower rates are proposed for the task order. Travel and ODCs will be estimated for each task orders and burdened with the ODC multiplier specified in this schedule. Profit on travel and ODCs is not allowable. The cumulative extended total of all labor categories ordered plus travel and ODCs will define the task order-ceiling price. The government will not reimburse the contractor for costs incurred beyond the ceiling price, for hours not delivered, for hours delivered but in excess of the quantities ordered for a particular labor category, or for travel and ODCs exceeding the ordered pool amount. Labor dollars will not be used to pay for ODCs nor ODC dollars used to pay for labor without a contract modification.

Cost Sharing, Cost Plus Fixed and Cost Plus Award Fee Task Orders

(3) For CS, CPFF and CPAF task orders, the contractor will provide complete supporting schedules identifying all applicable direct and indirect rate estimates building up to the task order cost. Offerors with approved DCAA rates should submit the most recently provisional indirect bidding and actual rates for both direct and indirect rates. Offerors without audited rates shall propose indirect rates in accordance with FAR Part 31. The fee will be negotiated for each task order consistent with statutory limitations. If the task order type is to be CPAF, the fixed portion of fee and the award portion will be clearly differentiated. Payment from the award fee pool will be based on the standards and procedures outlined in Section J, Attachment J-2.

(b) Contractors shall post their rates at their individual Web Sites. The rates shall be posted for each year of performance according to the following numbering scheme. Additional categories may be added as necessary as a negotiated bilateral modification. The first digit will designate the contract year. Alpha designators may be added to expand each item, e.g. - 1101AA is item type 1, 1101AB is item type 2, etc.

(c) Item 100 is designated for custom services. The contractor provides its fully loaded labor rates for each labor category defined in the schedule. The description of each labor category is defined in Section J Attachment 1. Rates for both government site effort and contractor site effort are cited separately and provided for each labor category. The rates provided represent a loaded rate for the prime and subcontractors; labor will not be reimbursed as an ODC.

1101 is designated for contractor site rates - see Table B.1 (a).

1102 is designated for government site rates - see Table B.1 (b).

(d) Item 200 is designated for ODC multipliers. The ODC multiplier may be used on individual task orders to supplement existing contract line items or to bid cost reimbursable travel and ODCs. The contractor provided multiplier would be used to burden these costs so that the product of the direct cost and multiplier equals the fully burdened cost prior to application of profit or fee. The multiplier shall not contain profit.

X201 is designated for the prime contractor's travel and ODCs.

X202 is designated for material or subcontract purchases unique to a task order.

X denotes contract year

B.3 Rate Refresher

The government may reassess contractor's rates during the contract performance period. If warranted, rates will be renegotiated with all contractors at the same time and renegotiation of rates will occur no more frequently than every two years.

B.4 Service Contract Act

The Service Contract Act does not apply to this contract.

B.5 Work Outside The Continental United States (OCONUS)

It is anticipated that there may be task orders under this contract for work outside the United States. Offerors are requested to submit pricing methodology or algorithm to be used for developing worldwide rates. The contractor will be compensated for work performed outside the United States based on the methodology proposed by the contractor and accepted at contract award. This methodology may be used in the future to determine specific rates as requirements occur.

Rates for Each Contract are located on the Contractor's Web Site

Contractor Site Labor Rates

Year 1

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
1101 AA	Program Manager	HR	
1101 AB	Project Manager	HR	
1101 AC	Quality Assurance Manager	HR	
1101 AD	Quality Assurance Analyst	HR	
1101 AE	Project Control Specialist	HR	
1101 AF	Program Administration Specialist	HR	
1101 AG	Senior Functional Analyst	HR	
1101 AH	Functional Analyst	HR	
1101 AI	Principal Systems Architect	HR	
1101 AJ	Senior Systems Analyst	HR	
1101 AK	Principle Information Engineer	HR	
1101 AL	Senior Information Engineer	HR	
1101 AM	Senior Computer Systems Analyst	HR	
1101 AN	Computer Systems Analyst	HR	
1101 AO	Junior Computer Systems Analyst	HR	
1101 AP	Senior Application Engineer	HR	
1101 AQ	Application Engineer	HR	
1101 AR	Application Programmer	HR	
1101 AS	Junior Application Programmer	HR	
1101 AT	Student Application Programmer	HR	
1101 AU	Senior Database Mgmt. Specialist	HR	
1101 AV	Database Mgmt. Specialist	HR	
1101 AW	Data Entry Clerk	HR	
1101 AX	Operations Manager	HR	
1101 AY	System Administrator	HR	
1101 AZ	System Operator	HR	
1101 BA	Senior Training Specialist	HR	
1101 BB	Training Specialist	HR	
1101 BC	Help Desk Manager	HR	
1101 BD	Help Desk Specialist	HR	
1101 BE	Hardware Specialist	HR	
1101 BF	Senior Hardware Installation Technician	HR	
1101 BG	Hardware Installation Technician	HR	
1101 BH	Hardware Draftsman	HR	
1101 BI	Senior Network Installation Technician	HR	
1101 BJ	Network Installation Technician	HR	
1101 BK	Network Draftsman	HR	
1101 BL	Communications Network Manager	HR	
1101 BM	Communications Specialist	HR	
1101 BN	Principal B.P.R. Specialist	HR	
1101 BO	Senior B.P.R. Specialist	HR	
1101 BP	Cost Analyst	HR	
1101 BQ	Data Standardization Specialist	HR	
1101 BR	Documentation Specialist	HR	

1101 BS	Technical Writer/Editor	HR	
1101 BT	Senior Computer Security System Specialist	HR	
1101 BU	Computer Security System Specialist	HR	
1101 BV	Administrative Support and Graphics Specialist	HR	
1101 BW	Electronic Meeting Technographer	HR	
1101 BX	System Programmer	HR	
1101 BY	Functional Subject Matter Expert	HR	
1101 BZ	IT Hardware Specialist	HR	
1101 CA	Quality Assurance Specialist	HR	
1101 CB	Communications Hardware Specialist	HR	
1101 CC	Communications Software Specialist	HR	
1101 CD	Information Resource Management Analyst	HR	
1101 CE	Procurement Product Specialist	HR	
1101 CF	Imaging Specialist	HR	
1101 CG	Application Systems Analyst	HR	
1101 CH	Software Systems Engineer	HR	
1101 CI	Disaster Recovery Specialist	HR	
1101 CJ	Telecommunication Engineer	HR	
1101 CK	Information Systems Training Specialist	HR	
1101 CL	Local Area Network Administer	HR	
1101 CM	Wide Area Network Administer	HR	
1101 CN	Web Project Manager	HR	
1101 CO	Web Designer	HR	
1101 CP	Web Software Developer	HR	
1101 CQ	Web Content Administrator	HR	
1101 CR	Local Area Network Support Technician	HR	
1101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 1

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
1102 AA	RESERVED	N/A	
1102 AB	Project Manager	HR	
1102 AC	Quality Assurance Manager	HR	
1102 AD	Quality Assurance Analyst	HR	
1102 AE	Project Control Specialist	HR	
1102 AF	Program Administration Specialist	HR	
1102 AG	Senior Functional Analyst	HR	
1102 AH	Functional Analyst	HR	
1102 AI	Principal Systems Architect	HR	
1102 AJ	Senior Systems Architect	HR	
1102 AK	Principal Information Engineer	HR	
1102 AL	Senior Information Engineer	HR	
1102 AM	Senior Computer Systems Analyst	HR	
1102 AN	Computer Systems Analyst	HR	
1102 AO	Junior Computer Systems Analyst	HR	
1102 AP	Senior Application Engineer	HR	

1102 AQ	Application Engineer	HR	
1102 AR	Application Programmer	HR	
1102 AS	Junior Application Programmer	HR	
1102 AT	Student Application Programmer	HR	
1102 AU	Senior Database Mgmt. Specialist	HR	
1102 AV	Database Mgmt Specialist	HR	
1102 AW	Data Entry Clerk	HR	
1102 AX	Operations Manager	HR	
1102 AY	System Administrator	HR	
1102 AZ	System Operator	HR	
1102 BA	Senior Training Specialist	HR	
1102 BB	Training Specialist	HR	
1102 BC	Help Desk Manager	HR	
1102 BD	Help Desk Specialist	HR	
1102 BE	Hardware Specialist	HR	
1102 BF	Senior Hardware Installation Technician	HR	
1102 BG	Hardware Installation Technician	HR	
1102 BH	Hardware Draftsman	HR	
1102 BI	Senior Network Installation Technician	HR	
1102 BJ	Network Installation Technician	HR	
1102 BK	Network Draftsman	HR	
1102 BL	Communications Network Manager	HR	
1102 BM	Communications Specialist	HR	
1102 BN	Principal B.P.R. Specialist	HR	
1102 BO	Senior B.P.R. Specialist	HR	
1102 BP	Cost Analyst	HR	
1102 BQ	Data Standardization Specialist	HR	
1102 BR	Documentation Specialist	HR	
1102 BS	Technical Writer/Editor	HR	
1102 BT	Senior Computer Security System Specialist	HR	
1102 BU	Computer Security System Specialist	HR	
1102 BV	Administrative Support and Graphics Specialist	HR	
1102 BW	Electronic Meeting Technographer	HR	
1102 BX	System Programmer	HR	
1102 BY	Functional Subject Matter Expert	HR	
1102 BZ	IT Hardware Specialist	HR	
1102 CA	Quality Assurance Specialist	HR	
1102 CB	Communications Hardware Specialist	HR	
1102 CC	Communications Software Specialist	HR	
1102 CD	Information Resource Management Analyst	HR	
1102 CE	Procurement Product Specialist	HR	
1102 CF	Imaging Specialist	HR	
1102 CG	Application Systems Analyst	HR	
1102 CH	Software Systems Engineer	HR	
1102 CI	Disaster Recovery Specialist	HR	
1102 CJ	Telecommunication Engineer	HR	
1102 CK	Information Systems Training Specialist	HR	
1102 CL	Local Area Network Administer	HR	
1102 CM	Wide Area Network Administer	HR	
1102 CN	Web Project Manager	HR	
1102 CO	Web Designer	HR	
1102 CP	Web Software Developer	HR	
1102 CQ	Web Content Administrator	HR	

1102 CR	Local Area Network Support Technician	HR	
1102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 2

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
2101 AA	Program Manager	HR	
2101 AB	Project Manager	HR	
2101 AC	Quality Assurance Manager	HR	
2101 AD	Quality Assurance Analyst	HR	
2101 AE	Project Control Specialist	HR	
2101 AF	Program Administration Specialist	HR	
2101 AG	Senior Functional Analyst	HR	
2101 AH	Functional Analyst	HR	
2101 AI	Principal Systems Architect	HR	
2101 AJ	Senior Systems Analyst	HR	
2101 AK	Principle Information Engineer	HR	
2101 AL	Senior Information Engineer	HR	
2101 AM	Senior Computer Systems Analyst	HR	
2101 AN	Computer Systems Analyst	HR	
2101 AO	Junior Computer Systems Analyst	HR	
2101 AP	Senior Application Engineer	HR	
2101 AQ	Application Engineer	HR	
2101 AR	Application Programmer	HR	
2101 AS	Junior Application Programmer	HR	
2101 AT	Student Application Programmer	HR	
2101 AU	Senior Database Mgmt. Specialist	HR	
2101 AV	Database Mgmt. Specialist	HR	
2101 AW	Data Entry Clerk	HR	
2101 AX	Operations Manager	HR	
2101 AY	System Administrator	HR	
2101 AZ	System Operator	HR	
2101 BA	Senior Training Specialist	HR	
2101 BB	Training Specialist	HR	
2101 BC	Help Desk Manager	HR	
2101 BD	Help Desk Specialist	HR	
2101 BE	Hardware Specialist	HR	
2101 BF	Senior Hardware Installation Technician	HR	
2101 BG	Hardware Installation Technician	HR	
2101 BH	Hardware Draftsman	HR	
2101 BI	Senior Network Installation Technician	HR	
2101 BJ	Network Installation Technician	HR	
2101 BK	Network Draftsman	HR	
2101 BL	Communications Network Manager	HR	
2101 BM	Communications Specialist	HR	
2101 BN	Principal B.P.R. Specialist	HR	
2101 BO	Senior B.P.R. Specialist	HR	
2101 BP	Cost Analyst	HR	

2101 BQ	Data Standardization Specialist	HR	
2101 BR	Documentation Specialist	HR	
2101 BS	Technical Writer/Editor	HR	
2101 BT	Senior Computer Security System Specialist	HR	
2101 BU	Computer Security System Specialist	HR	
2101 BV	Administrative Support and Graphics Specialist	HR	
2101 BW	Electronic Meeting Technographer	HR	
2101 BX	System Programmer	HR	
2101 BY	Functional Subject Matter Expert	HR	
2101 BZ	IT Hardware Specialist	HR	
2101 CA	Quality Assurance Specialist	HR	
2101 CB	Communications Hardware Specialist	HR	
2101 CC	Communications Software Specialist	HR	
2101 CD	Information Resource Management Analyst	HR	
2101 CE	Procurement Product Specialist	HR	
2101 CF	Imaging Specialist	HR	
2101 CG	Application Systems Analyst	HR	
2101 CH	Software Systems Engineer	HR	
2101 CI	Disaster Recovery Specialist	HR	
2101 CJ	Telecommunication Engineer	HR	
2101 CK	Information Systems Training Specialist	HR	
2101 CL	Local Area Network Administer	HR	
2101 CM	Wide Area Network Administer	HR	
2101 CN	Web Project Manager	HR	
2101 CO	Web Designer	HR	
2101 CP	Web Software Developer	HR	
2101 CQ	Web Content Administrator	HR	
2101 CR	Local Area Network Support Technician	HR	
2101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 2

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
2102 AA	RESERVED	N/A	
2102 AB	Project Manager	HR	
2102 AC	Quality Assurance Manager	HR	
2102 AD	Quality Assurance Analyst	HR	
2102 AE	Project Control Specialist	HR	
2102 AF	Program Administration Specialist	HR	
2102 AG	Senior Functional Analyst	HR	
2102 AH	Functional Analyst	HR	
2102 AI	Principal Systems Architect	HR	
2102 AJ	Senior Systems Architect	HR	
2102 AK	Principal Information Engineer	HR	
2102 AL	Senior Information Engineer	HR	
2102 AM	Senior Computer Systems Analyst	HR	
2102 AN	Computer Systems Analyst	HR	
2102 AO	Junior Computer Systems Analyst	HR	
2102 AP	Senior Application Engineer	HR	

2102 AQ	Application Engineer	HR	
2102 AR	Application Programmer	HR	
2102 AS	Junior Application Programmer	HR	
2102 AT	Student Application Programmer	HR	
2102 AU	Senior Database Mgmt. Specialist	HR	
2102 AV	Database Mgmt Specialist	HR	
2102 AW	Data Entry Clerk	HR	
2102 AX	Operations Manager	HR	
2102 AY	System Administrator	HR	
2102 AZ	System Operator	HR	
2102 BA	Senior Training Specialist	HR	
2102 BB	Training Specialist	HR	
2102 BC	Help Desk Manager	HR	
2102 BD	Help Desk Specialist	HR	
2102 BE	Hardware Specialist	HR	
2102 BF	Senior Hardware Installation Technician	HR	
2102 BG	Hardware Installation Technician	HR	
2102 BH	Hardware Draftsman	HR	
2102 BI	Senior Network Installation Technician	HR	
2102 BJ	Network Installation Technician	HR	
2102 BK	Network Draftsman	HR	
2102 BL	Communications Network Manager	HR	
2102 BM	Communications Specialist	HR	
2102 BN	Principal B.P.R. Specialist	HR	
2102 BO	Senior B.P.R. Specialist	HR	
2102 BP	Cost Analyst	HR	
2102 BQ	Data Standardization Specialist	HR	
2102 BR	Documentation Specialist	HR	
2102 BS	Technical Writer/Editor	HR	
2102 BT	Senior Computer Security System Specialist	HR	
2102 BU	Computer Security System Specialist	HR	
2102 BV	Administrative Support and Graphics Specialist	HR	
2102 BW	Electronic Meeting Technographer	HR	
2102 BX	System Programmer	HR	
2102 BY	Functional Subject Matter Expert	HR	
2102 BZ	IT Hardware Specialist	HR	
2102 CA	Quality Assurance Specialist	HR	
2102 CB	Communications Hardware Specialist	HR	
2102 CC	Communications Software Specialist	HR	
2102 CD	Information Resource Management Analyst	HR	
2102 CE	Procurement Product Specialist	HR	
2102 CF	Imaging Specialist	HR	
2102 CG	Application Systems Analyst	HR	
2102 CH	Software Systems Engineer	HR	
2102 CI	Disaster Recovery Specialist	HR	
2102 CJ	Telecommunication Engineer	HR	
2102 CK	Information Systems Training Specialist	HR	
2102 CL	Local Area Network Administer	HR	
2102 CM	Wide Area Network Administer	HR	
2102 CN	Web Project Manager	HR	
2102 CO	Web Designer	HR	
2102 CP	Web Software Developer	HR	
2102 CQ	Web Content Administrator	HR	

2102 CR	Local Area Network Support Technician	HR	
2102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 3

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
3101 AA	Program Manager	HR	
3101 AB	Project Manager	HR	
3101 AC	Quality Assurance Manager	HR	
3101 AD	Quality Assurance Analyst	HR	
3101 AE	Project Control Specialist	HR	
3101 AF	Program Administration Specialist	HR	
3101 AG	Senior Functional Analyst	HR	
3101 AH	Functional Analyst	HR	
3101 AI	Principal Systems Architect	HR	
3101 AJ	Senior Systems Analyst	HR	
3101 AK	Principle Information Engineer	HR	
3101 AL	Senior Information Engineer	HR	
3101 AM	Senior Computer Systems Analyst	HR	
3101 AN	Computer Systems Analyst	HR	
3101 AO	Junior Computer Systems Analyst	HR	
3101 AP	Senior Application Engineer	HR	
3101 AQ	Application Engineer	HR	
3101 AR	Application Programmer	HR	
3101 AS	Junior Application Programmer	HR	
3101 AT	Student Application Programmer	HR	
3101 AU	Senior Database Mgmt. Specialist	HR	
3101 AV	Database Mgmt. Specialist	HR	
3101 AW	Data Entry Clerk	HR	
3101 AX	Operations Manager	HR	
3101 AY	System Administrator	HR	
3101 AZ	System Operator	HR	
3101 BA	Senior Training Specialist	HR	
3101 BB	Training Specialist	HR	
3101 BC	Help Desk Manager	HR	
3101 BD	Help Desk Specialist	HR	
3101 BE	Hardware Specialist	HR	
3101 BF	Senior Hardware Installation Technician	HR	
3101 BG	Hardware Installation Technician	HR	
3101 BH	Hardware Draftsman	HR	
3101 BI	Senior Network Installation Technician	HR	
3101 BJ	Network Installation Technician	HR	
3101 BK	Network Draftsman	HR	
3101 BL	Communications Network Manager	HR	
3101 BM	Communications Specialist	HR	
3101 BN	Principal B.P.R. Specialist	HR	
3101 BO	Senior B.P.R. Specialist	HR	
3101 BP	Cost Analyst	HR	
3101 BQ	Data Standardization Specialist	HR	

3101 BR	Documentation Specialist	HR	
3101 BS	Technical Writer/Editor	HR	
3101 BT	Senior Computer Security System Specialist	HR	
3101 BU	Computer Security System Specialist	HR	
3101 BV	Administrative Support and Graphics Specialist	HR	
3101 BW	Electronic Meeting Technographer	HR	
3101 BX	System Programmer	HR	
3101 BY	Functional Subject Matter Expert	HR	
3101 BZ	IT Hardware Specialist	HR	
3101 CA	Quality Assurance Specialist	HR	
3101 CB	Communications Hardware Specialist	HR	
3101 CC	Communications Software Specialist	HR	
3101 CD	Information Resource Management Analyst	HR	
3101 CE	Procurement Product Specialist	HR	
3101 CF	Imaging Specialist	HR	
3101 CG	Application Systems Analyst	HR	
3101 CH	Software Systems Engineer	HR	
3101 CI	Disaster Recovery Specialist	HR	
3101 CJ	Telecommunication Engineer	HR	
3101 CK	Information Systems Training Specialist	HR	
3101 CL	Local Area Network Administer	HR	
3101 CM	Wide Area Network Administer	HR	
3101 CN	Web Project Manager	HR	
3101 CO	Web Designer	HR	
3101 CP	Web Software Developer	HR	
3101 CQ	Web Content Administrator	HR	
3101 CR	Local Area Network Support Technician	HR	
3101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 3

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
3102 AA	RESERVED	N/A	
3102 AB	Project Manager	HR	
3102 AC	Quality Assurance Manager	HR	
3102 AD	Quality Assurance Analyst	HR	
3102 AE	Project Control Specialist	HR	
3102 AF	Program Administration Specialist	HR	
3102 AG	Senior Functional Analyst	HR	
3102 AH	Functional Analyst	HR	
3102 AI	Principal Systems Architect	HR	
3102 AJ	Senior Systems Architect	HR	
3102 AK	Principal Information Engineer	HR	
3102 AL	Senior Information Engineer	HR	
3102 AM	Senior Computer Systems Analyst	HR	
3102 AN	Computer Systems Analyst	HR	
3102 AO	Junior Computer Systems Analyst	HR	
3102 AP	Senior Application Engineer	HR	
3102 AQ	Application Engineer	HR	
3102 AR	Application Programmer	HR	
3102 AS	Junior Application Programmer	HR	
3102 AT	Student Application Programmer	HR	
3102 AU	Senior Database Mgmt. Specialist	HR	
3102 AV	Database Mgmt Specialist	HR	
3102 AW	Data Entry Clerk	HR	
3102 AX	Operations Manager	HR	
3102 AY	System Administrator	HR	
3102 AZ	System Operator	HR	
3102 BA	Senior Training Specialist	HR	
3102 BB	Training Specialist	HR	
3102 BC	Help Desk Manager	HR	
3102 BD	Help Desk Specialist	HR	
3102 BE	Hardware Specialist	HR	
3102 BF	Senior Hardware Installation Technician	HR	
3102 BG	Hardware Installation Technician	HR	
3102 BH	Hardware Draftsman	HR	
3102 BI	Senior Network Installation Technician	HR	
3102 BJ	Network Installation Technician	HR	
3102 BK	Network Draftsman	HR	
3102 BL	Communications Network Manager	HR	
3102 BM	Communications Specialist	HR	
3102 BN	Principal B.P.R. Specialist	HR	
3102 BO	Senior B.P.R. Specialist	HR	
3102 BP	Cost Analyst	HR	
3102 BQ	Data Standardization Specialist	HR	

3102 BR	Documentation Specialist	HR	
3102 BS	Technical Writer/Editor	HR	
3102 BT	Senior Computer Security System Specialist	HR	
3102 BU	Computer Security System Specialist	HR	
3102 BV	Administrative Support and Graphics Specialist	HR	
3102 BW	Electronic Meeting Technographer	HR	
3102 BX	System Programmer	HR	
3102 BY	Functional Subject Matter Expert	HR	
3102 BZ	IT Hardware Specialist	HR	
3102 CA	Quality Assurance Specialist	HR	
3102 CB	Communications Hardware Specialist	HR	
3102 CC	Communications Software Specialist	HR	
3102 CD	Information Resource Management Analyst	HR	
3102 CE	Procurement Product Specialist	HR	
3102 CF	Imaging Specialist	HR	
3102 CG	Application Systems Analyst	HR	
3102 CH	Software Systems Engineer	HR	
3102 CI	Disaster Recovery Specialist	HR	
3102 CJ	Telecommunication Engineer	HR	
3102 CK	Information Systems Training Specialist	HR	
3102 CL	Local Area Network Administer	HR	
3102 CM	Wide Area Network Administer	HR	
3102 CN	Web Project Manager	HR	
3102 CO	Web Designer	HR	
3102 CP	Web Software Developer	HR	
3102 CQ	Web Content Administrator	HR	
3102 CR	Local Area Network Support Technician	HR	
3102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 4

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
4101 AA	Program Manager	HR	
4101 AB	Project Manager	HR	
4101 AC	Quality Assurance Manager	HR	
4101 AD	Quality Assurance Analyst	HR	
4101 AE	Project Control Specialist	HR	
4101 AF	Program Administration Specialist	HR	
4101 AG	Senior Functional Analyst	HR	
4101 AH	Functional Analyst	HR	
4101 AI	Principal Systems Architect	HR	
4101 AJ	Senior Systems Analyst	HR	
4101 AK	Principle Information Engineer	HR	
4101 AL	Senior Information Engineer	HR	
4101 AM	Senior Computer Systems Analyst	HR	
4101 AN	Computer Systems Analyst	HR	

4101 AO	Junior Computer Systems Analyst	HR	
4101 AP	Senior Application Engineer	HR	
4101 AQ	Application Engineer	HR	
4101 AR	Application Programmer	HR	
4101 AS	Junior Application Programmer	HR	
4101 AT	Student Application Programmer	HR	
4101 AU	Senior Database Mgmt. Specialist	HR	
4101 AV	Database Mgmt. Specialist	HR	
4101 AW	Data Entry Clerk	HR	
4101 AX	Operations Manager	HR	
4101 AY	System Administrator	HR	
4101 AZ	System Operator	HR	
4101 BA	Senior Training Specialist	HR	
4101 BB	Training Specialist	HR	
4101 BC	Help Desk Manager	HR	
4101 BD	Help Desk Specialist	HR	
4101 BE	Hardware Specialist	HR	
4101 BF	Senior Hardware Installation Technician	HR	
4101 BG	Hardware Installation Technician	HR	
4101 BH	Hardware Draftsman	HR	
4101 BI	Senior Network Installation Technician	HR	
4101 BJ	Network Installation Technician	HR	
4101 BK	Network Draftsman	HR	
4101 BL	Communications Network Manager	HR	
4101 BM	Communications Specialist	HR	
4101 BN	Principal B.P.R. Specialist	HR	
4101 BO	Senior B.P.R. Specialist	HR	
4101 BP	Cost Analyst	HR	
4101 BQ	Data Standardization Specialist	HR	
4101 BR	Documentation Specialist	HR	
4101 BS	Technical Writer/Editor	HR	
4101 BT	Senior Computer Security System Specialist	HR	
4101 BU	Computer Security System Specialist	HR	
4101 BV	Administrative Support and Graphics Specialist	HR	
4101 BW	Electronic Meeting Technographer	HR	
4101 BX	System Programmer	HR	
4101 BY	Functional Subject Matter Expert	HR	
4101 BZ	IT Hardware Specialist	HR	
4101 CA	Quality Assurance Specialist	HR	
4101 CB	Communications Hardware Specialist	HR	
4101 CC	Communications Software Specialist	HR	
4101 CD	Information Resource Management Analyst	HR	
4101 CE	Procurement Product Specialist	HR	
4101 CF	Imaging Specialist	HR	
4101 CG	Application Systems Analyst	HR	
4101 CH	Software Systems Engineer	HR	
4101 CI	Disaster Recovery Specialist	HR	
4101 CJ	Telecommunication Engineer	HR	
4101 CK	Information Systems Training Specialist	HR	
4101 CL	Local Area Network Administer	HR	
4101 CM	Wide Area Network Administer	HR	
4101 CN	Web Project Manager	HR	
4101 CO	Web Designer	HR	

4101 CP	Web Software Developer	HR	
4101 CQ	Web Content Administrator	HR	
4101 CR	Local Area Network Support Technician	HR	
4101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 4

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
4102 AA	RESERVED	N/A	
4102 AB	Project Manager	HR	
4102 AC	Quality Assurance Manager	HR	
4102 AD	Quality Assurance Analyst	HR	
4102 AE	Project Control Specialist	HR	
4102 AF	Program Administration Specialist	HR	
4102 AG	Senior Functional Analyst	HR	
4102 AH	Functional Analyst	HR	
4102 AI	Principal Systems Architect	HR	
4102 AJ	Senior Systems Architect	HR	
4102 AK	Principal Information Engineer	HR	
4102 AL	Senior Information Engineer	HR	
4102 AM	Senior Computer Systems Analyst	HR	
4102 AN	Computer Systems Analyst	HR	
4102 AO	Junior Computer Systems Analyst	HR	
4102 AP	Senior Application Engineer	HR	
4102 AQ	Application Engineer	HR	
4102 AR	Application Programmer	HR	
4102 AS	Junior Application Programmer	HR	
4102 AT	Student Application Programmer	HR	
4102 AU	Senior Database Mgmt. Specialist	HR	
4102 AV	Database Mgmt Specialist	HR	
4102 AW	Data Entry Clerk	HR	
4102 AX	Operations Manager	HR	
4102 AY	System Administrator	HR	
4102 AZ	System Operator	HR	
4102 BA	Senior Training Specialist	HR	
4102 BB	Training Specialist	HR	
4102 BC	Help Desk Manager	HR	
4102 BD	Help Desk Specialist	HR	
4102 BE	Hardware Specialist	HR	
4102 BF	Senior Hardware Installation Technician	HR	
4102 BG	Hardware Installation Technician	HR	
4102 BH	Hardware Draftsman	HR	
4102 BI	Senior Network Installation Technician	HR	
4102 BJ	Network Installation Technician	HR	
4102 BK	Network Draftsman	HR	
4102 BL	Communications Network Manager	HR	
4102 BM	Communications Specialist	HR	
4102 BN	Principal B.P.R. Specialist	HR	
4102 BO	Senior B.P.R. Specialist	HR	

4102 BP	Cost Analyst	HR	
4102 BQ	Data Standardization Specialist	HR	
4102 BR	Documentation Specialist	HR	
4102 BS	Technical Writer/Editor	HR	
4102 BT	Senior Computer Security System Specialist	HR	
4102 BU	Computer Security System Specialist	HR	
4102 BV	Administrative Support and Graphics Specialist	HR	
4102 BW	Electronic Meeting Technographer	HR	
4102 BX	System Programmer	HR	
4102 BY	Functional Subject Matter Expert	HR	
4102 BZ	IT Hardware Specialist	HR	
4102 CA	Quality Assurance Specialist	HR	
4102 CB	Communications Hardware Specialist	HR	
4102 CC	Communications Software Specialist	HR	
4102 CD	Information Resource Management Analyst	HR	
4102 CE	Procurement Product Specialist	HR	
4102 CF	Imaging Specialist	HR	
4102 CG	Application Systems Analyst	HR	
4102 CH	Software Systems Engineer	HR	
4102 CI	Disaster Recovery Specialist	HR	
4102 CJ	Telecommunication Engineer	HR	
4102 CK	Information Systems Training Specialist	HR	
4102 CL	Local Area Network Administer	HR	
4102 CM	Wide Area Network Administer	HR	
4102 CN	Web Project Manager	HR	
4102 CO	Web Designer	HR	
4102 CP	Web Software Developer	HR	
4102 CQ	Web Content Administrator	HR	
4102 CR	Local Area Network Support Technician	HR	
4102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 5

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
5101 AA	Program Manager	HR	
5101 AB	Project Manager	HR	
5101 AC	Quality Assurance Manager	HR	
5101 AD	Quality Assurance Analyst	HR	
5101 AE	Project Control Specialist	HR	
5101 AF	Program Administration Specialist	HR	
5101 AG	Senior Functional Analyst	HR	
5101 AH	Functional Analyst	HR	
5101 AI	Principal Systems Architect	HR	
5101 AJ	Senior Systems Analyst	HR	
5101 AK	Principle Information Engineer	HR	
5101 AL	Senior Information Engineer	HR	
5101 AM	Senior Computer Systems Analyst	HR	
5101 AN	Computer Systems Analyst	HR	
5101 AO	Junior Computer Systems Analyst	HR	

5101 AP	Senior Application Engineer	HR	
5101 AQ	Application Engineer	HR	
5101 AR	Application Programmer	HR	
5101 AS	Junior Application Programmer	HR	
5101 AT	Student Application Programmer	HR	
5101 AU	Senior Database Mgmt. Specialist	HR	
5101 AV	Database Mgmt. Specialist	HR	
5101 AW	Data Entry Clerk	HR	
5101 AX	Operations Manager	HR	
5101 AY	System Administrator	HR	
5101 AZ	System Operator	HR	
5101 BA	Senior Training Specialist	HR	
5101 BB	Training Specialist	HR	
5101 BC	Help Desk Manager	HR	
5101 BD	Help Desk Specialist	HR	
5101 BE	Hardware Specialist	HR	
5101 BF	Senior Hardware Installation Technician	HR	
5101 BG	Hardware Installation Technician	HR	
5101 BH	Hardware Draftsman	HR	
5101 BI	Senior Network Installation Technician	HR	
5101 BJ	Network Installation Technician	HR	
5101 BK	Network Draftsman	HR	
5101 BL	Communications Network Manager	HR	
5101 BM	Communications Specialist	HR	
5101 BN	Principal B.P.R. Specialist	HR	
5101 BO	Senior B.P.R. Specialist	HR	
5101 BP	Cost Analyst	HR	
5101 BQ	Data Standardization Specialist	HR	
5101 BR	Documentation Specialist	HR	
5101 BS	Technical Writer/Editor	HR	
5101 BT	Senior Computer Security System Specialist	HR	
5101 BU	Computer Security System Specialist	HR	
5101 BV	Administrative Support and Graphics Specialist	HR	
5101 BW	Electronic Meeting Technographer	HR	
5101 BX	System Programmer	HR	
5101 BY	Functional Subject Matter Expert	HR	
5101 BZ	IT Hardware Specialist	HR	
5101 CA	Quality Assurance Specialist	HR	
5101 CB	Communications Hardware Specialist	HR	
5101 CC	Communications Software Specialist	HR	
5101 CD	Information Resource Management Analyst	HR	
5101 CE	Procurement Product Specialist	HR	
5101 CF	Imaging Specialist	HR	
5101 CG	Application Systems Analyst	HR	
5101 CH	Software Systems Engineer	HR	
5101 CI	Disaster Recovery Specialist	HR	
5101 CJ	Telecommunication Engineer	HR	
5101 CK	Information Systems Training Specialist	HR	
5101 CL	Local Area Network Administer	HR	
5101 CM	Wide Area Network Administer	HR	
5101 CN	Web Project Manager	HR	
5101 CO	Web Designer	HR	
5101 CP	Web Software Developer	HR	

5101 CQ	Web Content Administrator	HR	
5101 CR	Local Area Network Support Technician	HR	
5101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 5

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
5102 AA	RESERVED	N/A	
5102 AB	Project Manager	HR	
5102 AC	Quality Assurance Manager	HR	
5102 AD	Quality Assurance Analyst	HR	
5102 AE	Project Control Specialist	HR	
5102 AF	Program Administration Specialist	HR	
5102 AG	Senior Functional Analyst	HR	
5102 AH	Functional Analyst	HR	
5102 AI	Principal Systems Architect	HR	
5102 AJ	Senior Systems Architect	HR	
5102 AK	Principal Information Engineer	HR	
5102 AL	Senior Information Engineer	HR	
5102 AM	Senior Computer Systems Analyst	HR	
5102 AN	Computer Systems Analyst	HR	
5102 AO	Junior Computer Systems Analyst	HR	
5102 AP	Senior Application Engineer	HR	
5102 AQ	Application Engineer	HR	
5102 AR	Application Programmer	HR	
5102 AS	Junior Application Programmer	HR	
5102 AT	Student Application Programmer	HR	
5102 AU	Senior Database Mgmt. Specialist	HR	
5102 AV	Database Mgmt Specialist	HR	
5102 AW	Data Entry Clerk	HR	
5102 AX	Operations Manager	HR	
5102 AY	System Administrator	HR	
5102 AZ	System Operator	HR	
5102 BA	Senior Training Specialist	HR	
5102 BB	Training Specialist	HR	
5102 BC	Help Desk Manager	HR	
5102 BD	Help Desk Specialist	HR	
5102 BE	Hardware Specialist	HR	
5102 BF	Senior Hardware Installation Technician	HR	
5102 BG	Hardware Installation Technician	HR	
5102 BH	Hardware Draftsman	HR	
5102 BI	Senior Network Installation Technician	HR	
5102 BJ	Network Installation Technician	HR	
5102 BK	Network Draftsman	HR	
5102 BL	Communications Network Manager	HR	
5102 BM	Communications Specialist	HR	
5102 BN	Principal B.P.R. Specialist	HR	
5102 BO	Senior B.P.R. Specialist	HR	
5102 BP	Cost Analyst	HR	

5102 BQ	Data Standardization Specialist	HR	
5102 BR	Documentation Specialist	HR	
5102 BS	Technical Writer/Editor	HR	
5102 BT	Senior Computer Security System Specialist	HR	
5102 BU	Computer Security System Specialist	HR	
5102 BV	Administrative Support and Graphics Specialist	HR	
5102 BW	Electronic Meeting Technographer	HR	
5102 BX	System Programmer	HR	
5102 BY	Functional Subject Matter Expert	HR	
5102 BZ	IT Hardware Specialist	HR	
5102 CA	Quality Assurance Specialist	HR	
5102 CB	Communications Hardware Specialist	HR	
5102 CC	Communications Software Specialist	HR	
5102 CD	Information Resource Management Analyst	HR	
5102 CE	Procurement Product Specialist	HR	
5102 CF	Imaging Specialist	HR	
5102 CG	Application Systems Analyst	HR	
5102 CH	Software Systems Engineer	HR	
5102 CI	Disaster Recovery Specialist	HR	
5102 CJ	Telecommunication Engineer	HR	
5102 CK	Information Systems Training Specialist	HR	
5102 CL	Local Area Network Administer	HR	
5102 CM	Wide Area Network Administer	HR	
5102 CN	Web Project Manager	HR	
5102 CO	Web Designer	HR	
5102 CP	Web Software Developer	HR	
5102 CQ	Web Content Administrator	HR	
5102 CR	Local Area Network Support Technician	HR	
5102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 6

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
6101 AA	Program Manager	HR	
6101 AB	Project Manager	HR	
6101 AC	Quality Assurance Manager	HR	
6101 AD	Quality Assurance Analyst	HR	
6101 AE	Project Control Specialist	HR	
6101 AF	Program Administration Specialist	HR	
6101 AG	Senior Functional Analyst	HR	
6101 AH	Functional Analyst	HR	
6101 AI	Principal Systems Architect	HR	
6101 AJ	Senior Systems Analyst	HR	
6101 AK	Principle Information Engineer	HR	
6101 AL	Senior Information Engineer	HR	
6101 AM	Senior Computer Systems Analyst	HR	
6101 AN	Computer Systems Analyst	HR	
6101 AO	Junior Computer Systems Analyst	HR	
6101 AP	Senior Application Engineer	HR	
6101 AQ	Application Engineer	HR	

6101 AR	Application Programmer	HR	
6101 AS	Junior Application Programmer	HR	
6101 AT	Student Application Programmer	HR	
6101 AU	Senior Database Mgmt. Specialist	HR	
6101 AV	Database Mgmt. Specialist	HR	
6101 AW	Data Entry Clerk	HR	
6101 AX	Operations Manager	HR	
6101 AY	System Administrator	HR	
6101 AZ	System Operator	HR	
6101 BA	Senior Training Specialist	HR	
6101 BB	Training Specialist	HR	
6101 BC	Help Desk Manager	HR	
6101 BD	Help Desk Specialist	HR	
6101 BE	Hardware Specialist	HR	
6101 BF	Senior Hardware Installation Technician	HR	
6101 BG	Hardware Installation Technician	HR	
6101 BH	Hardware Draftsman	HR	
6101 BI	Senior Network Installation Technician	HR	
6101 BJ	Network Installation Technician	HR	
6101 BK	Network Draftsman	HR	
6101 BL	Communications Network Manager	HR	
6101 BM	Communications Specialist	HR	
6101 BN	Principal B.P.R. Specialist	HR	
6101 BO	Senior B.P.R. Specialist	HR	
6101 BP	Cost Analyst	HR	
6101 BQ	Data Standardization Specialist	HR	
6101 BR	Documentation Specialist	HR	
6101 BS	Technical Writer/Editor	HR	
6101 BT	Senior Computer Security System Specialist	HR	
6101 BU	Computer Security System Specialist	HR	
6101 BV	Administrative Support and Graphics Specialist	HR	
6101 BW	Electronic Meeting Technographer	HR	
6101 BX	System Programmer	HR	
6101 BY	Functional Subject Matter Expert	HR	
6101 BZ	IT Hardware Specialist	HR	
6101 CA	Quality Assurance Specialist	HR	
6101 CB	Communications Hardware Specialist	HR	
6101 CC	Communications Software Specialist	HR	
6101 CD	Information Resource Management Analyst	HR	
6101 CE	Procurement Product Specialist	HR	
6101 CF	Imaging Specialist	HR	
6101 CG	Application Systems Analyst	HR	
6101 CH	Software Systems Engineer	HR	
6101 CI	Disaster Recovery Specialist	HR	
6101 CJ	Telecommunication Engineer	HR	
6101 CK	Information Systems Training Specialist	HR	
6101 CL	Local Area Network Administer	HR	
6101 CM	Wide Area Network Administer	HR	
6101 CN	Web Project Manager	HR	
6101 CO	Web Designer	HR	
6101 CP	Web Software Developer	HR	
6101 CQ	Web Content Administrator	HR	
6101 CR	Local Area Network Support Technician	HR	

6101 CS	Data Security Specialist	HR	
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Government Site Labor Rates

Year 6

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
6102 AA	RESERVED	N/A	
6102 AB	Project Manager	HR	
6102 AC	Quality Assurance Manager	HR	
6102 AD	Quality Assurance Analyst	HR	
6102 AE	Project Control Specialist	HR	
6102 AF	Program Administration Specialist	HR	
6102 AG	Senior Functional Analyst	HR	
6102 AH	Functional Analyst	HR	
6102 AI	Principal Systems Architect	HR	
6102 AJ	Senior Systems Architect	HR	
6102 AK	Principal Information Engineer	HR	
6102 AL	Senior Information Engineer	HR	
6102 AM	Senior Computer Systems Analyst	HR	
6102 AN	Computer Systems Analyst	HR	
6102 AO	Junior Computer Systems Analyst	HR	
6102 AP	Senior Application Engineer	HR	
6102 AQ	Application Engineer	HR	
6102 AR	Application Programmer	HR	
6102 AS	Junior Application Programmer	HR	
6102 AT	Student Application Programmer	HR	
6102 AU	Senior Database Mgmt. Specialist	HR	
6102 AV	Database Mgmt Specialist	HR	
6102 AW	Data Entry Clerk	HR	
6102 AX	Operations Manager	HR	
6102 AY	System Administrator	HR	
6102 AZ	System Operator	HR	
6102 BA	Senior Training Specialist	HR	
6102 BB	Training Specialist	HR	
6102 BC	Help Desk Manager	HR	
6102 BD	Help Desk Specialist	HR	
6102 BE	Hardware Specialist	HR	
6102 BF	Senior Hardware Installation Technician	HR	
6102 BG	Hardware Installation Technician	HR	
6102 BH	Hardware Draftsman	HR	
6102 BI	Senior Network Installation Technician	HR	
6102 BJ	Network Installation Technician	HR	
6102 BK	Network Draftsman	HR	
6102 BL	Communications Network Manager	HR	
6102 BM	Communications Specialist	HR	
6102 BN	Principal B.P.R. Specialist	HR	
6102 BO	Senior B.P.R. Specialist	HR	
6102 BP	Cost Analyst	HR	
6102 BQ	Data Standardization Specialist	HR	
6102 BR	Documentation Specialist	HR	

6102 BS	Technical Writer/Editor	HR	
6102 BT	Senior Computer Security System Specialist	HR	
6102 BU	Computer Security System Specialist	HR	
6102 BV	Administrative Support and Graphics Specialist	HR	
6102 BW	Electronic Meeting Technographer	HR	
6102 BX	System Programmer	HR	
6102 BY	Functional Subject Matter Expert	HR	
6102 BZ	IT Hardware Specialist	HR	
6102 CA	Quality Assurance Specialist	HR	
6102 CB	Communications Hardware Specialist	HR	
6102 CC	Communications Software Specialist	HR	
6102 CD	Information Resource Management Analyst	HR	
6102 CE	Procurement Product Specialist	HR	
6102 CF	Imaging Specialist	HR	
6102 CG	Application Systems Analyst	HR	
6102 CH	Software Systems Engineer	HR	
6102 CI	Disaster Recovery Specialist	HR	
6102 CJ	Telecommunication Engineer	HR	
6102 CK	Information Systems Training Specialist	HR	
6102 CL	Local Area Network Administer	HR	
6102 CM	Wide Area Network Administer	HR	
6102 CN	Web Project Manager	HR	
6102 CO	Web Designer	HR	
6102 CP	Web Software Developer	HR	
6102 CQ	Web Content Administrator	HR	
6102 CR	Local Area Network Support Technician	HR	
6102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 7

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
7101 AA	Program Manager	HR	
7101 AB	Project Manager	HR	
7101 AC	Quality Assurance Manager	HR	
7101 AD	Quality Assurance Analyst	HR	
7101 AE	Project Control Specialist	HR	
7101 AF	Program Administration Specialist	HR	
7101 AG	Senior Functional Analyst	HR	
7101 AH	Functional Analyst	HR	
7101 AI	Principal Systems Architect	HR	
7101 AJ	Senior Systems Analyst	HR	
7101 AK	Principle Information Engineer	HR	
7101 AL	Senior Information Engineer	HR	
7101 AM	Senior Computer Systems Analyst	HR	
7101 AN	Computer Systems Analyst	HR	
7101 AO	Junior Computer Systems Analyst	HR	
7101 AP	Senior Application Engineer	HR	
7101 AQ	Application Engineer	HR	
7101 AR	Application Programmer	HR	

7101 AS	Junior Application Programmer	HR	
7101 AT	Student Application Programmer	HR	
7101 AU	Senior Database Mgmt. Specialist	HR	
7101 AV	Database Mgmt. Specialist	HR	
7101 AW	Data Entry Clerk	HR	
7101 AX	Operations Manager	HR	
7101 AY	System Administrator	HR	
7101 AZ	System Operator	HR	
7101 BA	Senior Training Specialist	HR	
7101 BB	Training Specialist	HR	
7101 BC	Help Desk Manager	HR	
7101 BD	Help Desk Specialist	HR	
7101 BE	Hardware Specialist	HR	
7101 BF	Senior Hardware Installation Technician	HR	
7101 BG	Hardware Installation Technician	HR	
7101 BH	Hardware Draftsman	HR	
7101 BI	Senior Network Installation Technician	HR	
7101 BJ	Network Installation Technician	HR	
7101 BK	Network Draftsman	HR	
7101 BL	Communications Network Manager	HR	
7101 BM	Communications Specialist	HR	
7101 BN	Principal B.P.R. Specialist	HR	
7101 BO	Senior B.P.R. Specialist	HR	
7101 BP	Cost Analyst	HR	
7101 BQ	Data Standardization Specialist	HR	
7101 BR	Documentation Specialist	HR	
7101 BS	Technical Writer/Editor	HR	
7101 BT	Senior Computer Security System Specialist	HR	
7101 BU	Computer Security System Specialist	HR	
7101 BV	Administrative Support and Graphics Specialist	HR	
7101 BW	Electronic Meeting Technographer	HR	
7101 BX	System Programmer	HR	
7101 BY	Functional Subject Matter Expert	HR	
7101 BZ	IT Hardware Specialist	HR	
7101 CA	Quality Assurance Specialist	HR	
7101 CB	Communications Hardware Specialist	HR	
7101 CC	Communications Software Specialist	HR	
7101 CD	Information Resource Management Analyst	HR	
7101 CE	Procurement Product Specialist	HR	
7101 CF	Imaging Specialist	HR	
7101 CG	Application Systems Analyst	HR	
7101 CH	Software Systems Engineer	HR	
7101 CI	Disaster Recovery Specialist	HR	
7101 CJ	Telecommunication Engineer	HR	
7101 CK	Information Systems Training Specialist	HR	
7101 CL	Local Area Network Administer	HR	
7101 CM	Wide Area Network Administer	HR	
7101 CN	Web Project Manager	HR	
7101 CO	Web Designer	HR	
7101 CP	Web Software Developer	HR	
7101 CQ	Web Content Administrator	HR	
7101 CR	Local Area Network Support Technician	HR	
7101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 7

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
7102 AA	RESERVED	N/A	
7102 AB	Project Manager	HR	
7102 AC	Quality Assurance Manager	HR	
7102 AD	Quality Assurance Analyst	HR	
7102 AE	Project Control Specialist	HR	
7102 AF	Program Administration Specialist	HR	
7102 AG	Senior Functional Analyst	HR	
7102 AH	Functional Analyst	HR	
7102 AI	Principal Systems Architect	HR	
7102 AJ	Senior Systems Architect	HR	
7102 AK	Principal Information Engineer	HR	
7102 AL	Senior Information Engineer	HR	
7102 AM	Senior Computer Systems Analyst	HR	
7102 AN	Computer Systems Analyst	HR	
7102 AO	Junior Computer Systems Analyst	HR	
7102 AP	Senior Application Engineer	HR	
7102 AQ	Application Engineer	HR	
7102 AR	Application Programmer	HR	
7102 AS	Junior Application Programmer	HR	
7102 AT	Student Application Programmer	HR	
7102 AU	Senior Database Mgmt. Specialist	HR	
7102 AV	Database Mgmt Specialist	HR	
7102 AW	Data Entry Clerk	HR	
7102 AX	Operations Manager	HR	
7102 AY	System Administrator	HR	
7102 AZ	System Operator	HR	
7102 BA	Senior Training Specialist	HR	
7102 BB	Training Specialist	HR	
7102 BC	Help Desk Manager	HR	
7102 BD	Help Desk Specialist	HR	
7102 BE	Hardware Specialist	HR	
7102 BF	Senior Hardware Installation Technician	HR	
7102 BG	Hardware Installation Technician	HR	
7102 BH	Hardware Draftsman	HR	
7102 BI	Senior Network Installation Technician	HR	
7102 BJ	Network Installation Technician	HR	
7102 BK	Network Draftsman	HR	
7102 BL	Communications Network Manager	HR	
7102 BM	Communications Specialist	HR	
7102 BN	Principal B.P.R. Specialist	HR	
7102 BO	Senior B.P.R. Specialist	HR	
7102 BP	Cost Analyst	HR	
7102 BQ	Data Standardization Specialist	HR	
7102 BR	Documentation Specialist	HR	
7102 BS	Technical Writer/Editor	HR	

7102 BT	Senior Computer Security System Specialist	HR	
7102 BU	Computer Security System Specialist	HR	
7102 BV	Administrative Support and Graphics Specialist	HR	
7102 BW	Electronic Meeting Technographer	HR	
7102 BX	System Programmer	HR	
7102 BY	Functional Subject Matter Expert	HR	
7102 BZ	IT Hardware Specialist	HR	
7102 CA	Quality Assurance Specialist	HR	
7102 CB	Communications Hardware Specialist	HR	
7102 CC	Communications Software Specialist	HR	
7102 CD	Information Resource Management Analyst	HR	
7102 CE	Procurement Product Specialist	HR	
7102 CF	Imaging Specialist	HR	
7102 CG	Application Systems Analyst	HR	
7102 CH	Software Systems Engineer	HR	
7102 CI	Disaster Recovery Specialist	HR	
7102 CJ	Telecommunication Engineer	HR	
7102 CK	Information Systems Training Specialist	HR	
7102 CL	Local Area Network Administer	HR	
7102 CM	Wide Area Network Administer	HR	
7102 CN	Web Project Manager	HR	
7102 CO	Web Designer	HR	
7102 CP	Web Software Developer	HR	
7102 CQ	Web Content Administrator	HR	
7102 CR	Local Area Network Support Technician	HR	
7102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 8

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
8101 AA	Program Manager	HR	
8101 AB	Project Manager	HR	
8101 AC	Quality Assurance Manager	HR	
8101 AD	Quality Assurance Analyst	HR	
8101 AE	Project Control Specialist	HR	
8101 AF	Program Administration Specialist	HR	
8101 AG	Senior Functional Analyst	HR	
8101 AH	Functional Analyst	HR	
8101 AI	Principal Systems Architect	HR	
8101 AJ	Senior Systems Analyst	HR	
8101 AK	Principle Information Engineer	HR	
8101 AL	Senior Information Engineer	HR	
8101 AM	Senior Computer Systems Analyst	HR	
8101 AN	Computer Systems Analyst	HR	
8101 AO	Junior Computer Systems Analyst	HR	
8101 AP	Senior Application Engineer	HR	
8101 AQ	Application Engineer	HR	
8101 AR	Application Programmer	HR	
8101 AS	Junior Application Programmer	HR	

8101 AT	Student Application Programmer	HR	
8101 AU	Senior Database Mgmt. Specialist	HR	
8101 AV	Database Mgmt. Specialist	HR	
8101 AW	Data Entry Clerk	HR	
8101 AX	Operations Manager	HR	
8101 AY	System Administrator	HR	
8101 AZ	System Operator	HR	
8101 BA	Senior Training Specialist	HR	
8101 BB	Training Specialist	HR	
8101 BC	Help Desk Manager	HR	
8101 BD	Help Desk Specialist	HR	
8101 BE	Hardware Specialist	HR	
8101 BF	Senior Hardware Installation Technician	HR	
8101 BG	Hardware Installation Technician	HR	
8101 BH	Hardware Draftsman	HR	
8101 BI	Senior Network Installation Technician	HR	
8101 BJ	Network Installation Technician	HR	
8101 BK	Network Draftsman	HR	
8101 BL	Communications Network Manager	HR	
8101 BM	Communications Specialist	HR	
8101 BN	Principal B.P.R. Specialist	HR	
8101 BO	Senior B.P.R. Specialist	HR	
8101 BP	Cost Analyst	HR	
8101 BQ	Data Standardization Specialist	HR	
8101 BR	Documentation Specialist	HR	
8101 BS	Technical Writer/Editor	HR	
8101 BT	Senior Computer Security System Specialist	HR	
8101 BU	Computer Security System Specialist	HR	
8101 BV	Administrative Support and Graphics Specialist	HR	
8101 BW	Electronic Meeting Technographer	HR	
8101 BX	System Programmer	HR	
8101 BY	Functional Subject Matter Expert	HR	
8101 BZ	IT Hardware Specialist	HR	
8101 CA	Quality Assurance Specialist	HR	
8101 CB	Communications Hardware Specialist	HR	
8101 CC	Communications Software Specialist	HR	
8101 CD	Information Resource Management Analyst	HR	
8101 CE	Procurement Product Specialist	HR	
8101 CF	Imaging Specialist	HR	
8101 CG	Application Systems Analyst	HR	
8101 CH	Software Systems Engineer	HR	
8101 CI	Disaster Recovery Specialist	HR	
8101 CJ	Telecommunication Engineer	HR	
8101 CK	Information Systems Training Specialist	HR	
8101 CL	Local Area Network Administer	HR	
8101 CM	Wide Area Network Administer	HR	
8101 CN	Web Project Manager	HR	
8101 CO	Web Designer	HR	
8101 CP	Web Software Developer	HR	
8101 CQ	Web Content Administrator	HR	
8101 CR	Local Area Network Support Technician	HR	
8101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 8

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
8102 AA	RESERVED	N/A	
8102 AB	Project Manager	HR	
8102 AC	Quality Assurance Manager	HR	
8102 AD	Quality Assurance Analyst	HR	
8102 AE	Project Control Specialist	HR	
8102 AF	Program Administration Specialist	HR	
8102 AG	Senior Functional Analyst	HR	
8102 AH	Functional Analyst	HR	
8102 AI	Principal Systems Architect	HR	
8102 AJ	Senior Systems Architect	HR	
8102 AK	Principal Information Engineer	HR	
8102 AL	Senior Information Engineer	HR	
8102 AM	Senior Computer Systems Analyst	HR	
8102 AN	Computer Systems Analyst	HR	
8102 AO	Junior Computer Systems Analyst	HR	
8102 AP	Senior Application Engineer	HR	
8102 AQ	Application Engineer	HR	
8102 AR	Application Programmer	HR	
8102 AS	Junior Application Programmer	HR	
8102 AT	Student Application Programmer	HR	
8102 AU	Senior Database Mgmt. Specialist	HR	
8102 AV	Database Mgmt Specialist	HR	
8102 AW	Data Entry Clerk	HR	
8102 AX	Operations Manager	HR	
8102 AY	System Administrator	HR	
8102 AZ	System Operator	HR	
8102 BA	Senior Training Specialist	HR	
8102 BB	Training Specialist	HR	
8102 BC	Help Desk Manager	HR	
8102 BD	Help Desk Specialist	HR	
8102 BE	Hardware Specialist	HR	
8102 BF	Senior Hardware Installation Technician	HR	
8102 BG	Hardware Installation Technician	HR	
8102 BH	Hardware Draftsman	HR	
8102 BI	Senior Network Installation Technician	HR	
8102 BJ	Network Installation Technician	HR	
8102 BK	Network Draftsman	HR	
8102 BL	Communications Network Manager	HR	
8102 BM	Communications Specialist	HR	
8102 BN	Principal B.P.R. Specialist	HR	
8102 BO	Senior B.P.R. Specialist	HR	
8102 BP	Cost Analyst	HR	
8102 BQ	Data Standardization Specialist	HR	
8102 BR	Documentation Specialist	HR	
8102 BS	Technical Writer/Editor	HR	

8102 BT	Senior Computer Security System Specialist	HR	
8102 BU	Computer Security System Specialist	HR	
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8102 BW	Electronic Meeting Technographer	HR	
8102 BX	System Programmer	HR	
8102 BY	Functional Subject Matter Expert	HR	
8102 BZ	IT Hardware Specialist	HR	
8102 CA	Quality Assurance Specialist	HR	
8102 CB	Communications Hardware Specialist	HR	
8102 CC	Communications Software Specialist	HR	
8102 CD	Information Resource Management Analyst	HR	
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8102 CI	Disaster Recovery Specialist	HR	
8102 CJ	Telecommunication Engineer	HR	
8102 CK	Information Systems Training Specialist	HR	
8102 CL	Local Area Network Administer	HR	
8102 CM	Wide Area Network Administer	HR	
8102 CN	Web Project Manager	HR	
8102 CO	Web Designer	HR	
8102 CP	Web Software Developer	HR	
8102 CQ	Web Content Administrator	HR	
8102 CR	Local Area Network Support Technician	HR	
8102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 9

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
9101 AA	Program Manager	HR	
9101 AB	Project Manager	HR	
9101 AC	Quality Assurance Manager	HR	
9101 AD	Quality Assurance Analyst	HR	
9101 AE	Project Control Specialist	HR	
9101 AF	Program Administration Specialist	HR	
9101 AG	Senior Functional Analyst	HR	
9101 AH	Functional Analyst	HR	
9101 AI	Principal Systems Architect	HR	
9101 AJ	Senior Systems Analyst	HR	
9101 AK	Principle Information Engineer	HR	
9101 AL	Senior Information Engineer	HR	
9101 AM	Senior Computer Systems Analyst	HR	
9101 AN	Computer Systems Analyst	HR	
9101 AO	Junior Computer Systems Analyst	HR	
9101 AP	Senior Application Engineer	HR	
9101 AQ	Application Engineer	HR	
9101 AR	Application Programmer	HR	
9101 AS	Junior Application Programmer	HR	

9101 AT	Student Application Programmer	HR	
9101 AU	Senior Database Mgmt. Specialist	HR	
9101 AV	Database Mgmt. Specialist	HR	
9101 AW	Data Entry Clerk	HR	
9101 AX	Operations Manager	HR	
9101 AY	System Administrator	HR	
9101 AZ	System Operator	HR	
9101 BA	Senior Training Specialist	HR	
9101 BB	Training Specialist	HR	
9101 BC	Help Desk Manager	HR	
9101 BD	Help Desk Specialist	HR	
9101 BE	Hardware Specialist	HR	
9101 BF	Senior Hardware Installation Technician	HR	
9101 BG	Hardware Installation Technician	HR	
9101 BH	Hardware Draftsman	HR	
9101 BI	Senior Network Installation Technician	HR	
9101 BJ	Network Installation Technician	HR	
9101 BK	Network Draftsman	HR	
9101 BL	Communications Network Manager	HR	
9101 BM	Communications Specialist	HR	
9101 BN	Principal B.P.R. Specialist	HR	
9101 BO	Senior B.P.R. Specialist	HR	
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9101 CJ	Telecommunication Engineer	HR	
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9101 CM	Wide Area Network Administer	HR	
9101 CN	Web Project Manager	HR	
9101 CO	Web Designer	HR	
9101 CP	Web Software Developer	HR	
9101 CQ	Web Content Administrator	HR	
9101 CR	Local Area Network Support Technician	HR	
9101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 9

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
9102 AA	RESERVED	N/A	
9102 AB	Project Manager	HR	
9102 AC	Quality Assurance Manager	HR	
9102 AD	Quality Assurance Analyst	HR	
9102 AE	Project Control Specialist	HR	
9102 AF	Program Administration Specialist	HR	
9102 AG	Senior Functional Analyst	HR	
9102 AH	Functional Analyst	HR	
9102 AI	Principal Systems Architect	HR	
9102 AJ	Senior Systems Architect	HR	
9102 AK	Principal Information Engineer	HR	
9102 AL	Senior Information Engineer	HR	
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9102 AN	Computer Systems Analyst	HR	
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9102 AS	Junior Application Programmer	HR	
9102 AT	Student Application Programmer	HR	
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9102 AV	Database Mgmt Specialist	HR	
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9102 AY	System Administrator	HR	
9102 AZ	System Operator	HR	
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9102 BD	Help Desk Specialist	HR	
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9102 BG	Hardware Installation Technician	HR	
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9102 BJ	Network Installation Technician	HR	
9102 BK	Network Draftsman	HR	
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9102 BM	Communications Specialist	HR	
9102 BN	Principal B.P.R. Specialist	HR	
9102 BO	Senior B.P.R. Specialist	HR	
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9102 CJ	Telecommunication Engineer	HR	
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9102 CL	Local Area Network Administer	HR	
9102 CM	Wide Area Network Administer	HR	
9102 CN	Web Project Manager	HR	
9102 CO	Web Designer	HR	
9102 CP	Web Software Developer	HR	
9102 CQ	Web Content Administrator	HR	
9102 CR	Local Area Network Support Technician	HR	
9102 CS	Data Security Specialist	HR	

Contractor Site Labor Rates

Year 10

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
10101 AA	Program Manager	HR	
10101 AB	Project Manager	HR	
10101 AC	Quality Assurance Manager	HR	
10101 AD	Quality Assurance Analyst	HR	
10101 AE	Project Control Specialist	HR	
10101 AF	Program Administration Specialist	HR	
10101 AG	Senior Functional Analyst	HR	
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10101 AQ	Application Engineer	HR	
10101 AR	Application Programmer	HR	
10101 AS	Junior Application Programmer	HR	

10101 AT	Student Application Programmer	HR	
10101 AU	Senior Database Mgmt. Specialist	HR	
10101 AV	Database Mgmt. Specialist	HR	
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10101 AZ	System Operator	HR	
10101 BA	Senior Training Specialist	HR	
10101 BB	Training Specialist	HR	
10101 BC	Help Desk Manager	HR	
10101 BD	Help Desk Specialist	HR	
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10101 BG	Hardware Installation Technician	HR	
10101 BH	Hardware Draftsman	HR	
10101 BI	Senior Network Installation Technician	HR	
10101 BJ	Network Installation Technician	HR	
10101 BK	Network Draftsman	HR	
10101 BL	Communications Network Manager	HR	
10101 BM	Communications Specialist	HR	
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10101 BW	Electronic Meeting Technographer	HR	
10101 BX	System Programmer	HR	
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10101 CF	Imaging Specialist	HR	
10101 CG	Application Systems Analyst	HR	
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10101 CI	Disaster Recovery Specialist	HR	
10101 CJ	Telecommunication Engineer	HR	
10101 CK	Information Systems Training Specialist	HR	
10101 CL	Local Area Network Administer	HR	
10101 CM	Wide Area Network Administer	HR	
10101 CN	Web Project Manager	HR	
10101 CO	Web Designer	HR	
10101 CP	Web Software Developer	HR	
10101 CQ	Web Content Administrator	HR	
10101 CR	Local Area Network Support Technician	HR	
10101 CS	Data Security Specialist	HR	

Government Site Labor Rates

Year 10

ITEM	DESCRIPTION	U/M	LOADED LABOR RATE
10102 AA	RESERVED	N/A	
10102 AB	Project Manager	HR	
10102 AC	Quality Assurance Manager	HR	
10102 AD	Quality Assurance Analyst	HR	
10102 AE	Project Control Specialist	HR	
10102 AF	Program Administration Specialist	HR	
10102 AG	Senior Functional Analyst	HR	
10102 AH	Functional Analyst	HR	
10102 AI	Principal Systems Architect	HR	
10102 AJ	Senior Systems Architect	HR	
10102 AK	Principal Information Engineer	HR	
10102 AL	Senior Information Engineer	HR	
10102 AM	Senior Computer Systems Analyst	HR	
10102 AN	Computer Systems Analyst	HR	
10102 AO	Junior Computer Systems Analyst	HR	
10102 AP	Senior Application Engineer	HR	
10102 AQ	Application Engineer	HR	
10102 AR	Application Programmer	HR	
10102 AS	Junior Application Programmer	HR	
10102 AT	Student Application Programmer	HR	
10102 AU	Senior Database Mgmt. Specialist	HR	
10102 AV	Database Mgmt Specialist	HR	
10102 AW	Data Entry Clerk	HR	
10102 AX	Operations Manager	HR	
10102 AY	System Administrator	HR	
10102 AZ	System Operator	HR	
10102 BA	Senior Training Specialist	HR	
10102 BB	Training Specialist	HR	
10102 BC	Help Desk Manager	HR	
10102 BD	Help Desk Specialist	HR	
10102 BE	Hardware Specialist	HR	
10102 BF	Senior Hardware Installation Technician	HR	
10102 BG	Hardware Installation Technician	HR	
10102 BH	Hardware Draftsman	HR	
10102 BI	Senior Network Installation Technician	HR	
10102 BJ	Network Installation Technician	HR	
10102 BK	Network Draftsman	HR	
10102 BL	Communications Network Manager	HR	
10102 BM	Communications Specialist	HR	
10102 BN	Principal B.P.R. Specialist	HR	
10102 BO	Senior B.P.R. Specialist	HR	
10102 BP	Cost Analyst	HR	
10102 BQ	Data Standardization Specialist	HR	
10102 BR	Documentation Specialist	HR	
10102 BS	Technical Writer/Editor	HR	

10102 BT	Senior Computer Security System Specialist	HR	
10102 BU	Computer Security System Specialist	HR	
10102 BV	Administrative Support and Graphics Specialist	HR	
10102 BW	Electronic Meeting Technographer	HR	
10102 BX	System Programmer	HR	
10102 BY	Functional Subject Matter Expert	HR	
10102 BZ	IT Hardware Specialist	HR	
10102 CA	Quality Assurance Specialist	HR	
10102 CB	Communications Hardware Specialist	HR	
10102 CC	Communications Software Specialist	HR	
10102 CD	Information Resource Management Analyst	HR	
10102 CE	Procurement Product Specialist	HR	
10102 CF	Imaging Specialist	HR	
10102 CG	Application Systems Analyst	HR	
10102 CH	Software Systems Engineer	HR	
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10102 CJ	Telecommunication Engineer	HR	
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10102 CM	Wide Area Network Administer	HR	
10102 CN	Web Project Manager	HR	
10102 CO	Web Designer	HR	
10102 CP	Web Software Developer	HR	
10102 CQ	Web Content Administrator	HR	
10102 CR	Local Area Network Support Technician	HR	
10102 CS	Data Security Specialist	HR	

SECTION C

STATEMENT OF WORK

C.0 Introduction

The National Institutes of Health (NIH), National Information Technology Acquisitions and Assessment Center (NITAAC), through this procurement, intends to award multiple Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for acquiring a wide range of Information Technology (IT) products, services, and solutions for the Institutes and Centers of the NIH and all other federal agencies. The focus is to proactively address issues deemed vital to the federal government and specifically to provide support to the CIO function in its critical role of helping the federal agency executive to deliver results (relative to program performance and costs) in the new millennium. Through this procurement, the NITAAC will provide multiple, non-mandatory Task/Delivery Order contracts with improved response time and at equitable and reasonable prices to our customers. The geographic scope of this requirement includes the Continental United States and abroad.

C.1 Scope

This contract is intended to cover the gamut of IT efforts. The following task areas and examples of the types of tasks included under each are listed below. Other IT tasks, as required, may be obtained under this statement of work.

The SOW contained herein is intended to outline the general requirement required of vendors under CIO-SP2*i*. Specific details of task assignments, deliverables, documentation, training, applicable government/department/industry standards, etc., will be provided within individual task orders.

C.1.1 Contract and Task Order Management

Contract and task order management is a mandatory element for all task orders placed under the CIO-SP2*i* contract. The objective of contract and task order management is to provide the program management, project control and contract administration necessary to manage a high volume, multiple contract type task order process for a large, diversified team so that the cost, schedule and quality requirements of each order are tracked, communicated to the government, and ultimately attained. The use of commercially available automated tools (for example – a LAN or web based contract task management system) and the application of expertise on processes and metrics that support task order management are encouraged to achieve the above objectives. The objective of the tools is to provide quicker access, improved accuracy, and enhanced accessibility for contractors/clients, real-time monitoring of status/deliverables, tracking the quality of work products and gauging overall customer satisfaction.

C.2 Task Areas

C.2.1 Chief Information Officer (CIO) Support (Task Area 1)

Numerous laws, regulations, and policies have been enacted in the last several years to include the Paperwork Reduction Act, the Computer Security Act, Presidential Decision Directive (PDD) #63, Government Performance and Results Act (GPRA), and the Clinger-Cohen Act. In particular, the Clinger-Cohen Act of 1996 (P.L. 104-106, Division E-Information Technology Management Reform, Title LI-Responsibility For Acquisitions Of Information Technology) established the Chief Information Officer (CIO) position in federal agencies. The objective of CIO Support is to provide support to CIO's in the implementation of these laws, regulations, and policies.

New CIO practices have evolved as they work to implement these laws, regulations, and policies.

A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Agency Information Technology Architecture (ITA) Support
- (b) Program Analyses (including Cost/Benefit Analysis and Cost Effectiveness Analyses)
- (c) Grants Management and Administration Application
- (d) Market Research
- (e) Total Cost of Ownership (TOC) Studies
- (f) Stakeholders Analyses
- (g) A-76 Studies
- (h) Workforce Management
- (i) IT Organizational Development

C.2.2 Outsourcing (Task Area 2)

The objective of the outsourcing task is to provide the information technology (IT) infrastructure and IT services required to assume management of government IT resources and IT business functions. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Program Management
- (b) Transition Planning
- (c) Management of Call Centers
- (d) Hardware and Software Configurations
- (e) Network Operations and Web Management Support
- (f) Leasing of Hardware and Software
- (g) Tools and Applications (including Application Service Provider)
- (h) Infrastructure Networking
- (i) Capacity Management
- (j) Data Base Administration and Data Storage Management
- (k) Backup and Recovery Services System Console Operations
- (l) Production Control
- (m) Mission Management Support
- (n) Information Assurance
- (o) Hardware/Software Maintenance
- (p) Asset Management
- (q) IT Acquisition Management
- (r) Technology Infusion
- (s) Desktop Computing as a Unified Service
- (t) Managed IT Services Support
- (u) IT Impact Analyses
- (v) Workflow Management
- (w) ISO 9000 Analyses and Implementation Support
- (x) Business Processes
- (y) Solution Leasing

C.2.3 IT Operations and Maintenance (Task Area 3)

The contractor shall provide IT operations support and maintenance procedures for IT systems. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Operational Support
- (b) Software Support
- (c) Network/Hardware Support
- (d) Technical Support
- (e) LAN/WAN/MAN
- (f) Telecommunications (Data, Voice, Images, including Wireless)
- (g) Help Desk/IT Assistance Hotline
- (h) IT Service Management
- (i) Network Management
- (j) System Management
- (k) Asset Management
- (l) Electronic Software Distribution
- (m) Electronic Software Licensing Services including license: deployment, management, tracking, upgrading, etc.
- (n) IT Maintenance
- (o) Web Technology
- (p) Client/Server Operations
- (q) IT Training
- (r) IT Operation and Maintenance Planning
- (s) Server Consolidation
- (t) Office Automation Software Support
- (u) Organizational Change Management Support
- (v) IT Logistics Support

The contractor shall operate and maintain IT systems at current vendor release levels or government-off-the-shelf (GOTS) applications software upgrades. Operations and maintenance on IT systems shall include all software and hardware associated with mainframe CPU's, PC-

client/server, network-backbone-front end processors and all networks (MILNET, NIPRNET, SIPRNET).

C.2.4 Integration Services (Task Area 4)

The objective of integration services is to improve business practices by analysis of the process, and applying information technology components. System integration encompasses all activities necessary to develop and deploy an information system. It includes the integration of technical components, organizational components and documentation. The information technology components are engineered and integrated into the business function. The area of system integration may make use of program management, technical laboratories, prototypes, pilot systems and tools/methodologies germane to business analysis and business processing reengineering. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Gap Analysis
- (b) Benchmarking
- (c) Business Process Reengineering
- (d) Test and Evaluation Services
- (e) Financial Analysis (Make/Buy Decisions)
- (f) Feasibility Studies
- (g) Trade Studies
- (h) System Design Alternative (SDA) Studies
- (i) Archival Analyses

C.2.5 Critical Infrastructure Protection and Information Assurance (Task Area 5)

The protection of critical infrastructure and assurance of agency information is evolving as the next great CIO focus area (with the passing of Y2K problems). Information assurance is defined here as those operations that protect and defend information and information systems by ensuring confidentiality, integrity, availability, accountability, restoration, authentication, non-repudiation, protection, detection, monitoring, and event react capabilities. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Critical Infrastructure Asset Identification
- (b) Information Assurance of Critical Infrastructure
- (c) Risk Management (Vulnerability Assessment and Threat Identification)
- (d) Critical Infrastructure Continuity and Contingency Planning
- (e) Physical Infrastructure Protection
- (f) Information Systems Security
- (g) Information Assurance
- (h) Emergency Preparedness
- (i) Training and Awareness Programs
- (j) Exercises and Simulation
- (k) Disaster Recovery
- (l) Security Certification and Accreditation
- (m) Crypto Systems
- (n) Record Management
- (o) Public Key Infrastructure
- (p) Electronic Messaging
- (q) Digital Libraries
- (r) Intelligent, Automated Data Collection and Analysis

C.2.6 Digital Government (Task Area 6)

Digital government is the provision of government services through digital, electronic means. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Business Intelligence
- (b) Customer Care
- (c) Customer Relationship Management
- (d) Data Mining
- (e) Data Warehousing
- (f) Decision Support/OLAP
- (g) Electronic Commerce (EC)/Electronic Data Interchange (EDI)
- (h) Internet/Intranet/Extranet
- (i) Knowledge Management (IT-based sharing/storing of agency individuals' knowledge)
- (j) Performance Measurement
- (k) Personalization (IT-Enhanced Customer Interaction)
- (l) IT –Enhanced Public Relations
- (m) Strategic Planning
- (n) Web Development and Support
- (o) Workflow Management
- (p) Records/Document Management
- (q) IT –Enhanced Public Outreach Services
- (r) B2G Solutions

C.2.7 Enterprise Resource Planning (ERP) (Task Area 7)

ERP is an integrated set of software applications used to control, monitor, and coordinate key business activities across an enterprise. ERP applications generally fall into the following categories: Financials, Human Resources, Supply Chain Management, Manufacturing, Projects, and Front Office. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Business Transformation (BT)
- (b) IT Software Package Selection (PS)
- (c) ERP Package Implementation
- (d) Supply Chain Package Implementation
- (e) Streamlined Package Implementation
- (f) ERP IT Infrastructure
- (g) ERP End User Training
- (h) Networking Planning
- (i) ERP Installation and Tuning
- (j) Capacity Planning and Performance Load Testing

C.2.8 Clinical Support, Research, and Studies (Task Area 8)

The contractor shall operate and maintain IT systems, IT equipment, hardware, software, IT processes, and IT procedures that support Government clinical and research activities. The objective is to directly support researchers and clinicians by performing health care systems studies, and providing operational, technical, and maintenance services for the systems, subsystems, and equipment that interface with and are extensions to information systems. This task area provides support to intramural researchers (computational bio-science, etc.)

C.2.9 Software Development (Task Area 9)

This task area addresses customized software applications, database applications, and other solutions not available in off-the-shelf modular software applications. A non-exhaustive list of examples of the type of work to be performed under this task area is:

- (a) Administrative and General Decision Support Software
- (b) Program Evaluation Software
- (c) Clinical Protocol and Quality Assurance Decision Support Software
- (d) GIS-Enhanced Planning and Program Evaluation Software
- (e) Multimedia Software for Patient Education
- (f) Multimedia Software for Staff Education
- (g) SEI/CMM Analyses and Implementation Support

C.3 Promoting the Contract

The Offeror(s) shall promote this contract to all NIH ICs, the Department of Health and Human Services, and all other federal eligible agencies during the life of the contract. This may include utilization of existing Offeror(s) marketing resources near the NIH facilities and users of the contract. This should include the use of the Internet resources such as mail lists and the WWW. The Offeror(s)' goals shall be to:

- (a). Make customers aware of this procurement vehicle
- (b). Make customers aware of available products, services and solutions
- (c). Make customers aware of subcontractor(s) products, services and solutions
- (d). Assist customers in creating timely and accurate task orders
- (e) Direct customers to CIO-SP2i website to obtain Task Order Guidelines

Since marketing is vital to being successful on the NITAAC contracts, all awardees are expected to independently promote and market the contract vehicle, and also participate in joint NITAAC/industry marketing partnership initiatives. Each of the awardees will be expected to contribute to the marketing partnership on various levels according to business size (Large, Small). Marketing initiatives will include, but are not limited to, advertising campaigns, agency info-sessions, and promotional/informational media initiatives. Additionally, SDB companies will be expected to participate in a Marketing Mentoring Program.

The marketing program will include a number of jointly resourced and attended activities such as; Ad campaigns, industry trade shows, agency information sessions, NIH/Bethesda AFCEA Chapter sponsored events, and more. The NIH mentoring program will be introductory and developmental experience to generate exposure, build healthy government relationships, and market your products and services to government.

C.4 Web Implementation

The vendor, within 7 business days after contract award shall make available to NITAAC a designed and operative linked website for informational purposes. The website at a minimum shall include the loaded rates for each contract year and authorized CIO-SP2i subcontractors. CIO-SP2i will install a link from their existing website to the vendor's website. The vendor shall supply the contracting officer or representative with the appropriate Uniform Resource Locator (URL). The vendor's website shall be available for use on a 24 hours per day, 7 days per week basis with commercially available uptime of 99.9%.

The contractor shall maintain its web page and remain current with any CIO-SP2i changes.

C.5 Operational Environment

C.5.1 Electronic Commerce

NITAAC is implementing Electronic Data Interchange (EDI) services to facilitate to the greatest degree possible a paperless processing of all CIO-SP2*i* Task orders. NITAAC is in the process of developing a web-based on-line task order system. All contractors will be required to utilize this system.

SECTION D

PACKAGING AND MARKING

D.1 GENERAL

At a minimum, the following paragraphs shall be applicable to all Task Orders (TOs) issued under this contract. Additional requirements may be specified in each TO.

D.2 PACKAGING

The contractor shall ensure that all items are preserved, packaged, packed and marked in accordance with best commercial practices to meet the packing requirements of the carrier and to ensure safe and timely delivery at the intended destination.

D.3 MARKING

(a) All data and correspondence submitted to the NIH CIO-SP2*i* Contracting Officer (CO), the customer Accountable Management Official (AMO) or the Customer's Technical Representative /Accountable Management Official (COR or AMOTR) shall reference:

- (1) the contract number
- (2) the task order number
- (3) the CIO-SP2*i* Task Order Authorization Number
- (4) the government end user agency
- (5) the names of the NIH CIO-SP2*i* CO, Customer AMO and COTR/AMOTR

(b) The NIH CIO-SP2*i* CO shall receive via e-mail a copy of all correspondence submitted to the Customer COTR/AMOTR

D.4 CONTAINER MARKING

Containers shall be clearly marked as follows:

- (a) Name of contractor
- (b) Contract number
- (c) Task Order Number and CIO-SP2i Task Order Authorization Number
- (d) Description of Item contained herein
- (e) Consignee's name and address.

SECTION E

INSPECTION AND ACCEPTANCE

E.1 GENERAL

At a minimum the following paragraphs shall be applicable to all task orders issued under this contract. Additional inspection and acceptance requirements may be specified in each task order.

E.2 PLACE OF INSPECTION AND ACCEPTANCE

- (a) Inspection and acceptance of all work performance, reports and other deliverables under this contract shall be performed at the place of delivery.
- (b) The FAR clauses specified in paragraph E.9 are applicable to work sites specified in individual task orders.

E.3 SCOPE OF INSPECTION

- (a) All deliverables will be inspected for content, completeness, and accuracy and conformance to task order requirements by the COTR/AMOTR. Inspection may include validation of information or software through the use of automated tools and/or testing of the deliverables, as specified in the task order. The scope and nature of this testing must be negotiated prior to task order award and will be sufficiently comprehensive to ensure the completeness, quality and adequacy of all deliverables.
- (b) The government requires a period not to exceed thirty (30) days after receipt of final deliverable items for inspection and acceptance or rejection unless otherwise specified in the task order.

E.4 BASIS OF ACCEPTANCE

(a) The basis for acceptance shall be compliance with the requirements set forth in the statement of work, the task order, the contractor's proposal and other terms and conditions of this contract. Deliverable items rejected under any resulting task order shall be corrected in accordance with the applicable clauses.

(b) Commercial and non-developmental hardware items, software items, pre-packaged solutions, and maintenance and support solutions will be accepted within 30 days of delivery when performance is in accordance with delivery requirements.

(c) Custom services and cost reimbursable items such as travel and ODCs will be accepted upon receipt of proper documentation as specified in the order. If custom services are provided as part of a FFP task order, acceptance will be as specified for the milestone with which they are associated. If custom services are for software development, the final acceptance of the software program will occur when all discrepancies, errors or other deficiencies identified in writing by the government have been resolved, either through documentation updates, program correction, or other mutually agreeable methods.

(d) Reports, documents and narrative type deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the government have been corrected.

E.5 INITIAL DELIVERABLES

Should initial deliverables be required by a task order the following procedures will apply:

(a) The government will provide written acceptance, comments and/or change requests, if any, within fifteen (15) working days from receipt by the Government of the initial deliverable.

(b) Upon receipt of the Government comments, the contractor shall have fifteen working days to incorporate the government's comments and/or change requests and to resubmit the deliverable in its final form.

(c) If written acceptance, comments and/or change requests are not issued by the Government within 30 calendar days of submission, the draft deliverable shall be deemed acceptable as written and the contractor may proceed with the submission of the final deliverable product.

E.6 ACCESS TO RECORDS, DATA AND FACILITIES

With 15 days prior notification, the contractor shall permit the Customer AMO and /or the NIH CIO-SP2i CO and/or designated representatives' access at any reasonable time to all records, data and facilities used in the performance of the supplies and services.

E.7 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The Government shall provide written notification of acceptance or rejection of all final deliverables within 30 days. Absent written notification, final deliverables will be construed as accepted. All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.8 NON - CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Unless otherwise agreed by the parties, deficiencies will be corrected within 30 days of the rejection notice. If the deficiencies cannot be corrected within 30 days, the contractor will immediately notify the Customer AMO and or the NIH CIO-SP2/ CO of the reason for the delay and provide a proposed corrective action plan within 10 working days.

E.9 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

Clause No.	Title	Date
52.246-2	Inspection of Supplies - Fixed Price	AUG 1996
52.246-3	Inspection of Supplies - Cost Reimbursement	APR 1984
52.246-4	Inspection of Services - Fixed Price	AUG 1996
52.246-5	Inspection of Services - Cost Reimbursement	APR 1984
52.246-6	Inspection - Time and Material and Labor Hour	JAN 1986
52.246-16	Responsibility for Supplies (Fixed Price)	APR 1984

SECTION F

DELIVERABLES OR PERFORMANCE

F.1 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

Clause No.	Title	Date
52.242-15	Stop Work Order (For other than Cost Reimbursement Task Orders) or Alt I for Cost Reimbursement Task Orders)	Aug 1989 April 1984
52.247-34	F.O.B. Destination	Nov 1991
52.247-35	F.O.B. Destination Within Consignee's Premises	April 1984

F.2 PERIOD OF PERFORMANCE

The period of performance for this contract shall be 10 years (120 months) from the date of contract award.

F.3 PLACE OF DELIVERY

The products and services required under the contract shall be completed and delivered in accordance with the delivery dates and locations contained in the individual task order.

F.4 DELIVERY SCHEDULE

The products and services required under the contract shall be completed and delivered to the specified address contained in the individual task order.

F.5 Program Management Status Reports

Monthly Program Status Report (MPSR)

The MPSR is prepared by each prime contractor for the CIO-SP2 CO. A sample report format is included in section J, Attachment 3. It includes a brief summary of significant activities, problems and developments occurring during the reporting period, as well as progress made at the task order level. It provides a technical activity summary organized by CIO-SP2 Task Order Authorization Number. The report must be received by the CIO-SP2 CO, via e-mail (nihcios2@od.nih.gov) no later than the 10th of each month.

In addition to the electronic submission of the MPSR, a copy of all task orders including task order modifications received for that month shall be submitted to the CIO-SP2 Contracting Officer identified at Section G.3 of this document.

F.6 Monthly Sales Report

The vendor shall provide a monthly sales report. One copy of the monthly sales report shall be provided electronically to the financial analyst at the financial team e-mail address in Section G3, paragraph b. One copy is also to be provided to the contracting officer in section G3.

The report is to be received no later than the 10th of each month. (Report format is attached as Section J Attachment 4 to the contract).

F.7 Monthly Check Report

A check for the NIH processing fee must be sent monthly for the sum of all processing fee payments received by the vendor for the previous month. The check should be sent to the NIH cashier's office at the following address:

**NIH, OFM, FSB
Building 31, Room B1B29
31 Center Drive, MSC 2054
Bethesda, Maryland 20892-2054**

If the vendor is on more than one NITAAC contract, separate checks must be sent for each contract. The check must be payable to NIH and identified with the following information-

**NTTAAC
Contract Name (CIO-SP2)
Contract Number
Appropriation/CAN Number: 4554/8858**

A copy of the check should be sent with the Check Report to the Financial Analysts and the Contracting Officer in Section G3. The check report will include the CIO-SP2 task order authorization number(s) and the amount of the processing fee(s) being paid. Additionally, the report must total to the amount of the check and include the check number. A sample format for this report is incorporated as Section J Attachment 5 of the contract. The information can be mailed, faxed or delivered to both the Financial Analysts and the Contracting Officer to be received not later than the 10th of the following month.

If the reporting requirements stated above are not complied with, vendors may be subject to a moratorium of their contract. During the moratorium, the vendor shall be precluded from proposing on or receiving orders under the contract

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 GENERAL

At a minimum the following paragraphs shall be applicable to all funding documents/task orders issued under this contract. Additional contract administration data may be specified in each TO.

G.2 PREPARATION OF VOUCHERS

(a) General.

(1) SF 1034, Public Voucher for Purchases and Services Other Than Personal, shall be prepared and submitted for payments under this contract, unless otherwise specified in the individual task order.

2) Pursuant to the provisions of FAR 42.7 and 42.8, responsibility for cost administration of this contract for T&M, CS, CPFF and CPAF task orders is assigned to the cognizant audit office as follows:

To be identified on each task order

(3) To ensure timely processing of payment, T&M, CS, CPFF and CPAF vouchers shall be forwarded in an original and three copies simultaneously as follows:

A) Original to the cognizant audit office for administrative review, provisional approval and forwarding to the Finance Office listed in (4) below,

B) Copy to the Finance Office listed in (4) below,

C) Copy to the Customer AMO at the following address:

To be identified on each task order

D) Copy to the Customer COTR/AMOTR listed in the funding document/order.

(4) To ensure timely processing of the contractor's invoices, FFP vouchers do not have to be submitted through the cognizant audit office. FFP vouchers shall be forwarded simultaneously to:

A. The Finance Office at the following address:

FOR NIH ORDERS ONLY

NIH, OFM, FSB
Building 31, Room B1B39
31 Center Drive, MSC 2054
Bethesda, Maryland 20892-2054

FOR NON-NIH ORDERS ONLY**(Address To be identified on each task order)**

- B. The Customer AMO at the address identified in G.2 (a)(3) C above.
 - C. The Customer COTR/AMOTR listed in the task order.
- (5) All vouchers submitted to the Government shall delineate cost by:
- A. Contract, Task Order Number and CIO-SP2i Task Order Authorization Number
 - B. Funding document/order billing item or contract line item number (FFP and T&M task orders)
 - C. Funding document/order by cost category (CPFF, CS and CPAF task orders)
 - D. Any additional information required by specific payment clauses.
- (6) The customer will forward a copy of the certified voucher to the cognizant finance office for payment.
- (b) Billing Instructions
- (1) T&M vouchers and required supporting documentation shall be submitted pursuant to FAR 52.232-7, except that the Customer AMO may waive the 5% withholding amounts specified in paragraph (a)(2) on individual task orders
- (2) CPFF, CS and CPAF vouchers shall be submitted in accordance with FAR 52.216-7 and must specify as a minimum the following information for the billing period:
- A. The total cost and fee billed for the current billing period,
 - B. The cumulative cost and fee billed for the current fiscal year,
 - C. The cumulative cost and fee billed for the task order to date.
- Current and cumulative costs will be shown at the task level and fees will be shown at the TO level. Fixed fees and award fees will be differentiated on CPAF billings.
- (3) For T&M, CPFF, CS and CPAF funding documents/orders, supporting documentation shall be provided identifying the purpose and itinerary of all travel and other cost reimbursable ODCs being billed during the billing period.

- (4) For FFP funding documents/task orders, vouchers shall be submitted upon achievement of the billing milestones identified in the task order if applicable. Progress payments pursuant to FAR 52.232-16 may be liquidated against the billing milestones established in each task order.
- (5) A completion voucher will be submitted for each funding document/order in accordance with FAR 52.216-7.

G.3 CONTRACT MANAGEMENT

Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of the contract will require maximum coordination between the government and the contractor. The following individuals will be the government points of contact during the performance of the contract.

The Contracting Officers for this contract are identified as:

Gregory Holliday, Chief Contracting Officer
 6011 Executive Boulevard, Suite 503 L
 Rockville, Maryland 20892-7260
 Tel: (301) 402-3069
 Fax: (301) 496-8486
Nihcios2@od.nih.gov

Wanda F. Russell
 6011 Executive Boulevard, Suite 503 P
 Rockville, Maryland 20892-7260
 Tel: (301) 402-3085
 Fax: (301) 496-8486
Nihcios2@od.nih.gov

(a) CIO-SP2 Contracting Officer. The CIO-SP2*i* Contracting Officer (CO) will effect all contract administration. Communications pertaining to contractual Administrative matters will be addressed to the CIO-SP2*i* CO. The word "government" as used throughout this contract or its attachments refers specifically to the CIO-SP2*i* CO or to the Customer AMO as defined in Section J, Attachment 7. The CIO-SP2*i* CO is the only person authorized to approve changes in any of the requirements of this contract, and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely with the CIO-SP2*i* CO. No changes of deviation from the scope of work shall be effected without a written modification to the contract executed by the CIO-SP2*i* CO authorizing such changes. The AMO designates individuals to act as the AMO'S Contracting Officer's Technical Representative (COTR or AMOTR) under any resultant task order. Such representative will be designated by letter of appointment from the AMO in the technical phase of the work, but neither the AMO nor the COTR/AMOTR will be authorized to change any of the terms and conditions of the contract.

(b) CIO-SP2*i* Financial Analyst Team

Financial Analysts: The NIH financial analysts identified below have the following responsibilities: tracking gross sales; NIH sales and outside NIH sales by vendor and by contract on a monthly basis; Reconciling vendor monthly financial reports (as defined in Articles F.6 and F.7) to the Task Orders and the processing fee received by the NIH, Office of Financial Management; follow-up will include contacting vendors and agencies to reconcile discrepancies.

Sonya Lloyd Hobbs, Finance Team Leader
Tel: (301) 402-3082 Fax: (301) 402-0714
Lloyd-HS@od.nih.gov

Financial Team Address:

National Institutes of Health
6011 Executive Blvd., Room 641
Rockville, Maryland 20892-7260

(c) Customer Acquisition Management Official (AMO) (See Section J, Attachment J-7 for definition.) The AMO may designate individuals to act as the COTR/AMOTR. The AMO may make changes to individual task orders provided they are within the contract scope of work.

(d) Contracting Officer's Technical Representative (COTR/AMOTR).

(1) The COTR/AMOTR will be designated in writing on authority of the AMO after task order award to monitor and coordinate all technical aspects and assist in the administration of the overall task order.

(2) Only the COTR/AMOTR is authorized to provide technical direction to the contractor on an individual task order, and such direction must be within the scope of their designation letters. The contractor will receive copies of the task order and designation letters stating the responsibilities of the COTR/AMOTR. The COTR/AMOTR designation letter should be generated by the customer AMO and a copy forwarded to the CIO-SP2i Contracting Officer.

(3) The COTR/AMOTR is also responsible for inspection and acceptance of task order deliverables, including task order reports.

(e) Technical Coordination.

(1) Performance of work under this contract shall be in compliance with the Statement of Work and any approved task orders.

(2) All technical coordination shall be within the scope of the contract and the funding document/order. No oral statements of any person whatsoever will in any manner or degree modify or otherwise affect the terms of this contract. Technical coordination shall not result in any action that:

- A. Constitutes an assignment of additional work outside the SOW or the funding document/order.
- B. Constitutes a change as defined in the contract clause entitled "Changes" for Firm Fixed Price, Time and Material and Cost Reimbursement contracts,
- C. Causes an increase in the total contract ceiling, funding document/order price, or total estimated cost, or the time required for contract or task order performance,
- D. Changes any of the expressed terms, conditions or specifications of the contract or task order, or
- E. Interferes with the contractor's right to perform the terms and conditions of the contract.

(f) NIH CIO-SP2i PROJECT OFFICER

The following Project Officer will represent the Government for the purpose of this contract:

Meeka Ruffin

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the Statement of Work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the Statement of Work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.

The Government may unilaterally change its Project Officer designation.

G.4 PAYMENT OF NIH PROCESSING FEE

NIH Processing Fee

A check for the NIH processing fee must be sent monthly for the sum of all processing fee payments received by the vendor for the previous month. The check should be sent to the NIH cashier's office at the following address:

**NIH, OFM, FSB
Building 31, Room B1B29
31 Center Drive, MSC 2054
Bethesda, Maryland 20892-2054**

NIH Processing Fee (with sliding scale incentive) for External Customers

A \$250 minimum-processing fee will be charged for all orders of \$25,000 or less. Below is the fee structure for our external customers who are Federal agencies other than NIH:

Business Category	Task Order Amount		
	\$0 – 5M	\$5M – 10M	Over \$10M
FEE %	1%	0.75%	0.50%

The processing fee for large business orders is 1%.

The processing fee will be included as a separate contract line item on the order or obligating document provided to the vendor. The funding document/order should be sent to the financial analysts at the financial team address referenced above. A copy should also be sent to the Contracting Officer at the following address:

National Institutes of Health
6011 Executive Boulevard, Suite 625
Rockville, Maryland 20892-7260
Attention: Mr. Greg Holliday, Contracting Officer
Tel: (301) 402-3069
FAX: (301) 496-8486

CIO-SP2*i* contracts require that the processing fee must be paid on each obligated amount based on the funding document/order, and it is not subject to downward adjustment. The processing fee covers costs for package processing, contract management, contract-wide recording, tracking, monitoring, reporting, and problem resolution. If the task order is canceled before work commences by the vendor, the NIH processing fee will not be charged- the processing fee is not refundable. If the scope and price are reduced, the processing fee will not be reduced. Task order modifications resulting in additional monetary obligations are assessed the applicable processing fee (of the additional obligated amount) or \$250, whichever is higher.

G.5 TASK ORDER PROCEDURES

One or more task orders (TOs) may be issued during the performance period of this contract. In accordance with the Federal Acquisition Streamlining Act (FASA) and FAR 16.505(b), the Contracting Officer will provide each eligible awardee with a fair opportunity to be considered for each order in excess of \$2,500 unless one of the conditions in FAR 16.505(b)(2) applies. See fair opportunity process below.

Procedures and selection factors to be considered for each opportunity are set forth below:

(1) Task Order Requirement Package

The Customer will submit a complete Task Order Requirements Order Package (TORP) to the CIO-SP2*i* CO. The package should include a transmittal letter, a statement of work and an Independent Government Cost Estimate. Performance-based work statements must be used to the maximum extent practicable. Individual orders must clearly describe all services to be performed or supplies to be delivered. Also the statement of work should include price/cost and past performance as evaluation factors.

(2) FAIR OPPORTUNITY PROCESS.

The CIO-SP2*i* Contracting Officer will assign a task order tracking number to each task order requirement. Unless one of the exceptions at FAR 16.505(b)(2) applies, the CIO-SP2*i* CO will announce each task order requirement via-E-mail to all CIO-SP2*i* prime contractors who have received an award in the task area(s) covered by the task order requirement.

If a task order requirement encompasses more task areas than those task areas awarded to a particular prime contractor, then that prime contractor will be excluded from that particular task order announcement.

This announcement satisfies the requirement for a fair opportunity to be considered. Each prime contractor shall evaluate the opportunity and determine whether or not to submit a proposal. The announcement will include at a minimum the following information:

- a) T.O Package Number: Task Order Tracking Number
- b) Date of Announcement
- c) End User Customer
- d) Synopsis: (Attached SOW)
- e) Anticipated Contract Type
- f) NIH/Point of Contact (POC)
- g) Agency POC for Consideration (Should be AMO or Contracting Officer)
- h) Agency POC Name Phone Number and Fax
- i) E-mail address (or physical address)
- j) Proposal Due date

(3) EXCEPTIONS TO THE FAIR OPPORTUNITY TO BE CONSIDERED PROCESS.

Any FAR 16.505 qualified exceptions to the Fair Opportunity to be considered rule must be signed by the customer's Contracting Officer, or the individual within the customer's agency who has been delegated that authority in accordance with FAR 16.505(b)(2).

If the CIO-SP2/CO concurs that the cited exception is justified, an E-mail announcement of the SOW to all prime contractors will not be made. Instead, only the prime contractor identified in the justification of the exception will be notified to the task order requirement.

(4) PRIME CONTRACTOR PREPARES TASK ORDER PROPOSALS.

The prime contractors will generally be allowed five (5) business days to prepare and submit written proposals (when written proposals are required) however, more time may be necessary based on the particular task order requirements. The proposal due date shall be set forth in each announcement.

- **TECHNICAL PROPOSALS** - Oral and /or written proposals shall address all requirements of the Task Order SOW (which includes a description of the evaluation criteria to be utilized in the evaluation of proposals.). Other items that should be included in the technical proposal include:

- Key Personnel and Resumes
- Quantities/hours (ODCs) and rationale
- Notification and request for consent to use new subcontractors
- Labor category qualifications of any new labor categories to be used for the task order.

COST PROPOSALS - An electronic media proposal is required unless otherwise notified. This area of the proposal shall include detailed cost/price amounts of all resources required to accomplish the task (i.e., man-hours, equipment, travel, etc.). As a minimum, the following data will be provided:

TIME AND MATERIALS (T&M) and FIRM FIXED PRICE (FFP) PROPOSALS - The offeror shall provide an original cost/price proposal to the customer. Identify labor categories and associated hours in accordance with Section B of the contract (Labor Rate Tables) and the number of hours required for performance of the task. Identify hardware, software, turnkey systems, and Other Direct Cost (ODC), Contract Line Items (CLINS) required, including associated elements (e.g., installation, shipping, maintenance, warranty, etc.). The offeror must provide a proposal, which includes the identification and rationale for all non-labor, and ODC cost elements and identify any Government Furnished Property (GFP) and/or Government Furnished Information (GFI) required for task performance.

COST PLUS FIXED FEE (CPFF); COST SHARING (CS); AND COST PLUS AWARD FEE (CPAF) - Note: the fully burden labor rates in Section B do not apply to CPFF, CS and CPAF Task Orders. See Section B2 (3) for submitting proposals on cost type contract. The offeror shall provide an original cost proposal to the customer. Cost proposals shall identify all proprietary data. CPFF, CS and CPAF cost proposals must include, as a minimum, all direct costs (including an explanation of labor categories and hours proposed, with associated costs clearly delineated), indirect costs, ODCs, travel (if applicable), Facilities Capital Cost of Money (FCCOM), if applicable, and fee displayed in a manner that clearly describes the development of the contractor's cost proposal.

NO RESPONSES - If a prime contractor is unable or otherwise cannot perform a requirement, a NO RESPONSE must be made to the task order proposal request. All NO RESPONSES shall include a brief statement as to why the prime contractor has elected to forego the opportunity (e.g., Conflict of Interest, etc.) The NO RESPONSE may be a simple E-mail message addressed to NITAAC and the customer POC.

5) EVALUATION AND DISCUSSIONS – The customer will evaluate the prime contractor(s) written and/or oral technical proposals and written cost proposals. If initial evaluation shows differences between the SOW requirements and an otherwise acceptable prime contractor's proposal, discussions between the customer and the prime contractor will be necessary. Discussions may range from informal meetings that discuss minor discrepancies on the approach, to formal multiple prime contractor negotiations. Prime contractors shall be treated equitably and fairly during this evaluation process.

After evaluation and any discussions, the customer will perform a Best Value analysis of the information contained in the proposals using the stated evaluation criteria. Based on the results of the evaluation, it is ultimately the customer's responsibility to select the prime contractor that can provide the best value to the Government.

The customer is responsible for ensuring that proprietary information contained in a prime contractor's proposal is protected from unauthorized disclosure. It is the prime contractor's responsibility to ensure that all proprietary information is appropriately marked.

- (6) SOLUTION RECOMMENDATION DOCUMENT PACKAGE (SRDP)** - After completion of the evaluation, discussions, if any, and Best Value analysis, the customer prepares a complete SRDP to be sent to the CIO-SP2i CO for approval of the task order for award. The SRDP includes the information contained in the following paragraphs.

Solution Recommendation Document - The Solution Recommendation Document (SRD) describes the selection process and serves as evidence that the fair opportunity to be considered rule was applied, unless an exception was taken under FAR 16.505(b)(2). It includes a discussion of:

- A) A statement indicating whether announcement of the task order requirement was made to all prime contractors eligible for receiving an award for the task requirement or if an exception to the a fair opportunity to be considered A rule was cited in the TORP (cite the exception)
- B) The selection criteria /methodology used to evaluation the competing prime contractors
- C) The results of the evaluation
- D) The rationale for the recommendation of the task order awardee, including a summary of any negotiations conducted, cost/price analysis and best value analysis
- E) Signature of the AMO

- (7) National Institutes of Health Information Technology Acquisition and Assessment Center (NITAAC) APPROVAL LETTER** - Upon completion of review, NITAAC will provide the customer with a NITAAC Approval Letter authorizing the customer to issue a funding document/order to the selected prime contractor. NITAAC will also provide a copy of the NITAAC Approval Letter to the prime contractor. The NITAAC Approval Letter will document NITAAC's concurrence with the SRDP and identify the following elements of award:

- The prime contractor to be awarded the order and the prime contract number.
- The CIO-SP2 Task Order Authorization Number to be cited on the customer funding document/order
- The order value and funded amount
- The amount of the NIH processing fee (if applicable)(external Customers Only)

- (8) AWARD ANNOUNCEMENTS: NITAAC** will announce all award decisions to all prime contractors via E-mail.

- (9) ORDER IMPLEMENTATION:** The prime contractor is authorized to start work upon receipt of the NITAAC Approval Letter and a proper funding document/order.

(10) FUNDING DOCUMENT/ORDER: The contractor must ensure that (1) a copy of each order received for the month is sent to the CIO-SP2i CO with the Monthly Sales Report. The contractor shall not accept any order that does not contain the following elements:

- Applicable CIO-SP2i Task Order Authorization Number and the Customer's Order Number
- Order Date
- Point of Contact for Billing Purposes
- The Statement of work (Note - the prime contractor's proposal may be referenced, if desired)
- Identification of the NIH Processing Fee as a Separate FFP Line Item (Applies to external customers who are paying the fee through the prime contractor)
- Amount of Funds Obligated
- Appropriation/Funding Citation
- Billing Address and Delivery Address
- Signature of the AMO (external customers only) The NIH AMO must print review the Record of Call to ensure that the CIO-SP2i Task Order Authorization Number appears in the ADB record of Call screen under the "Remarks" field.
- Period of Performance

11) ADDITIONAL PROCEDURES FOR NIH INTERNAL CUSTOMERS: NIH internal customers are not required to pay a processing fee. Records of call will be used as the funding document. The CIO-SP2i Task Order Authorization Number must appear in the Remarks field.

12) ACCEPTANCE OF TASK ORDERS. The prime contractor shall not accept any task order funding documents that do not reference the CIO-SP2i Task Order Authorization Number and do not contain the NIH processing fee (if it is cited in the NITAAC Approval Letter). Noncompliance with this requirement may result in the CIO-SP2i CO issuance of a moratorium on the prime contractor. During the period of the moratorium, the prime contractor may not accept any new task orders.

13) VERBAL AUTHORIZATION. Should schedule conditions require the use of the exception at 16.505(b) regarding urgency, the CIO-SP2i Contracting Officer may issue a verbal authorization to initiate work on a task order. The verbal authorization shall not exceed \$50,000. Written confirmation will be provided to the contractor within 5 days following the verbal authorization. All necessary documentation must be followed-up within 15 days of the verbal approval.

14) TASK ORDER MODIFICATIONS. Task Order Modifications are generally made to correct oversights or changes conditions from the original task order. The following procedures will apply to task order modifications:

- **NO COST MODIFICATIONS.** No cost modifications will be processed directly by the customer without any participation of NITAAC. However, a copy of the modification must be sent by the AMO to the CIO-SP2i CO at the address provided in the Section G 3. The preferred method of receiving modifications is through electronic process.

- **ADDITION OF FUNDS.** Two (2) copies of Task Order modifications that involve an addition of funds that were contemplated and described in the original task order (e.g. incremental funding actions and exercise of options), must be sent by the AMO to the CIO-SP2i CO at the address provided in block 6, SF 30. No further documentation is required; for external customers the NIH 1% processing fee (of the amount obligated on the Task Order Modification) must be added as a FFP separate line item on the modification (i.e. the funding document/order). If the amount of the task Order is \$25,000 or less, NITAAC policy prescribes that the customer pays a minimum fee of \$250, which must appear as a separate FFP Line Item on the Modification.
- **MINIMUM PROCESSING FEE.** A minimum-processing fee of \$250 has been established for orders and modifications. However, this fee will not be assessed against no cost modifications, administrative modifications or closeout modifications.
- **ADDITIONAL WORK/ADDITIONAL TIME.** If the customer's modification requirement alters the scope, adds an additional period of performance, or provides for major changes such as additional work, a task order modification is not appropriate. Instead, a new Task Order Requirements Package (TORP) must be initiated by the customer. If the additional work is a true follow-on and not a new requirement, the FAR exception to fair opportunity to be considered at 16.505(b)(2)(iii) should be cited and a supporting justification must be included in the TORP. The TORP should also refer to the original Task Order and explain the connection between it and the follow-on in the background statement of the Statement of Work. As a new TORP, the task Order will be subject to the applicable (or \$250.00 minimum) processing fee applicable to external customers.

(15) TASK ORDER CLOSEOUT - When task order performance is completed the COTR/AMOTR and the AMO sign the acceptance of the final product or completion statement of effort for all tasks issued, ensuring that all task order requirements were met, e.g., all deliverables were received on time and were technically acceptable, GFE/GFI have been appropriately distributed, etc. The prime contractor submits the final invoice to the customer for costs incurred during task order execution (as accepted by the COTR/AMOTR and AMO). The final invoice must include a statement that it is the final invoice and that all costs have been accounted for and billed. The prime contractor must forward a copy of the final invoice to the CIO-SP2i CO when the task order has been completed. Task orders cannot be closed until all past performance evaluation reports have been completed in accordance with paragraph G8 below.

G.6 SUBCONTRACTING PROVISIONS (For Large Businesses Only)

a. Small Business Subcontracting Plan

- (1) The Small Business Subcontracting Plan, dated _____ is attached hereto and made a part of this contract.
- (2) The failure of any Contractor or subcontractor to comply in good faith with FAR Clause 52.219-8, entitled "Utilization of Small Business Concerns" incorporated in this contract and the attached Subcontracting Plan, will be a material breach of such contract or subcontract and subject to the remedies reserved to the Government under FAR Clause 52.219-16 entitled, "Liquidated Damages-Subcontracting Plan."

b. Subcontracting Reports

- (1) The Contractor shall submit the original and one (1) copy of Subcontracting Report for Individual Contracts, SF-294 in accordance with the instructions on the report as referenced in Public Law 95-507, Section 211. Regardless of the effective date of this contract, the Report shall be submitted on the following dates for the entire life of this contract:

April 30th

October 30th

The Report shall be sent to the following address:

**Contracting Officer
NITAAC/CIO-SP2
6011 Executive Blvd, STE 625
Rockville, Maryland 20852**

- (2) The Contractor shall submit (one) 1 copy of Summary Subcontract Report, SF-295 in accordance with the instructions on the report as referenced in Public Law 95-507, Section 211. The Summary Subcontract Report shall be submitted annually on the following date for the entire life of this contract:

October 30th

The first Report shall be submitted after the first full year of this contract in addition to any fractional part of the year in which this contract became effective. This Report shall be mailed to the following address:

**Office of Small and Disadvantaged Business Utilization
Department of Health and Human Services
Hubert H. Humphrey Bldg., Room 517-D
200 Independence Avenue, S.W.
Washington, D.C. 20201**

(3) The contractor shall also send an "Information Copy" of the SF-295 to the Cognizant Commercial Representative (CMR) at the address provided by the SBA. The Contractor should call SBA Headquarters in Washington, DC at (202) 205-6475 for the correct address if unknown.

G.7 DEBRIEFINGS. If a non-selected prime contractor has questions as to why it was not selected for a task order award, the prime contractor should contact the AMO. The AMO and the non-selected prime contractor may discuss the reasons why that prime contractor was not selected; however, the AMO may not (1) discuss the other prime contractor's proposals, (2) compare prime contractor's proposals, or (3) allow the non-selected prime contractor access to the SRDP.

CIO-SP2i OMBUDSMAN

a. In accordance with FAR 16.505(b)(4), the designated CIO-SP2i Ombudsman is

**Associate Director, Office of Intramural Affairs and
NIH Competition Advocate for Station Support
Building 1, Room 140
9000 Rockville Pike
Bethesda, MD 20892**

b. If issues cannot be resolved by the CIO-SP2i CO, they are to be forwarded to the Ombudsman for review.

G.8 PAST PERFORMANCE EVALUATION - Standard past performance evaluations are used for all CIO-SP2i task orders to monitor and record overall performance of each prime contractor. This form must be used to evaluate overall prime contractor performance at least annually and upon task order completion. The COTR/AMOTR completes the form, obtains concurrence from the AMO in writing and forwards it to the prime contractor for comment. Contractor comments received by the customer within 30 days will be considered in the final evaluation, and must be included in the evaluation form. Once contractor comments are incorporated, the form is forwarded by the customer to the CIO-SP2i CO, for entry into the NIH Past Performance Database. In order for the evaluation to be received on a timely basis, it is required that the form be forwarded to the CIO-SP2i CO no later than 60 days after the yearly anniversary of the task order award, and no later than 60 days after task order completion. The information collected on the Past Performance Database will be available to all government agencies and can be used as a source of information for evaluation of contractor past performance for future task order opportunities.

Any disagreement between the contractor and the AMO regarding an evaluation should be referred to an individual in that customer's agency one level above the AMO, whose decision will be final.

The past performance evaluation report shall be submitted electronically. This information will be linked to the NIH Contractor Performance System (CPS).

G.9 INDIRECT COST RATES

In accordance with Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clause 52.216-7 (d)(2), Allowable Cost and Payment incorporated by reference in this contract in Part II, Section I, the cognizant Contracting Officer representative responsible for negotiating provisional and/or final indirect cost rates is identified as follows:

FOR NIH
Director, Division of Financial Advisory Services
Office of Contracts Management
National Institutes of Health
6100 Building, Room 6B05
6100 EXECUTIVE BLVD MSC-7540
BETHESDA MD 20892-7540

FOR EXTERNAL CUSTOMERS

Cognizant Audit Office

These rates are hereby incorporated without further action of the Contracting Officer.

G.10 CONTRACT TASK ORDERING SYSTEM

In accordance with C.5.1, listed below is basic information on the task ordering system, which is under development. You will be notified when the system is available for use.

G.10.1 Business Procedure Environment.

NIH in accordance with FAR 4.5 Electronic Commerce in Contracting shall exercise broad discretion in selecting the hardware and software that will be used in conducting electronic commerce including electronic signatures. In accordance with the Government Paperwork Elimination Act of October 21, 1998, Title XVII of Division C of Public Law 105-277 and Public Law 106-229 enacted June 30, 2000 for electronic signatures, NIH Information Technology Acquisition and Assessment Center (NITAAC) intends to maximize e-commerce and shall require any system developer of any e-commerce system to fully comply with the enumerated acts. This requirement includes any succeeding regulations that are enacted during the life of the contract. It is anticipated that the only system requirements imposed on vendors are a Web Browser, an Internet connection and a digital certificate designated by NITAAC.

G.10.2 Electronic Commerce.

NITAAC with the assistance of NIH Institutes, Centers, and Divisions, will maintain a record of all information relevant to order processing and contract administration. NITAAC is implementing Electronic Commerce to facilitate to the greatest degree possible the paperless processing of all NIH CIO-SP2 orders, reports, pricing information, and other relevant business documents in accordance with laws and regulations stated above. These integrated Web based electronic commerce services will greatly enhance the speed and efficiency of interaction between NITAAC and vendors. The services being considered include but are not limited to Web based RFP system, Web based fee accounting system, and on-line catalog. All CIO-SP2 vendors will be required to use the electronic commerce systems to interact with NITAAC as the systems become available.

G.10.3 Web Based RFP system

Customers will submit Statements of Work through the Web Based RFP system. The system will notify, via email message, all vendors who are qualified to bid on each opportunity. Interested Vendors will view and download Statements of work from the Web. In the future, vendors will upload their proposals to the system where they will be available to the customer for evaluation, scoring and selection. Customers will also be provided with vendor past performance data. The security of all interactions with the Web based system will be assured through the use of Public

Key Infrastructure (PKI) electronic signatures. Information pertaining to the NITAAC Acquisitions can be accessed at the following address: <http://nitaac.nih.gov>

G.10.4 Web Based fee accounting system

Vendors shall use a Web based fee accounting system to submit and validate all fees associated with orders placed under this contract. NITAAC finance personnel will use the system to interact with vendors to ensure full accounting and resolve discrepancies. Full reporting on the status of all order and account information will be available to the vendor through the system.

G.10.5 Information Technology Accessibility for Persons with Disabilities

All services delivered as result of orders placed under this contract shall comply with accessibility standards in accordance with Federal Information Technology Accessibility as required by Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended. Information about the Federal accessibility standards may be obtained via the Web at the following URL: from www.Section508.gov.

SECTION H

SPECIAL PROVISIONS

H.1 CONFLICT OF INTEREST (IAW FAR 9.5)

(a) It is understood and agreed that the Contractor, under the terms of this contract, or through the performance of the Statement of Work made a part of this Contract, is neither obligated nor expected to deliver or provide material or perform work, which will place the Contractor in an Organizational Conflict of Interest, which could serve as a basis for excluding the Contractor from supplying products or services to the National Institutes of Health (NIH) or other Government agencies. Further, during the course of this contract, the Contracting Officer will not knowingly unilaterally direct the Contractor to perform work, in contravention of the above understanding. It will be the Contractor's responsibility to identify any situation in which the potential for an Organizational Conflict of Interest exists. However, prior to the execution of any task order or amendment thereto, if the Contracting Officer discerns the potential for an Organizational Conflict of Interest insofar as the work to be performed thereunder is understood to involve the preparation of a complete specification of materials leading directly, predictably and without delay to a Statement of Work which will be used in the competitive procurement of a system, the Contracting Officer shall notify the Contractor, and the parties shall mutually take action to resolve any potential organizational conflict of interest.

(b) This clause will be included in any subcontracts awarded under this contract. This clause does not relieve the contractor from following up with other contracting offices and their Contracting Officers regarding potential organizational conflicts involving those procurements.

H.2 SUBCONTRACTING APPROVAL

The Contractor shall obtain written Contracting Officer approval prior to entering into a subcontract with an offeror that is not in the Contractor's approved teaming arrangement.

H.3 CONFERENCES

The CIO-SP2*i* Contracting Officer (CO), or his duly authorized representative, may call a conference from time-to-time as deemed necessary to discuss any phase of performance under the Contract. All discussions, problems encountered, solutions reached, and evaluations made during any conference shall be documented in the next Monthly Program Status Report for current reporting period. In any case, such reporting shall not, in and of itself, constitute formal direction of and/or Contracting Officer acceptance of the topics discussed.

H.4 TRAVEL

(a) Official travel of contractor personnel away from their duty station that was not identified in the negotiated task order shall not be undertaken unless advance, prior approval has been obtained from the AMO. If travel causes additional costs to the task order, written approval by the AMO is required.

(b) The contractor's request for travel shall be in writing and contain the dates, locations, and estimated costs of the travel.

(c) Costs associated with the contractor's travel shall be in accordance with FAR Part 31.205-46.

H.5 WORK ON A GOVERNMENT SITE

In performing work under this contract on a Government installation or in a Government building, the Contractor shall fully comply with local military installation, city, state and federal laws, regulations and/or ordinances pertinent to performance of the contractual services required under this contract. Specifically, the contractor shall:

(a) Conform to the specific safety requirements established by this contract.

(b) The contractor and his/her employees shall observe all rules and regulations issued by the installation's Senior Official pertaining to fire, safety, sanitation, severe weather, admission to the installation, conduct not directly addressed in this contract;

(c) Take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel connected in any way with performance under this contract.

(d) Take such additional immediate precautions as the AMO, COTR/AMOTR may reasonably require for safety and accident prevention purposes.

(e) Conform to all security requirements as specified in the task order.

H.6 INSURANCE SCHEDULE

The Contractor shall maintain the types of insurance and coverage listed below in accordance with FAR 28.307-2:

TYPE OF INSURANCE /MINIMUM AMOUNT

a) **Worker's Compensation and Employee liability.** Contractors are required to comply with applicable Federal and state worker's compensation and Occupational Disease Statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with a contractor's commercial operations that it would not be practical to require this coverage. Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit worker's compensation to be written by private carriers. (See 28.305c) for treatment of contracts subject to the Defense base Act.)

b) **General Liability.** (1) The Contracting Officer shall require bodily injury liability insurance coverage written on the compensative form of policy of at least \$500,000 per occurrence. (2) Property Damage Liability insurance shall be required only in special circumstances as determined by the agency.

c) **Automobile Liability.** The contracting Officer shall require automobile liability insurance written on the compensative form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per occurrence and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal customary claims.

d) **Aircraft Public and Passenger Liability.** When aircraft are used in connection with performing the contract, the contracting officer shall require Aircraft Public and Passenger Liability Insurance. Coverage shall be at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, which ever is greater.

e) **Vessel Liability.** When contract performance involves use of vessels, the contracting office shall require, as determined by the agency, vessel collision liability and protection and indemnity liability insurance.

H.7 NOTIFICATION REQUIREMENTS UNDER TIME AND MATERIAL (IAW FAR 52.232-7(c)) AND COST REIMBURSEMENT CONTRACTS (IAW FAR 52.232-20(b) and 52.232-22(c))

Contractor notification requirements for FAR clause 52.232-20(b) "Limitation of Cost"; FAR clause 52.232-22 (c) "Limitation of Funds" for CPFF and CPAF task orders and FAR clause 52.232-7(c) "Payments under Time and Materials and Labor Hours" for T&M task orders (clauses are in Section I by reference), shall be accomplished only by separate correspondence directed to the AMO with copies to the COTR/AMOTR. No other form of "notification" (e.g., mention in any type of monthly progress or status report) will effect compliance. Further, notification to any individual other than the AMO shall not constitute compliance with this requirement.

H.8 INTERRELATIONSHIPS OF CONTRACTORS

(a) The Government has entered into contractual relationships in order to provide technical support services in the conduct of appropriate studies, analyses and engineering activities separate from the work to be performed under this SOW, yet having links and interfaces to them. The Contractor may be required to coordinate with such other contractor(s) through the CIO-SP2/CO or AMO in providing suitable, non-conflicting technical interfaces and in avoidance of duplication of effort. By suitable tasking, such other contractor(s) may be requested to assist the Government in the technical review of the contractor's technical efforts. Information on reports provided under this SOW may, at the discretion of the Government, be provided to such other contractor(s) for the purpose of such review.

(b) See also paragraph H.14 entitled, "NONDISCLOSURE OF SENSITIVE AND/OR PROPRIETARY DATA".

H.9 FACILITY ACCESS

When applicable, the Contractor shall arrange with the AMO or COTR/AMOTR for procedures for means of access to premises, delivery and storage of materials and equipment, use of approaches, use of corridors, stairways, elevators and similar matters. Any requests received by the Contractor to change the sequence or scope of this access shall be referred to the AMO.

H.10 LABOR CATEGORIES

The labor categories represent the Government's best estimate of the kinds of personnel required for successful contract performance. It is recognized by the Government that the inventory of data processing and/or information systems, technologies, methodologies and processes ranges from obsolescent to near state-of-the-art, and that the technology presently being introduced into the information technology marketplace is revolutionary rather than evolutionary. The ability of the Contractor to respond to new technologies, methodologies, and processes is both necessary and appropriate. Although the Contractor is expected to map from the contract categories to the Contractor's own categories, for the purpose of matching resources to requirements, the use of additional labor categories not currently contemplated may be necessary over the term of the contract. Certain unique labor categories, as well as consultants, may be required under specific Task Orders.

H.11 KEY PERSONNEL

(a) Key personnel are those contractor personnel considered to be essential to the performance of the contract. The Contractor shall notify the AMO and COTR/AMOTR prior to making any changes in key personnel.

(b) Prior to replacing key personnel, the Contractor shall demonstrate to the satisfaction of the AMO and COTR/AMOTR that the qualifications of prospective replacement personnel are equal to or better than the qualifications of any personnel being replaced. For example, although the "LABOR CATEGORY DESCRIPTIONS" (listed as Section J Attachment J-13) specifies descriptions for personnel, if the Contractor proposed qualifications greater than those qualifications listed by the Government, then the Contractor's replacement personnel shall meet the Contractor's personnel qualifications.

(c) The prime contractor's Program Manager, item 1101AA, is key, and may only be replaced with the approval of the CIO-SP2i CO and in accordance with the terms and conditions of paragraph H.11a. The Program Manager identified for this contract is:

NAME:

TELEPHONE:

(d) Personnel performing work in the following labor category, when proposing on an individual task order, may be considered as key personnel. If requested in the task order SOW, the contractor shall provide resumes for the personnel filling the following position and any other position-designated key in the task order:

Labor Item	Labor Category Title
X101AB or X102AB	Project Manager

X denotes contract year.

H.12 OVERSEAS LOGISTIC SUPPORT FOR OUTSIDE THE CONTINENTAL UNITED STATES (OCONUS) WORK

(a) Authorization for obtaining logistic support and privileges for contractor personnel and their family members assigned overseas may be available on a task order specific basis. The contractor must request such support with sufficient lead-time to allow the customer CO/AMO to coordinate the request with overseas officials if the deployed employees and family members are anticipating such support immediately upon relocation to the overseas location.

(b) Logistic support may include, but not is not limited to, commissary services, military exchange (AAFES) facilities, class IV facilities, customs exemption, legal assistance, local government transportation for official Government business, local morale/welfare recreation services, military banking facilities, military postal service, mortuary service, officer of NCO/EM clubs, privately owned vehicle registration for USAREUR, purchase of petroleum and oil (POL) products,

transient billets, and messing facilities at remote sites only (reimbursable), or other benefits subject to reciprocal agreements that may be in place.

H.13 SECURITY

This document is unclassified; however, the classification of the work to be performed on specific task orders issued under this contract may require security clearances. In that event, the contractor will be advised of the requirements in the SOW. The Contractor shall follow conscientiously the security requirements identified in the SOW and other guidance that may be established by the AMO.

H.14 NONDISCLOSURE OF SENSITIVE AND/OR PROPRIETARY DATA

The Contractor recognizes that in the performance of this contract it may receive or have access to certain sensitive information, including information provided on a proprietary basis by carriers, equipment manufacturers and other private or public entities. The Contractor agrees to use and examine this information exclusively in the performance of this contract and to take the necessary steps in accordance with Government regulations to prevent disclosure of such information to any party outside the Government or Government designated support contractors possessing appropriate proprietary agreements, as listed in paragraphs (a) through (c) below.

(a) Indoctrination of Personnel. The Contractor agrees to indoctrinate its personnel who have access as to the sensitive nature of the information and the relationship under which the contractor has possession of or access to the information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information will be used for the profit of any party other than those furnishing the information. The Contractor shall restrict access to sensitive/proprietary information to the minimum number of employees necessary for contract performance.

(b) The Contractor shall be required to coordinate and exchange directly with other contractors as designated by the Government for information pertinent and essential to performance of task orders issued under this contract. The contractor shall discuss and attempt to resolve any problems between the Contractor and those contractors designated by the Government. The AMO and, if necessary, the CIO-SP2i CO shall be notified in writing of any disagreement(s) which has (have) not been resolved in a timely manner. The contractor shall furnish the AMO (and as required, the CIO-SP2i CO) copies of communications between the Contractor and associated contractor(s) relative to contract performance. Further, the close interchange with between contractor(s) may require access to or release of proprietary data. In such an event, the Contractor shall enter into agreement(s) with the Government designated Contractor (s) to adequately protect such proprietary data from unauthorized use or disclosure so long as it remains proprietary.

(c) Remedy for Breach. The Contractor agrees that any breach or violation of the restrictions of this clause shall constitute a material and substantial breach of the terms, conditions and provisions of the contract and that the Government may, in addition to any other remedy available, terminate this contract for default in accordance with the provisions of FAR 52.249-6 or FAR 52.249-8, as applicable. Nothing in this clause or contract shall be construed to mean that the Government shall be liable to the owners of proprietary information in any way for the unauthorized release or use of proprietary information by this contractor or its subcontractors.

H.15 GOVERNMENT FURNISHED EQUIPMENT, INFORMATION OR SERVICES

(a) It is anticipated that for some task orders, Government Furnished Equipment (GFE) will be specified in the individual order (at the discretion of the Government) with specified delivery dates. Such equipment will be returned to the Government upon the conclusion of the contract, as specified in the individual delivery order, or as directed in writing by the AMO.

(b) Government Furnished Information (GFI) relevant to the tasks to be performed under this contract will be provided to the Contractor for use during the performance of the task order as specified in the order (at the discretion of the Government) with specified delivery dates. These documents will be returned to the Government upon the conclusion of the task order, as specified in the individual task order, or as directed in writing by the AMO.

In the case that GFE or GFI are not provided to the Contractor by the specified date, the AMO will be immediately notified by the Contractor. The Contractor will indicate impact and request direction from the AMO.

(d) Contractors are responsible and liable for Government property in their possession pursuant to FAR 52.245-1, 52.245-2 and 52.245-5, as applicable.

H.16 PRESS RELEASES

No news release (including photographs, films, and public announcements) on any part of the subject matter of this contract or any phase of any program hereunder shall be made without prior approval of the CIO-SP2i CO. This restriction does not apply to marketing materials developed for presentation to potential government customers of this contract vehicle.

a. Pursuant to Public Law(s) cited in paragraph b., below, the contractor shall clearly state, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

b.	Public Law and Section No.	Fiscal Year	Period Covered
	P.L. 106-113, Section 507	2000	10/1/00-9/30/00

**Note: FY-2001 Public Law and Section No. Information will replace this and be inserted into the contract unilaterally upon passage of DHHS FY-2001 appropriation legislation.*

H.17 ALTERNATE DISPUTE RESOLUTION PROCEDURES (ADR)

Background: Pub. L. 101-552 The Administrative Dispute resolution Act encourages the use of alternative means of resolving disputes involving government agencies. The Act is based on congress finding that alternative processes, including mediation, often yield decisions that are faster, less expensive and less contentious and can lead to more creative, efficient and sensible outcomes.

Partnering lays the foundation for better working relations on a project including better dispute resolution. This partnership draws on the strengths of each organization in an effort to achieve a quality project done right the first time, within budget and on schedule. This partnership is bilateral in make-up and participation is totally voluntary.

I wish to participate in partnering.

I do not wish to participate in partnering.

H.18 YEAR 2000 WARRANTY- NON COMMERCIAL SUPPLY ITEMS

The contractor warrants that each non-commercial item of hardware, software, and firmware delivered or developed under this contract and listed below shall be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from into and between the twentieth and twenty-first centuries, and the year 1999 and the year 2000 and leap-year calculations, when used in accordance with the item documentation provided by the contractor, provided that all listed or unlisted items (e.g., hardware, software, and firmware) used in combination with such listed item properly exchanged date data with it. If the contract requires that specific listed items must perform as a system in accordance with the foregoing warranty, then the warranty shall apply to those listed items as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be as defined in, and subject to the terms and limitations of any general warranty provisions of this contract, provided that notwithstanding any provision to the contrary in such warranty provision(s), or in the absence of any such warranty provision(s), the remedies available to the Government under this warranty shall include repair or replacement of any listed item whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

YEAR 2000 COMPLIANT ITEMS

ALL HARDWARE SOFTWARE AND FIRMWARE DELIVERED OR DEVELOPED UNDER INDIVIDUAL TASK ORDERS

H-19 YEAR 2000 WARRANTY-COMMERCIAL SUPPLY ITEMS

The contractor warrants that each hardware, software and firmware product delivered under this contract and listed below shall be able to accurately process date data (Including but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries and the year 1999 and the year 2000 and leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all listed or unlisted products (e.g., hardware, software, firmware) used in combination with such listed product properly exchange date data with it. If the contract requires that specific listed products must perform as a system in accordance with foregoing warranty, then that warranty shall apply to those listed products as a system. The duration of this warranty and the remedies available to the Government for breach of this warranty shall be defined in, and subject to, the terms and limitations of the contractor's standard commercial warranty or warranties contained in the contract, provided that notwithstanding any provision to the contrary in such commercial warranty or warranties, the remedies available to the Government under this warranty shall include repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within ninety (90) days after acceptance. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

YEAR 2000 COMPLIANT ITEMS:

ALL HARDWARE, SOFTWARE AND FIRMWARE DELIVERED OR DEVELOPED UNDER INDIVIDUAL TASK ORDER

H.20 MINIMUM CONTRACT GUARANTEE AND MAXIMUM POTENTIAL

- (a) The guaranteed minimum for each awardee is \$250. The minimum will be ordered during the first fiscal year of the contract.
- (b) The Government has no obligation to issue task orders to the Contractor beyond the amount specified in paragraph (a) of this clause. Once the conditions of paragraph (a) have been met, the Contractor will continue to have the opportunity to be issued task order(s) under the CIO-SP2i contract unless notified by the CIO-SP2i CO in accordance with Clause H.21.
- (c) The maximum cumulative dollar amount that may potentially be awarded, to all contractors combined, under CIO-SP2i is twenty (20) billion dollars.
- (d) The funding for each task order shall be contained in the individual task order and not at the time of CIO-SP2i contract award.
- (e) Given the provisions of paragraphs (a) through (d) of this clause, the Contractor and the Government agree that a binding contract is established at time of CIO-SP2i contract award and that consideration has been transferred between the parties.

H.21 NOTIFICATION OF UNSATISFACTORY PERFORMANCE

- a. The Government shall consistently evaluate performance on each task order. (In addition, the Government shall receive formal performance evaluations for each task order in accordance with Clause G.8 of the contract.
- b. The CIO-SP2*i* CO and the CIO-SP2*i* Project Manager shall discuss any unsatisfactory performance.
- c. One or more instances of unsatisfactory performance may result in the CIO-SP2*i* CO notifying the Contractor in writing that a moratorium of a specified length may be imposed on the Contractor pending satisfactory progress toward resolving unsatisfactory performance. During the moratorium period (which shall be unilaterally established by the CIO-SP2*i* CO and may vary in length depending on the severity of the unsatisfactory performance), the Contractor shall be precluded from proposing on or being issued task orders under CIO-SP2*i*.
- d. Continued unsatisfactory performance may lead to Termination to Default.

H.22 OBSERVANCE OF LEGAL HOLIDAYS AND EXCUSED ABSENCE

(a) The Government hereby provides notification that Government personnel observe the listed days as holidays:

New Year's Day
 Martin Luther King's Birthday
 President's Birthday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veteran's Day
 Thanksgiving Day
 Christmas

(b) In addition to the days designated as holidays, the Government observes the following days:

Any other day designated by Federal Statute
 Any other day designated by Executive Order
 Any other day designated by the President's Proclamation

(c) It is understood and agreed between the Government and the Contractor that observance of such days by Government personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation except as set forth within the contract. In the event the Contractor's personnel work during the holiday, they may be reimbursed by the Contractor, however, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, other than their normal compensation for the time worked. This provision does not preclude reimbursement for authorized overtime work if applicable to this contract.

(d) When the Federal and governmental entities grants excused absence to its employees, assigned Contractor personnel may also be dismissed. The Contractor agrees to continue to provide sufficient personnel to perform critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the Contracting Officer or the Contracting Officer's Technical Representative.

(e) If Government personnel are furloughed, the Contractor shall contact the Contracting Officer or the COTR to receive direction. It is the Government's decision as to whether the contract price/cost will be affected. Generally, the following situations apply:

1. Contractor personnel that are able to continue contract performance (either on-site or at a site other than their normal work station) shall continue to work and the contract price shall not be reduced or increased.
2. Contractor personnel that are not able to continue contract performance (e.g., support functions) may be asked to cease their work effort.

(f) In those situations that furloughed Government personnel are reimbursed, the Contractor may not invoice for their employees working during the Government furlough until such time as the special legislation affecting Government personnel is signed into law by the President of the United States.

(g) Nothing in this clause abrogates the rights and responsibilities of the parties relating to stop work provisions as cited other sections of this contract.

H.23 NON-PERSONAL SERVICES

(a) As stated in the Office of Federal Procurement Policy Letter 92-1, dated September 23, 1992, Inherently Governmental Functions, no personal services shall be performed under this contract. No Contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the applicable employee supervisor. If the Contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.

(b) The Contractor shall not perform any inherently governmental actions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other contractor believes this communication to be a direction to change their contract, they should notify the Contracting Officer for that contract and not carry out the direction until a clarification has been issued by the Contracting Officer.

(c) The Contractor shall insure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

H.24 NOTICE OF AVAILABILITY OF FUNDS/CONTINUING RESOLUTION

Task orders (or applicable line items thereto) issued under this contract may be subject to the "Availability of Funds" clause, FAR 52.232-18, as incorporated by reference in Section I. The "Availability of Funds" clause states that the Government's liability for payment is contingent upon the availability of funds, and this contingency remains in effect until the Contracting Officer confirms availability, in writing, to the Contractor. For the purposes of this clause, the Contracting Officer hereby confirms that funds will be available under the task order upon enactment of the applicable fiscal year Continuing Resolution (limited to the period of the Continuing Resolution) for the requiring department/agency, or upon enactment of the applicable fiscal year Appropriations Act for the requiring department/agency. Any period of performance not covered by a Continuing Resolution is subject to the terms and conditions of the "Availability of Funds" clause. Information regarding the Continuing Resolution or the applicable fiscal year Appropriations Act or verification of availability may be obtained by contacting the Contracting Officer. It is anticipated that no further written confirmation of availability will be provided.

H.25 HARDWARE/SOFTWARE ACQUISITION

(a) CIO-SP2*i* is a "Solutions Based Contract." To help ensure the ability to provide hardware/software without limitation, but not become a shopping center, CIO-SP2*i* is considered to be a "solutions based contract". This term refers to contracts that encompass everything from the analysis of hardware/software implementation to ongoing operational support of an IT solution.

(b) Inclusion of hardware/software acquisition on a Task Order is within the purview of the cognizant Government Contracting Officer. Any hardware/software included must be considered to be critical and related to the services being acquired under the Task Order. Any computer or monitor purchased or leased under this contract must be Energy Star compliant.

(c) The CIO-SP2*i* CO reserves the right to review individual Task Orders to determine if the provisions of this clause are being applied appropriately.

H.26 LEASING

The Government contemplates leases of the following types: lease to ownership; lease with an option to purchase; and straight lease IT equipment. All leases may include integrated installation and warranty. If leasing is a requirement of a task order, the following provisions apply.

The Contractor, acting as a prime contractor, shall provision the government with leased equipment. Subject to the cancellation provisions of this contract, title to the equipment will transfer to the Government from the Contractor only under the lease with option to purchase or the lease to ownership plans proposed by the Contractor

H.26.1 Lease Statement (Applicable to Task Orders for Leased Equipment)

(a) If Government awards a task order for leased equipment it, contemplates the use of the equipment for the entire term of the lease identified ("Lease Term"). However, the Lease Term of the lease agreement is from the date of acceptance of the equipment through September 30 of the fiscal year in which the Task Order is placed. Acceptance shall be defined in each Task Order.

(b) Credits - Discontinuance Notice

When discontinuing lease pursuant to the clause, the Government will give the contractor thirty (30) days prior written notice of discontinued service or a shorter notice when agreed to by the Contractor.

(c) Credit Refunds

The Government shall retain the credits. These credits may be used to extend the lease agreement at no additional cost in the amount of the credits. These credits may also be used to purchase items under the Order in the amount of the credits. No money will be refunded back to the Government for credits.

H.26.2. Lease Documentation

Lease Documentation will be required at the task order level.

H.27 REPORTING MATTERS INVOLVING FRAUD, WASTE AND ABUSE

Anyone who becomes aware of the existence or apparent existence of fraud, waste and abuse in NIH funded programs is encouraged to report such matters to the HHS Inspector General's Office in writing or on the Inspector General's Hotline. The toll free number is **1-800-HHS-TIPS (1-800-447-8477)**. All telephone calls will be handled confidentially. The e-mail address is Htips@os.dhhs.gov and the mailing address is:

**Office of Inspector General
Department of Health and Human Services
TIPS HOTLINE
P.O. Box 23489
Washington, D.C. 20026**

Information regarding procedural matters is contained in the NIH Manual Chapter 1754, which is available on (<http://www1.od.nih.gov/oma/oma.htm>)

H.28 SDB CONCERNS

In accordance with FAR 19.1202-4(b) when an evaluation includes an SDB participation evaluation factor or subfactor that considers the extent to which SDB concerns are specifically identified, the SDB concerns considered in the evaluation shall be listed in the contract, and the contractor shall be required to notify the contracting officer of any substitutions of firms that are not SDB concerns.

The SDB firms identified are:

PART II
SECTION I-CONTRACT CLAUSES

GENERAL CLAUSES
Negotiated Cost-Reimbursement Service Contract

Contract Reg	Clause Date	Clause Title
FAR52.202-1	Oct 1995	Definitions
FAR52.203-3	Apr 1984	Gratuities (Over \$100,000)
FAR52.203-5	Apr 1984	Covenant Against Contingent Fees (Over \$100,000)
FAR52.203-6	Jul 1995	Restrictions on Subcontractor Sales to The Government (Over \$100,000)
FAR52.203-7	Jul 1995	Anti-Kickback Procedures (Over \$100,000)
FAR52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity Over \$100,000)
FAR52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over \$100,000)
FAR52.203-12	Jun 1997	Limitation on Payments to Influence Certain Federal Transactions (Over 100,000)
FAR52.204-4	Aug 2000	Printing/Copying Double-Sided on Recycled Paper (Over 100,000)
FAR52.209-6	Jul 1995	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$25,000)
FAR52.215-2	Jun 1999	Audit and Records - Negotiation (Over \$100,000)
FAR52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
FAR52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data

FAR52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over \$500,000)
FAR52.215-14	Oct 1997	Integrity of Unit Prices (Over \$100,000)
FAR52.215-15	Dec 1998	Pension Adjustments and Asset Reversions
FAR52.215-18	Oct 1997	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
FAR52.215-19	Oct 1997	Notification of Ownership Changes
FAR52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
FAR52.216-7	Mar 2000	Allowable Cost and Payment
FAR52.216-8	Mar 1997	Fixed Fee
FAR52.216-12	Apr 1984	Cost Sharing Contract-No Fee
FAR52.219-8	Oct 2000	Utilization of Small Business Concerns (Over \$100,000)
FAR52.219-9	Oct 2000	Small Business Subcontracting Plan (Over \$500,000)
FAR52.219-16	Jan 1999	Liquidated Damages – Subcontracting Plan (Over \$500,000)
FAR52.222-2	Jul 1990	Payment for Overtime Premium (Over \$100,000) (Note: The dollar amount in Paragraph (a) of this clause is \$0 unless Otherwise specified in the contract.)
FAR52.222-3	Aug 1996	Convict Labor
FAR52.222-26	Feb 1999	Equal Opportunity
FAR52.222-35	Apr 1998	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era
FAR52.222-3	6Jun 1998	Affirmative Action for Workers with Disabilities
FAR52.222-37	Jan 1999	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era
FAR52.223-6	Jan 1997	Drug-Free Workplace
FAR52.223-14	Oct 2000	Toxic Chemical Release Reporting

FAR52.225-1	Feb 2000	Buy American Act - Balance of Payments Program – Supplies
FAR52.225-13	Jul 2000	Restrictions on Certain Foreign Purchases
FAR52.227-1	Jul 1995	Authorization and Consent
FAR52.227-2	Aug 1996	Notice and Assistance Regarding Patent and Copyright Infringement (Over 100,000)
FAR52.227-3	Apr 1984	Patent Indemnity
FAR52.227-14	Jun 1987	Rights in Data – General Alternate III)
FAR52.232-9	Apr 1984	Limitation on Withholding of Payments
FAR52.232-17	Jun 1996	Interest (Over \$100,000)
FAR52.232-20	Apr 1984	Limitation of Cost
FAR52.232-23	Jan 1986	Assignment of Claims
FAR52.232-25	Jun 1997	Prompt Payment
FAR52.232-34	May 1999	Payment by Electronic Funds Transfer other Than Central Contractor Registration
FAR52.233-1	Dec 1998	Disputes
FAR52.233-3	Aug 1996	Protest After Award, Alternate I (Jun 85)
FAR52.242-1	Apr 1984	Notice of Intent to Disallow Costs (\$500,00)
FAR52.242-4	Jan 1997	Certification of Final Indirect Costs
FAR52.242-13	Jul 1995	Bankruptcy (Over \$100,000)
FAR52.243-2	Aug 1987	Changes - Cost Reimbursement, Alternate I (Apr 1984)
FAR52.244-2	Aug 1998	Subcontracts, Alternate II (Aug 1998)
FAR52.244-5	Dec 1996	Competition in Subcontracting (Over 100,000)
FAR52.245-5	Jan 1986	Government Property (Cost Reimbursement, Time and Material, or Labor-Hour Contract)

FAR52.246-25	Feb 1997	Limitation of Liability – Services (Over \$100,000)
FAR52.249-6	Sep 1996	Termination (Cost-Reimbursement)
FAR52.249-14	Apr 1984	Excusable Delays
FAR52.253-1	Jan 1991	Computer Generated Forms
HHSAR352.202-1	Apr 1984	Definitions - Alternate I (Apr 1984)
HHSAR352.228-7	Dec 1991	Insurance - Liability to Third Persons
HHSAR352.232-9	Apr 1984	Withholding of Contract Payments
HHSAR352.233-70	Apr 1984	Litigation and Claims
HHSAR352.242-71	Apr 1984	Final Decisions on Audit Findings
HHSAR352.270-5	Apr 1984	Key Personnel
HHSAR352.270-6	Jul 1991	Publication and Publicity
HHSAR352.270-7	Apr 1984	Paperwork Reduction Act

GENERAL CLAUSES
Fixed-Price Service Contract

Contract Reg	Clause Date	Clause Title
FAR52.202-1	Oct 1995	Definitions
FAR52.203-3	Apr 1984	Gratuities (Over \$100,000)
FAR52.203-5	Apr 1984	Covenant Against Contingent Fees (Over \$100,000)
FAR52.203-6	Jul 1995	Restrictions on Subcontractor Sales to the Government (Over \$100,000)
FAR52.203-7	Jul 1995	Anti-Kickback Procedures (Over 100,000)
FAR52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over \$100,000)
FAR52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over \$100,000)
FAR52.203-12	Jun 1997	Limitation on Payments to Influence Certain Federal Transactions (Over \$100,000)

FAR52.204-4	Aug 2000	Printing/Copying Double-Sided on Recycled Paper (Over 100,000)
FAR52.209-6	Jul 1995	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$25,000)
FAR52.215-2	Jun 1999	Audit and Records - Negotiation (Over \$100,000)
FAR52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
FAR52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data
FAR52.215-12	Oct 1997	Subcontractor Cost or Pricing Data(Over \$500,000)
FAR52.215-14	Oct 1997	Integrity of Unit Prices (Over \$100,000)
FAR52.215-15	Dec 1998	Pension Adjustments and Asset Reversions
FAR52.215-18	Oct 1997	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) Other than Pensions
FAR52.215-19	Oct 1997	Notification of Ownership Changes
FAR52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications
FAR52.219-8	Oct 2000	Utilization of Small Business Concerns (Over \$100,000)
FAR52.219-9	Oct 2000	Small Business Subcontracting Plan (Over \$500,000)
FAR52.219-16	Jan 1999	Liquidated Damages – Subcontracting Plan (Over \$500,000)
FAR52.222-3	Aug 1996	Convict Labor
FAR52.222-26	Feb 1999	Equal Opportunity
FAR52.222-35	Apr 1998	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era

FAR52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
FAR52.222-37	Jan 1999	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era
FAR52.223-6	Jan 1997	Drug-Free Workplace
FAR52.223-14	Oct 2000	Toxic Chemical Release Reporting
FAR52.225-1	Feb 2000	Buy American Act - Balance of Payments Program – Supplies
FAR52.225-13	Jul 2000	Restrictions on Certain Foreign Purchases
FAR52.227-1	Jul 1995	Authorization and Consent
FAR52.227-2	Aug 1996	Notice and Assistance Regarding Patent and Copyright Infringement (Over \$100,000)
FAR52.227-3	Apr 1984	Patent Indemnity
FAR52.229-3	Jan 1991	Federal, State and Local Taxes (Over\$100,000)
FAR52.229-5	Apr 1984	Taxes - Contracts Performed in U.S. Possessions or Puerto Rico
FAR52.232-1	Apr 1984	Payments
FAR52.232-8	May 1997	Discounts for Prompt Payment
FAR52.232-9	Apr 1984	Limitation on Withholding of Payments
FAR52.232-11	Apr 1984	Extras
FAR52.232-17	Jun 1996	Interest (Over \$100,000)
FAR52.232-23	Jan 1986	Assignment of Claims
FAR52.232-25	Jun 1997	Prompt Payment
FAR52.232-34	May 1999	Payment by Electronic Funds Transfer—Other Than Central Contractor Registration
FAR52.233-1	Dec 1998	Disputes
FAR52.233-3	Aug 1996	Protest After Award

FAR52.242-13	Jul 1995	Bankruptcy (Over \$100,000)
FAR52.244-2	Aug 1998	Subcontracts
FAR52.245-2	Dec 1989	Government Property (Fixed-Price Contracts)
FAR52.246-25	Feb 1997	Limitation of Liability – Services (Over \$100,000)
FAR52.249-4	Apr 1984	Termination for Convenience of the Government (Services) (Short Form)
FAR52.249-8	Apr 1984	Default (Fixed-Price Supply and Service) (Over \$100,000)
FAR52.253-1	Jan 1991	Computer Generated Forms
HHSAR352.202-1	Apr 1984	Definitions
HHSAR352.232-9	Apr 1984	Withholding of Contract Payments
HHSAR352.270-4	Apr 1984	Pricing of Adjustments
HHSAR352.270-6	Jul 1991	Publication and Publicity
HHSAR352.270-7	Apr 1984	Paperwork Reduction Act

GENERAL CLAUSES
Time and Material or a Labor Hour Contract

Contract Reg	Clause Date	Clause Title
FAR52.202-1	Oct 1995	Definitions
FAR52.203-3	Apr 1984	Gratuities (Over \$100,000)
FAR52.203-5	Apr 1984	Covenant Against Contingent Fees (Over \$100,000)
FAR52.203-6	Jul 1995	Restrictions on Subcontractor Sales to (Over \$100,000)
FAR52.203-7	Jul 1995	Anti-Kickback Procedures (Over \$100,000)
FAR52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over \$100,000)

FAR52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over \$100,000)
FAR52.203-12	Jun 1997	Limitation on Payments to Influence Certain Federal Transactions (Over \$100,000)
FAR52.204-4	Aug 2000	Printing/Copying Double-Sided on Recycled Paper (Over \$100,000)
FAR52.209-6	Jul 1995	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$25,000)
FAR52.215-2	Jun 1999	Audit and Records - Negotiation (Over \$100,000)
FAR52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
FAR52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data
FAR52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over \$500,000)
FAR52.215-14	Oct 1997	Integrity of Unit Prices (Over \$100,000)
FAR52.215-15	Dec 1998	Pension Adjustments and Asset Reversions
FAR52.215-18	Oct 1997	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
FAR52.215-19	Oct 1997	Notification of Ownership Changes
FAR52.215-21	Oct 1997	Requirements for Cost or Pricing Data Information Other Than Cost or Pricing Data – Modifications
FAR52.219-8	Oct 2000	Utilization of Small Business Concerns (Over \$100,000)
FAR52.219-9	Oct 2000	Small Business Subcontracting Plan (Over \$500,000)
FAR52.219-16	Jan 1999	Liquidated Damages – Subcontracting Plan (Over \$500,000)
FAR52.222-20	Dec 1996	Walsh-Healey Public Contracts Act
FAR52.222-26	Feb 1999	Equal Opportunity

FAR52.222-35	Apr 1998	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era
FAR52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
FAR52.222-37	Jan 1999	Employment Reports on Disabled Veterans and Veterans of the Vietnam Era
FAR52.223-6	Jan 1997	Drug-Free Workplace
FAR52.223-14	Oct 2000	Toxic Chemical Release Reporting
FAR52.225-1	Feb 2000	Buy American Act - Balance of Payments Program - Supplies
FAR52.225-13	Jul 2000	Restrictions on Certain Foreign Purchases
FAR52.227-1	Jul 1995	Authorization and Consent
FAR52.227-2	Aug 1996	Notice and Assistance Regarding Patent and Copyright Infringement (Over \$100,000)
FAR52.229-3	Jan 1991	Federal, State and Local Taxes (Over \$100,000)
FAR52.229-5	Apr 1984	Taxes - Contracts Performed in U.S. Possessions or Puerto Rico
FAR52.232-7	Mar 2000	Payments under Time-and-Materials and Labor-Hour Contracts
FAR52.232-8	May 1997	Discounts for Prompt Payment
FAR52.232-9	Apr 1984	Limitation on Withholding of Payments
FAR52.232-17	Jun 1996	Interest (Over \$100,000)
FAR52.232-23	Jan 1986	Assignment of Claims
FAR52.232-25	Jun 1997	Prompt Payment
FAR52.232-34	May 1999	Payment by Electronic Funds Transfer Other Than Central Contractor Registration
FAR52.233-1	Dec 1998	Disputes
FAR52.233-3	Aug 1996	Protest After Award
FAR52.242-1	Apr 1984	Notice of Intent to Disallow Costs
FAR52.242-13	Jul 1995	Bankruptcy (Over \$100,000)

FAR52.243-3	Sep 2000	Changes - Time-and-Materials and Labor-Hours
FAR52.244-2	Aug 1998	Subcontracts
FAR52.245-5	Jan 1986	Government Property (Cost Reimbursement, Time and Material, or Labor-Hour Contract)
FAR52.245-6	Sep 1996	Termination (Cost-Reimbursement), Alternate IV (Sep 1996)
FAR52.249-14	Apr 1984	Excusable Delays
FAR52.253-1	Jan 1991	Computer Generated Forms
HHSAR352.202-1	Apr 1984	Definitions
HHSAR352.228-7	Dec 1991	Insurance - Liability to Third Persons
HHSAR352.232-9	Apr 1984	Withholding of Contract Payments
HHSAR352.233-70	Apr 1984	Litigation and Claims
HHSAR352.242-71	Apr 1984	Final Decisions on Audit Findings
HHSAR352.270-5	Apr 1984	Key Personnel
HHSAR352.270-6	Jul 1991	Publication and Publicity
HHSAR352.270-7	Apr 1984	Paperwork Reduction Act

NOTE: All HHSAR clause can be reviewed in full text at http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=1999_register&docid=fr08ja99-34

ADDITIONAL CONTRACT CLAUSES INCORPORATED BY REFERENCE

<i>CLAUSE NO.</i>	<i>CLAUSE TITLE</i>	<i>DATE</i>
52.204-02	Security Requirements	Aug 1996
52.217-08	Option to Extend Services	Nov 1999
52.223-5	Pollution Prevention and Right-To-Know Information	Apr 1998
52.224-01	Privacy Act Notification	Apr 1984
52.224-02	Privacy Act	Apr 1984

52.225-08	Duty Free Entry	Feb 2000
52.225-16	Sanctioned European Union for Country Services	Feb 2000
52.227-19	Commercial computer Software Restricted Rights	Jun 1987
52.228-05	Insurance-Work on a government Installation	Jan 1997
52.232-18	Availability of Funds	Apr 1984
52.232-22	Limitation of Funds	Apr 1984
52.237-02	Protection of Government Buildings, Equipment and Vegetation	Apr 1984
52.237-03	Continuity of Services	Jan 1991
52.239-1	Privacy of Security Safeguards	Aug 1996

FAR 52.216-22 Indefinite Quantity (Oct 1995)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract 60 days after the contract expiration date.

FAR 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 contract through contract Expiration date.

(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.

FAR 52.216-19 Order Limitation (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$2,500, 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 \$500,000;
- (2) Any order for a combination of items in excess of; \$1,000,000 of; or
- (3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) of this section

(c) If this is a requirement 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) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, 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 5 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.

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

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

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 120 months.

52.219-23 Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Oct 1999).

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

"Small disadvantaged business concern," means an offeror that represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

(1) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B; and

(i) No material change in disadvantaged ownership and control has occurred since its certification;

(ii) Where the concern is owned by one or more disadvantaged individuals, 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); and

(iii) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net).

(2) It has 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 part 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. In this case, in order to receive the benefit of a price evaluation adjustment, an offeror must receive certification as a small disadvantaged business concern by the Small Business Administration prior to contract award; or

(3) Is a joint venture as defined in 13 CFR 124.1002(f).

"Historically black college or university" means an institution determined by the Secretary of Education to meet the requirements of 34 CFR 608.2. For the Department of Defense (DoD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, the term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

"Minority institution" means an institution of higher education meeting the requirements of Section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which, for purposes of this clause, includes a Hispanic-serving institution of higher education as defined in Section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

"United States" means the United States, its territories and possessions, the Commonwealth of Puerto Rico, the U.S. Trust Territory of the Pacific Islands, and the District of Columbia.

(b) *Evaluation adjustment.* (1) The Contracting Officer will evaluate offers by adding a factor of 10 [Contracting Officer insert the percentage] percent to the price of all offers, except--

(i) Offers from small disadvantaged business concerns that have not waived the adjustment;

(ii) An otherwise successful offer of eligible products under the Trade Agreements Act when the dollar threshold for application of the Act is equaled or exceeded (see section 25.402 of the Federal Acquisition Regulation (FAR));

(iii) An otherwise successful offer where application of the factor would be inconsistent with a Memorandum of Understanding or other international agreement with a foreign government;

(iv) For DoD, NASA, and Coast Guard acquisitions, an otherwise successful offer from a historically black college or university or minority institution; and

(v) For DoD acquisitions, an otherwise successful offer of qualifying country end products (see sections 225.000-70 and 252.225-7001 of the Defense FAR Supplement).

(2) The Contracting Officer will apply the factor to a line item or a group of line items on which award may be made. The Contracting Officer will apply other evaluation factors described in the solicitation before application of the factor. The factor may not be applied if using the adjustment would cause the contract award to be made at a price that exceeds the fair market price by more than the factor in paragraph (b)(1) of this clause.

(c) *Waiver of evaluation adjustment.* A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply to offers that waive the adjustment.

_____ Offeror elects to waive the adjustment.

(d) *Agreements.* (1) A small disadvantaged business concern, that did not waive the adjustment, agrees that in performance of the contract, in the case of a contract for--

(i) Services, except construction, at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern;

(ii) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern;

(iii) General construction, at least 15 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern; or

(iv) Construction by special trade contractors, at least 25 percent of the cost of the contract, excluding the cost of materials, will be performed by employees of the concern.

(2) A small disadvantaged business concern submitting an offer in its own name agrees to furnish in performing this contract only end items manufactured or produced by small disadvantaged business concerns in the United States. This paragraph does not apply in connection with construction or service contracts.

Small Disadvantaged Business Participation Program - Targets.

(a) This solicitation contains a source selection factor or subfactor related to the participation of small disadvantaged business (SDB) concerns in the contract. Credit under that evaluation factor or subfactor is not available to an SDB concern that qualifies for a price evaluation adjustment under the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, unless the SDB concern specifically waives the price evaluation adjustment.

(b) In order to receive credit under the source selection factor or subfactor, the offeror must provide, with its offer, targets, expressed as percentages of total contract value, for SDB participation in any of the Standard Industrial Classification (SIC) Major Groups as determined by the Department of Commerce. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor; **however, the targets for subcontractors must be listed separately.**

SECTION J1

PERSONNEL DESCRIPTIONS

This attachment specifies the minimum for personnel required by this contract. The personnel categories are:

1. Program Manager (Contract Key Personnel)
2. Project Manager (Task Order Key)
3. Quality Assurance Manager
4. Quality Assurance Analyst
5. Project Control Specialist

6. Program Administration Specialist
7. Senior Functional Analyst
8. Functional Analyst
9. Principal Systems Architect
10. Senior Systems Architect
11. Principal Information Engineer
12. Senior Information Engineer
13. Senior Computer Systems Analyst
14. Computer Systems Analyst
15. Junior Computer Systems Analyst
16. Senior Application Engineer
17. Applications Engineer
18. Application Programmer
19. Junior Application Programmer
20. Student Application Programmer
21. Senior Data Base Management Specialist
22. Data Base Management Specialist
23. Data Entry Clerk
24. Operations Manager
25. System Administrator
26. System Operator
27. Senior Training Specialist
28. Training Specialist
29. Help Desk Manager
30. Help Desk Specialist
31. Hardware Specialist
32. Senior Hardware Installation Technician
33. Hardware Installation Technician

34. Hardware Draftsman
35. Senior Network Installation Technician
36. Network Installation Technician
37. Network Draftsman
38. Communications Network Manager
39. Communications Specialist
40. Principal Business Process Reengineering Specialist Spec.
41. Senior Business Process Reengineering Specialist
42. Cost Analyst
43. Data Standardization Specialist
44. Documentation Specialist
45. Technical Writer/Editor
46. Senior Computer Security Systems Specialist
47. Computer Security Systems Specialist
48. Administrative Support and Graphic Specialist
49. Electronic Meeting Technographer
50. System Programmer
51. Functional Subject Matter Expert
52. IT Hardware Specialist
53. Quality Assurance Specialist
54. Communications Hardware Specialist
55. Communications Software Specialist
56. Information Resource Management Analyst
57. Procurement Product Specialist
58. Imaging Specialist
59. Application Systems Analyst
60. Software Systems Engineer
61. Disaster Recovery Specialist

- 62. Telecommunication Engineer
- 63. Information Systems Training Specialist
- 64. Local Area Network Administrator
- 65. Wide Area Network Administrator
- 66. Web Project Manager
- 67. Web Designer
- 68. Web Software Developer
- 69. Web Content Administrator
- 70. Local Area Network Support Technician
- 71. Data Security Specialist

1. Program Manager (Contract Key Personnel)

A. Duties. Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity under this contract.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of fifteen years experience, of which at least ten years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

1. With a Masters degree (in the fields described in section B above): thirteen years general experience of which at least nine years specialized experience is required.
2. With a Ph.D. (in the fields described in B above) twelve years general experience of which at least eight years must be specialized experience.

2. Project Manager (Task Order Key)

A. Duties. Serves as the project manager for a large, complex task order (or a group of task orders affecting the same common/standard/migration system) and shall assist the Program Manager in working with the Government Contracting Officer (CO), the contract-level Contracting Officer's Representative (COR), the task order-level COR(s), government management personnel and customer agency representatives. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems.

B. Qualifications. A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of twelve years experience, of which at least nine years must be specialized.

Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.

1. With a Master's Degree (in the fields described in B above): ten years of general experience of which at least seven years specialized experience is required.

2. With a Ph.D. (in the fields described in B above) eight years of general experience of which at least six years specialized experience is required.

3. With fifteen years general experience, of which, at least twelve years specialized experience, a degree is not required.

3. Quality Assurance Manager

Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

4. Quality Assurance Analyst

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinates with the Project Manager and/or Quality Assurance Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives.

5. Project Control Specialist

Directs all financial management and administrative activities, such as budgeting, manpower and resource planning and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff.

6. Program Administration Specialist

Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

7. Senior Functional Analyst

Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

8. Functional Analyst

Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.

9. Principal Systems Architect

Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

10. Senior Systems Architect

Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of workflows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.

11. Principal Information Engineer

Applies an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering (I-CASE) tools. Applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Has experience with such methodologies as IDEF 0 process modeling and IDEF 1X data modeling. Provides technical guidance in software engineering techniques and automated support tools.

12. Senior Information Engineer

Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Provides daily supervision and direction to staff.

13. Senior Computer Systems Analyst

Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

14. Computer Systems Analyst

Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

15. Junior Computer Systems Analyst

Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

16. Senior Application Engineer

Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews' existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

17. Applications Engineer

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

18. Applications Programmer

Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.

19. Junior Application Programmer

Participates in the design of software tools and subsystems to support reuse and domain analysis. Assists Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

20. Student Application Programmer

Assists with the analysis of information requirements. Aids in the evaluation of problems with workflow, organization, and planning and helps develop appropriate corrective action.

21. Senior Data Base Management Specialist

Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.

22. Data Base Management Specialist

Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

23. Data Entry Clerk

Performs data entry via on-line data terminal, key-to-tape, key-to-disk, or similar device. Verifies data entered, where applicable.

24. Operations Manager

Manages computer operations. Ensures production schedules are met. Ensures computer system resources are used effectively. Coordinates the resolution of production-related problems. Ensures proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of information technology services. Provides users with computer output. Supervises staff operations.

25. System Administrator

Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

26. System Operator

Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation that may be mainframe, mini, or client/server based.

27. Senior Training Specialist

Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

28. Training Specialist

Conducts the research necessary to develop and revise training courses. Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

29. Help Desk Manager

Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. These personnel serve as the first point of contact for troubleshooting hardware/software PC and printer problems.

30. Help Desk Specialist

Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

31. Hardware Specialist

Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications for hardware acquisitions. Ensures that problems have been properly identified and solutions will satisfy the user's requirements.

32. Senior Hardware Installation Technician

Organizes and directs hardware installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Mobilizes installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

33. Hardware Installation Technician

Conducts site surveys; assesses and documents current site network configuration and user requirements. Designs and optimize network topologies. Analyzes existing requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

34. Hardware Draftsman

Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, electrical interconnect, and mechanical plans for specialized hardware.

35. Senior Network Installation Technician

Organizes and directs network installations on site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Develops installation schedules. Mobilizes network installation team. Directs and leads preparation of drawings documenting configuration changes at each site. Prepares site installation and test reports. Coordinates post installation operations and maintenance support.

36. Network Installation Technician

Conducts site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows' engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Prepares site installation and test reports.

37. Network Draftsman

Develops engineering drawings, using computer based drawing packages such as Aptitude. Develops engineering drawings for site plans, network configuration and design.

38. Communications Network Manager

Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cutovers. Oversees network control center. Supervises maintenance of systems. Coordinates with all responsible users and sites. Supervises staff.

39. Communications Specialist

Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. Coordinates requirements with users and suppliers.

40. Principal Business Process Reengineering Specialist

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to Business Process Reengineering Specialist.

41. Sr. Business Process Reengineering Specialist

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision and direction of a Principal Business Process Reengineering Specialist or may work independently.

42. Cost Analyst

Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

43. Data Standardization Specialist

Provides technical support in the evaluation of prime object names, data elements, and other objects. Evaluated proposed objects and their attributes. Ensures that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensures that the values of object attributes and domains are accurate and correct. Ensures that the proposed objects are consistent with data and process models.

44. Documentation Specialist

Gathers, analyzes, and composes technical information. Conducts research and ensure the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel.

45. Technical Writer/Editor

Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

46. Senior Computer Security Systems Specialist

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Responsible for the implementation and development of the MLS. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment. Provides daily supervision and direction to staff.

47. Computer Security Systems Specialist

Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also includes risk assessment.

48. Administrative Support and Graphics Specialist

Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

49. Electronic Meeting Technographer

Supports the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulates on-line electronic meeting software, such as Group Systems V, for Business Reengineering or Process Improvement sessions. Responsible for the cataloging, maintenance, and distribution of customer session data files.

50. System Programmer

Creates and/or maintains operating systems, communications software, data base packages, compilers, assemblers, and utility programs. Modify existing software as well as create special-purpose software to ensure efficiency and integrity between systems and applications.

51.Functional [Subject Matter] Expert

Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Possesses requisite knowledge and expertise so recognized in the professional community that the Government is able to qualify the individual as an expert in the field for an actual TO. Demonstrates exceptional oral and written communication skills.

52.IT Hardware Specialist

Reviews computer systems in terms of machine capabilities and man-machine interface. Prepares reports and studies concerning hardware. Prepares functional requirements and specifications.

53.Quality Assurance Specialist

Develops and implements quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develops and defines major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual TO. Establishes and maintains a process for evaluating hardware, software, and associated documentation and/or assists in the evaluation. Conducts and/or participates in formal and informal reviews at pre-determined points throughout the development life cycle

54.Communications Hardware Specialist

Analyzes network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices. Assists and coordinates with communications network specialists in the area of communication software. Analyzes and implements communications standards and protocols according to site requirements.

55. Communications Software Specialist

Analyzes network and computer communications software characteristics and recommends software procurement, removals, and modifications. Adds, deletes, and modifies, as required, host, terminal, and network devices in light of discerned software needs/problems. Assists and coordinates with communications network specialists in the area of communications software.

56. Information Resource Management Analyst

Ensures problem resolution and customer satisfaction for individual TOs. Performs technical and administrative efforts for tasks, including review of work products for correctness, compliance with industry-accepted standards, federal government legislative and regulatory requirements and user standards specified in TOs. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects.

57. Procurement Product Specialist

Provides analysis, design, development, testing, and implementation of computer software in support of a range of functional and technical requirements to provide support for procurement software development tasks. Provides expertise in procurement processing to develop automated systems.

58. Imaging Specialist

Provides highly technical and specialized solutions to complex imaging problems. Performs analyses, studies, and reports related to imaging.

59. Application Systems Analyst

Provides analysis and design of business systems for different applications such as: financial, accounting, human resources, and other enterprise systems. Handles test scripts and service requirements; works closely with end users on project development and implementation. Analysts should have a working knowledge of relational database environments, structured analysis, data modeling, information engineering, mathematical model building, sampling, and cost accounting to plan the system. They must be able to specify the inputs to be accessed by the system, design the processing steps, and format the output to meet the users' needs. They also may prepare cost-benefit and return-on-investment analyses to help management decide whether implementing the proposed system will be financially feasible. Requirements include excellent verbal and written communications skills

60. Software Systems Engineer

Provides identification/fixing of problems within existing software, design and implementation of new systems and enhancement of existing applications. Participates in analysis, design and new construction of next generation IT applications. Responsible for understanding the needs of the customers and the realities of commercially available IT products, and creating requirements that will allow implementation by the development team and COTS products. Experience as a systems engineer and a software developer on one or more OSS (Operational Software Systems) is preferred. Must have solid technical background with a focus on software and systems. General knowledge of telecommunications (ex. - TCP/IP, OIS/CMIP/X25), computer languages (ex. - C++, SQL, V/Basic), operating systems (ex. - Windows, NT, UNIX), database/DBMS (ex. - Oracle, Access, Sybase) and applications (ex. - Tivoli, Peoplesoft, etc.) is required. General knowledge of how customers use IT solutions.

Familiarity with SEI /CMM and/or ISO 9001 environments desirable.

61. Disaster Recovery Specialist

Previous experience in business recovery or disaster recovery planning required. General knowledge of business processes, management structures, and technology programs/platforms are preferred. Strong verbal and written communications skills are desirable. Provide support in the development of a government agencies emergency management and business recovery plans; perform functions pertaining to the agencies business risk assessments; review and develop business recovery strategies; draft procedures for identifying failures and invoking contingency plans; create response procedures and identifying communications channels; communicate with various response teams during testing and actual execution of recovery

procedures. Support the design, development, installation, implementation and administration of backup solutions.

Make recommendations to the user community and the operations group on system enhancements.

62. Telecommunication Engineer

Provide support in the translation of business requirements into telecommunications requirements, designs and orders. Provide in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts. Provide telecommunications enhancement designs for medium and large-scale telecommunication infrastructures. Provide interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Experience and knowledge in several of the following areas is desirable: telecommunications infrastructure, technology, and telecommunications engineering best practices; TCP/IP, routing protocols, LAN switching, Internet and Intranet systems, and SNMP based network management systems; leading design efforts that require in-depth technical knowledge of both wide area and local area communications; analyzing network performance with tools such as Sniffers, Concord Network Health, or Network Informant; network management tools such as HP Openview or Tivoli; the conduct of capacity planning and performance engineering; modeling and simulation tools such as COMNET III, Netmaker Mainstation, NetRule, or OPNET; comparative analysis of systems and designs based on merit and cost (in terms of capital and ongoing operations); and/or engineering economics (engineering-related cost benefit analysis).

Strong written and oral communications skills are required.

63. Information Systems Training Specialist

Provide support for coordinating, developing, and delivering computer-related training to the user community. Provide second level support and coordinate training with help desks. Provide standards, services, and guidance on IT related training programs that are designed to enable government agency personnel to use information technologies and systems more productively. Services include the development, delivery, and/or coordination of training courses and materials that address specific agency needs. Possess thorough knowledge of appropriate hardware and software (ex. - PCs, MS Windows, MS Office, and applications such as SAP and Peoplesoft). Must understand computer functions and related technical terminology and how they are applied in everyday business situations. Must possess exceptional interpersonal skills and superior oral and written communication skills.

64. Local Area Network Administer

Provide design, installation, configuration, and support of an agency's LAN system. Provide support in maintaining network hardware and software, analyzing problems, and monitoring the network to ensure availability to system users. Provide support in the planning, coordination, and implementation of network security measures. Establish and maintain network, email and internet/intranet access. Troubleshoot all system problems. Provide user training. Participate in migrations and upgrades. Must have experience in several of the following areas: Novell Administration, Windows NT Workstation, Protocol Analyzers, PC Hardware and Peripherals and MS or Corel Suite of Office products.

65. Wide Area Network Administer

Provide support for implementation, troubleshooting and maintenance of agency WAN. Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution for all of the client Networks during assigned work hours. Provide second level problem identification, diagnosis and resolution of problems. Provide support for the dispatch of circuit and hardware vendors involved in the resolution process. Provide support for the escalation and communication of status to agency management and internal customers. A working knowledge is desirable in several of the following software systems and architectures: Unix, Windows, DOS, Novell, HP Openview, OSI7 Layer Model, IP Addressing, Systems Network Architecture, Telco Hierarchical Multiplexing. A working knowledge is desirable of several of the following protocols: IP, IPX, TCP, SNMP/MIB/MIB Ethernet, Token Ring, PPP, Frame Relay, ATM & SDLC. A working knowledge is desirable in several of the following hardware devices:

Cisco Routers, 3 Com, hubs, switches, SNA, Frame Relay, DSU/CSU, T-1/T-3.

66. Web Project Manager

Provide support in managing the development of agency Web sites. Lead team of Content Administrators, Software Developers and Designers. Project management skills required and Web development skills preferred. Provide leadership to a team to: gather/analyze client requirements, write/edit web copy, work with internal/external resources on design, coordinate with IT Services on development, and work with Legal/Regulatory on content approvals, coordinate/document all aspects of the project:

Develop/manage client request/review process, track all requests/changes, and adhere to a project timeline.

67. Web Designer

Provide support in upgrading, maintaining and creating content for agency's web site under the guidance of Web Project Manager. Provide day-to-day site design and creation. Experience in web design and development using HTML and JAVA is required. Provide on-the-job training for the development, maintenance, and updating of Web pages. Must have good communication skills and the ability to work with all levels of management and technical personnel.

Working knowledge of browsers, WYSIWYG editors, graphic design software (ex. - PhotoShop, Illustrator), animation software and image optimization is desirable.

68. Web Software Developer

Provide support to develop Web based applications including on line customer service to transform government agencies to be able to deliver their services on line. Provide support in developing the site concept, interface design, and architecture of the web-site. Provide support for the implementation of interfaces to applications. Working knowledge and experience coding in Java is required. Knowledge of several of the following areas is desirable: Active Server Pages (ASP), JavaScript, and SQL Server, Visual Basic, JavaScript, Access, HTML, DBMS's (ex. - Oracle, Sybase, etc.).

69. Web Content Administrator

Provide support for developing & providing Agency Web-site content that will motivate & satisfy civilian user's needs so that they will regularly access the site & utilize it as a major source for information, decision making and benefits delivery. Provide support for maintaining civil service handbook & policies/procedures on the agency Web; assisting in developing agency newsletter & civilian benefits communications; recommending new & innovative web uses as well as training & educating employees on the use & benefits of using the Web. Provide support in the location & pursuit of content & surveying internal customers to gather feedback for site improvement & enhancements. A working knowledge of several of the following are required: English (or Spanish), Journalism, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software (ex. - MS FrontPage, Dream Weaver, Access, HTML).

70. Local Area Network Support Technician

Provide support to monitor, install and perform maintenance on personal computers, laptop computers, software, and the networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems. Provide to the agency LAN Administrator with Server maintenance and administration. Requires general knowledge of one of the following: Novell products, CISCO products, Windows NT products, UNIX products, etc.

71. Data Security Specialist

Provide support to plan, coordinate, and implement the organization's information security. Provide support for facilitating and helping agencies identify their current security infrastructure and define future programs, design and implementation of fire-wall and other related security issues on LAN's/WAN's. A working knowledge of several of the following areas is required: understanding of business security practices and procedures; knowledge of current security tools available; hardware/software firewalls and there implementation; different communication protocols; encryption techniques/tools; familiarity with commercial products (ex. - DNS, RSA, Smartcard, Cyberguard, BBN, TimeStep), and current Internet/EC technology.

AWARD FEE STANDARDS AND PROCEDURES

ATTACHMENT J-2:

The purpose in awarding an award fee on a Cost-type contract is to encourage and reward Contractor performance in achieving the Government's objectives for a defined Task Order. By way of overseeing the Contractor's performance for these types of contracts, the Government will continuously monitor the manner in which the Contractor is proceeding to attain the predetermined objectives and to discharge such obligations. The suggested guidelines for the evaluation categories which should apply in assessing the Contractor's performance are set forth in paragraph (c) below. It is the intention of the CIO-SP2 procurement to create a partnership between the Government and the Contractor, so that both the Government and contractor organizations successfully achieve their objectives. The criteria upon which an award fee is based should consist of performance-based measurements that have been mutually agreed to.

(a) Task Threshold for Award Fee Contracting

The intent of providing an Award Fee option for the CIO-SP2*i* procurement is to provide, when appropriate, for a more interactive relationship in Cost type contracting. While a CPAF contract would not be justified for small task orders, it is appropriate, and will therefore be an option, for all task orders over \$2 million.

(b) Award Fee Board

The Contractor shall be paid such award fee as may be determined to be appropriate by a Fee Determining Official designated as the Program Manager for the given Task Order. Extra administrative overhead is discouraged. The recommendations of an award fee board would consist of the following members:

To be specified in resulting task order contract

(c) Guidelines for Performance-based Criteria Evaluation Categories

The Contractor's performance during each period will be judged on performance categories agreed to as part of each resulting Task Order. Evaluation of the performance categories will be based on data generated by the Contractor, data supplied by Government witnesses, and any other data that the board feels is relevant. A recommended set of evaluation categories includes:

1. Technical Performance

Milestones to be achieved - description of achievement

Deliverables/quantities - Actual quantity delivered versus quantity ordered

Timeliness of delivery - Dates for all milestones and deliverables

Technical Support - level of ongoing service to support or enhance purchased products or services

2. Management Performance

Problem responsiveness - responsiveness to any product or service problem

Quality of purchased product or service - level of quality defined by pre-established benchmarks

Staffing - timely application of manpower to the task

3. Cost Performance

Total Cost - demonstrated ability to keep the cost of work in line with the contract estimated cost.

(d) Weights Assigned to the Performance Categories

The weights assigned to each of the performance categories will be specified in each resulting Task Order. If the weights require change once a task order contract has been signed, both the contractor and the Government will meet to review the changes and mutually agree to the new weighting factors.

(e) Award Fee Evaluation Procedures

The contractor shall furnish to the Board such information as may be reasonably required, based on the agreed upon evaluation criteria. Within 20 working days after the end of each evaluation period under the contract, the contractor shall submit to the contracting officer a statement of cost incurred during the evaluation period. The performance evaluation and determination of award fee shall be made by the Board within 15 days after receipt of such statement. Within five (5) days after the Board's decision regarding the award for the period, the contracting officer shall notify the Contractor in writing of the Board's determination concerning the amount of award fee earned by the Contractor and shall afford the contractor an opportunity, within five (5) days from receipt of notification, to submit to the CO any exception it might have. In the event the contractor submits no exception, the Board's determination shall be final and the CO shall issue within 10 days an amendment to the contract to provide for the award fee. In the event the Contractor submits an exception, the Board shall consider the exception and submit its finding as the award fee to the CO who shall amend the contract to provide for such award fee.

(f) Evaluation Periods

Performance ratings should be conducted at least every six months for Task Orders that have a duration of two or more years, and at least every three months for shorter Task Orders. The frequency will be a function of the scope, complexity and size of each Task Order.

(g) Award Fee Rating Table

The total award fee to be paid for each period shall be based on a scale agreed upon by the Government and Contractor at the time of the resulting contract. The following evaluation categories are suggested:

Outstanding
 Excellent
 Good
 Acceptable
 Marginal Minimally Responsive

SECTION J3

MONTHLY PROGRAM STATUS REPORT

1.0 Contract Overview Charts

TO Number	TO Type	TO Value	Cost Status	Schedule Status	Quality Status	Reference
0001	T&M	200,000	GREEN	GREEN	GREEN	
0002	T&M	500,000	GREEN	GREEN	GREEN	
0003	FFP	1,000,000	GREEN	YELLOW	GREEN	
0004	CPFF	2,000,000	GREEN	GREEN	GREEN	Para. 3.1
0005	CPAF	3,000,000	GREEN	GREEN	GREEN	
0006	FFP	1,500,000	RED	GREEN	GREEN	Para. 3.2
TOTAL		8,200,000				

1. The contractor will evaluate each active delivery order and provide a subjective rating of cost, schedule and quality status using the following color-coding:

Green = No problem
 Yellow = Minor problem
 Red = Major Problem

A red or yellow entry in the cost, schedule or quality status columns requires separate narrative comment in Section 3.0 of this report.

2. Charted information should be sorted in the following three formats, with subtotals by groupings where applicable.

- (a) By TO number (as shown above).
- (b) By TO Type (subtotals by grouping).
- (c) By color coding in the status columns (group any red occurrences, group any yellow but no red occurrences, group all green, provide subtotals by grouping).

2.0 Major Accomplishments and Milestone Achievements

Where applicable, the contractor will provide narrative summarizing major accomplishments and milestones achieved.

3.0 Problem Identification and Corrective Actions

For each red or yellow area identified in Section 1.0 of this report, the contractor will provide a narrative describing the problem, its impact, the corrective actions being taken to remedy the problem, and any other pertinent information.

SECTION J4

MONTHLY SALES REPORT

Date

Monthly Sales Report (specify month)
Vendor Name/NIH Contract Number
CIO - SP2i

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
CIO-SP2i T.O. Authorization # (Note 1)	Date of Order (Note 2)	Customer Agency Funding Doc # (Note 3)	Ordering Agency Name	Reserved	ROC (NIH) Sale Amt. (Note 5)	Non-NIH Sales (Excl. Processing Fee)	Processing Fee (Note 6)	Funding Document Total (Col. 7 + Col. 8)
					Total	Total	Total	Total

Note 1: This Number Is assigned by the CIO - SP2i Contracting Officer and appears in the funding document/order.

Note 2: Date on funding document, funding document = P.O+, D.C., ROC (ROC NIH only) or credit card.

Note 3: This is the order number on the customer agency's funding document.

Note 4: Reserved

Note 5: Sale amount will be either NIH or an outside agency, e.g., if amount is entered in Column 6, then Column 7 is blank.

Note 6: Processing Fee of obligated amount of task order or task order modification, with a minimum surcharge of \$250.

SECTION J5

MONTHLY CHECK REPORT

Date

Check Report (specify month)
Vendor Name/Contract Number
 CIO - SP2*i*
 Check #

CIO-SP2 <i>i</i> T.O. Authorization # (Note 1)	Processing Fee Collected
Total	

(Total should tie to check amount.)

Note 1: This number should correspond to the task order authorization numbers used in the monthly sales report, which are assigned by the CIO-SP2*i* Contracting Officer and appears in the funding document/order.

SECTION J6

PRIME CONTRACTOR PAST PERFORMANCE EVALUATIONS REPORT

National Institutes of Health

Prime Contractor Past Performance Evaluation Report

FINAL REPORT	INTERIM REPORT	<i>(Check one)</i>
---------------------	-----------------------	--------------------

REPORTING PERIOD: <i>(from mm/dd/yy)</i>	<i>(to mm/dd/yy)</i>
-------------------------------------------------	----------------------

NIH CONTRACTING Team <i>(Check One)</i>	CIO-SP2i		
------------------------------------------------	----------	--	--

NIH CONTRACT NUMBER

NITAAC CIO-SP2i ORDER

ORDER AUTHORIZATION NUMBER: _____

CUSTOMER INFORMATION:

Agency Name:

Address:

PRIME CONTRACTOR INFORMATION:

Name:

Address:

ORDER AWARD DATE: *(mm/dd/yy)*

ORDER EXPIRATION DATE: *(mm/dd/yy)*

ORDER VALUE: \$

ORDER TITLE (*Description of Requirements*)

RATINGS

Summarize contractor performance and *circle* the number, which corresponds to the rating for each rating category.

Using the rating guideline, assign each area a rating of 0 (unsatisfactory), 1 (poor), 2 (fair), 3 (good), 4 (excellent), or 5 (outstanding). Provide a brief narrative (500 characters or less) for each of the categories to support the rating assigned. The categories are: quality of product or service, cost control, timeliness of performance, and business relations. At this time comments are limited to 500 characters.

QUALITY OF PRODUCT OR SERVICE

Rating:

0	1	2	3	4	5
---	---	---	---	---	---

Comments:

COST CONTROL

Rating:

0	1	2	3	4	5
---	---	---	---	---	---

Comments:

TIMELINESS OF PERFORMANCE

Rating:

0	1	2	3	4	5
---	---	---	---	---	---

Comments:

BUSINESS RELATIONS

Rating:

0	1	2	3	4	5
---	---	---	---	---	---

Comments:

SUBCONTRACTS

Are subcontracts involved? *(Check One)*

YES	NO
-----	----

Comments *(Please comment on those subcontractors that have provided a significant contribution to overall contract performance.)*

KEY PERSONNEL

PROJECT MANAGER *(Name):*

Comments:

KEY PERSON *(Name):*

Comments:

KEY PERSON *(Name):*

Comments:

CUSTOMER SATISFACTION

Is/was the contractor committed to customer satisfaction? *(Check One)*

YES	NO
------------	-----------

If this is the Final Report: *(Check One)*

Would you recommend selection of this firm again?

YES	NO
------------	-----------

Comments:

PROJECT OFFICER/COTR:

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(MI)</i>

SIGNATURE:	Date: <i>(mm/dd/yy)</i>
Phone: ()	FAX: ()

Internet Address:

CONTRACTING OFFICER/Accountable Management Official (AMO) CONCURRENCE:

(Initial) _____ **Date:** *(mm/dd/yy)* _____

CONTRACTOR'S REPRESENTATIVE: (Title)

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(MI)</i>

SIGNATURE:	Date: <i>(mm/dd/yy)</i>
Phone: ()	FAX: ()

Internet Address:

SUMMARY RATINGS:

QUALITY:

COST CONTROL:

TIMELINESS OF PERFORMANCE:

BUSINESS RELATIONS:

CONTRACTING OFFICER/AMO : Title

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(MI)</i>

--	--	--

SIGNATURE:	Date: (mm/dd/yy)
Phone: ()	FAX: ()

Internet Address:

CONTRACTOR'S REVIEW:

Were comments, rebuttal, or additional information provided? *(Check One)*

YES	NO
------------	-----------

(If yes: They are on file in): _____

(Location)

(Phone)

Attached ____ *(Check if attached)*

AGENCY REVIEW:

Were contractor comments reviewed at a level above the contracting officer/AMO? (Check One)

YES	NO
-----	----

(If yes: They are on file in): _____

(Location)

(Phone)

Attached _____ (Check if attached)

NATIONAL INSTITUTES OF HEALTH

CONTRACTOR PERFORMANCE REPORT INSTRUCTIONS

1. Check the appropriate block to indicate the type of report (Interim, Final). The final evaluation of the contractor's performance must satisfy the reporting requirement stipulated in the FAR. and Health and Human Services Acquisition Regulations
2. Indicate the period covered by the report.
3. Identify the customer office. Identify the location of the customer
4. Identify the contract number of the contract being evaluated and the Task Order or Delivery Order Authorization Number.
5. List the name and address of the contractor.
6. Enter TIN and SIC
7. Indicate the order award date and order expiration date.
8. State the order value, including any option amounts.

Error! Bookmark not defined.. Provide a brief description of the work being performed under the order (the title of the order).

RATINGS

Using the rating guideline, assign each area a rating of 0 (unsatisfactory), 1 (poor), 2 (fair), 3 (good), 4 (excellent), or 5 (outstanding). Provide a brief narrative (500 characters or less) for each of the categories to support the rating assigned. The categories are: quality of product or service, cost control, timeliness of performance, and business relations.

SUBCONTRACTORS

Indicate whether subcontracts are/were involved. Briefly summarize (500 characters or less) the performance of any subcontractors that have major responsibilities under the contract or are required to perform a significant part of the contract requirement. This space may also be used to evaluate a prime contractor's management of a subcontractor.

KEY PERSONNEL

List the name of the project manager and the names of two other key personnel (optional). Briefly describe the performance of the key personnel listed. (500 characters or less)

CUSTOMER SATISFACTION

Check the appropriate answer to indicate whether the contractor was committed to customer satisfaction. For the final report, indicate whether you would recommend selection of the firm again.

PROJECT OFFICER/CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE/COTR SIGNATURE

The Project Officer/COTR signs this block.

CONTRACTING OFFICER/AMO CONCURRENCE

The Contracting Officer/AMO initials this block, indicating concurrence with the initial rating.

CONTRACTOR'S REPRESENTATIVE

The Contractor signs this next block indicating review of the rating.

SUMMARY RATINGS

Indicate the rating given for each of the rating categories: quality of goods or services, cost control, timeliness of performance, and business relations.

CONTRACTING OFFICER/AMO SIGNATURE

The contracting officer/AMO signs the report when all actions are completed. If changes were made to the ratings or the narrative during the rebuttal process, a copy of the report, as revised, shall be promptly furnished to the contractor.

CONTRACTOR'S REVIEW

Indicate whether the contractor submitted a rebuttal or comments. Attach a copy of the contractor's rebuttal to this report, or indicate its location, if filed separately.

AGENCY REVIEW

If the contracting officer /AMO and the contractor are unable to agree on a final rating, the matter is to be referred to an individual one level above the contracting officer/AMO. Attach a copy of the agency's decision to this report, or indicate its location, if filed separately.

NATIONAL INSTITUTES OF HEALTH

RATING GUIDELINES

Summarize contractor performance in each of the rating areas. Assign each area a rating of 0 - Unsatisfactory,

1 - Poor, 2 - Fair, 3 - Good, 4 - Excellent, 5 - Outstanding. Use the following instructions as guidance in making these

evaluations. Ensure that this assessment is consistent with any other Agency assessments made (i.e., for payment of

fee purposes).

Criteria	Quality of Product or Service	Cost Control	Timeliness of Performance	Business Relations
	Compliance with Contract Requirements.	Record of Forecasting and controlling target costs.	Met interim milestones.	Effective management including sub-contracts.
	Accuracy of Reports.	Current accurate and complete billing.	Reliability	Reasonable co-operative behavior.
	Effectiveness of Personnel	Relationship of negotiated costs to actuals.	Responsive to Technical direction.	Responsive to contract requirements.
	Technical Excellence.	Cost efficiencies.	Completed on-time including wrap up and Contract Administration.	Notification of Problems.
			Met delivery schedules.	Flexibility.
			No liquidated damages assessed.	Pro-active Vs. Reactive.
				Effective small/small disadvantaged business-subcontracting program.

0 - Unsatisfactory	Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources.	Ability to manage cost issue is jeopardizing performance of contract requirements, despite use of Agency resources.	Delays are jeopardizing the performance of contract requirements, despite use of Agency resources.	Response to enquiries, Technical/Service/Administrative issues is not effective.
1 - Poor	Overall compliance requires major agency resources to ensure achievement of contract requirements.	Ability to manage cost issues requires major agency resources to ensure achievement of contract requirements.	Delays require major agency resources to ensure achievement of contract requirements.	Response to enquiries, Technical/Service/Administrative issues is marginally effective
2 - Fair	Overall compliance requires minor agency resources to ensure achievement of contract requirements.	Ability to manage cost issues requires minor agency resources to ensure achievement of contract requirements.	Delays require minor agency resources to ensure achievement of contract requirements	Response to enquiries, Technical/Service/Administrative issues is somewhat effective
3 - Good	Overall compliance does not impact achievement of contract requirements.	Management of cost issues does not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to enquiries, Technical/Service/Administrative issues is usually effective
4 - Excellent	There are no quality problems.	There are no cost management issues.	There are no delays.	Response to enquiries, Technical/Service/Administrative issues is effective.
5 - Outstanding	The contractor has demonstrated outstanding performance level in any of the above four categories that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances when contractor performance clearly exceeds the performance level described as excellent			

SECTION J7

GLOSSARY

The definitions in this section reflect NITAAC's interpretation of terms and concepts used in the CIO-SP2i Solicitation/Contract.

Accountable Management Official (AMO) - The individual within the customer's organization (whether NIH or external), who is authorized to obligate or expend the Government funds. This individual has the authority to bind the Government to the extent of the authority delegated to him/her. The dollar threshold set forth in the individual's delegation may not be exceeded. The AMO is typically a Contracting Officer, if the customer chooses to issue orders locally (i.e., through its own agency channels). Only when a local contracting office is not available, the AMO may be a project official who must be given authorization by his/her agency to direct the transfer of funds to the designated contracting office.

Best Value Analysis -The analysis of technical and cost proposals to determine which proposal offers the best trade-off between price/cost and performance, where quality is considered an integral performance factor.

CIO-SP2 Task Order (TO) Authorization Number - This is the number that NITAAC assigns to a task order once the Selection Recommendation Document Package (SRDP) has been approved. It is provided to the customer (with a copy to the prime contractor) via the approval letter. It must appear on the customer's funding document/order. In the case of NIH Records of Call, the CIO-SP2i Task Order Authorization Number must appear in the description block of the Record of Call. The prime contractor shall not accept any orders without this number.

Contracting Officer Technical Representative (COTR) - The individual appointed by the AMO who serves as the principal point of contact between the customer, the task order vendor and NITAAC. This individual provides technical direction to the task order prime contractor.

Contract Type: Time and Material (T&M) -The acquisition of supplies or services on the basis of: (1) direct labor hours at specified fixed hourly rates that include wages, overhead, general and administrative expenses, and profit and (2) materials at cost, including, if appropriate, material handling costs as a part of material costs.

A T&M Task Order may only be used when it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. This contract type places maximum risk on the Government.

The requirements of FAR 16.601 must be followed by the customer.

Contract Type: Cost Reimbursable - Contracts that provide for payment of allowable incurred costs to the extent prescribed in the contract. There is an estimate of the total costs for the purpose of obligating funds and a ceiling that the vendor may not exceed (except at its own risk) without approval of the contracting officer.

(i) **Cost Plus Fixed Fee (CPFF)** -A cost reimbursement contract that provides for payment to the vendor of a negotiated fee that is fixed at the inception of the contract.

(ii) **Cost Plus Award Fee (CPAF)** (typically greater than \$2 million) - A cost reimbursement contract that provides for a fee consisting of (a) a base amount (which may be zero) fixed at the inception of the contract and (b) an award amount, based upon a judgmental evaluation by the Government, sufficient to provide motivation for excellence in contract performance. Award fee evaluation criteria must be specified in the TORP

Note: Both (i) and (ii) above require that the fee shall not exceed the applicable, FAR- cited statutory percentage limitation of the estimated cost, excluding fee (see FAR 15.903(d)(1)). Per FAR 15.903(d)(2), a deviation to this limitation may be authorized in the case of cost plus award fee contracts in accordance with FAR Subpart 1.4. In addition, the fixed labor rates cited in the CIO-SP2*i* contracts do not apply to Cost-reimbursement Task Orders.

Contract Type: Firm Fixed Price (FFP) - A firm fixed price contract provides for a firm price that is not subject to any adjustment on the basis of the prime contractor's cost experience in performing the contract. This contract type places maximum risk on the vendor. It also provides maximum incentive for the vendor to control costs and perform effectively.

Customer - This term includes personnel in both NIH ordering activities and in all other Federal Agencies. The term "external customer" means any customer agency that is not a part of the NIH.

"Fair Opportunity to be considered" rule - All prime contractor teams (primes and their designated subcontractors) are considered to possess the basic qualifications for success in all of the information technology task areas of the contract. Therefore the statutory and regulatory requirement for "Fair Opportunity to be Considered" will be deemed to have been met by the announcement (through the designated Internet Web site or e-mail) of all task orders that do not fall under one of the exceptions at FAR 16.505(b)(2). See below for exceptions. Each task order will be evaluated, at a minimum, on selection criteria, which include past performance, technical/management approach, and price/cost.

Exceptions to the fair opportunity process (selecting a single CIO-SP2*i* prime contractor for a specific task order) include:

The agency need for services is of such urgency that providing such opportunity would result in an unacceptable delay; only one CIO-SP2*i* prime contractor is capable of providing the required services at the level of quality required because the services ordered are unique or highly specialized. Consideration may be given to this exception when the SOW is required to be written in a manner that would reveal proprietary information of a single prime contractor. Proprietary information could include a single prime contractor's technical or intellectual solution or a unique method of solving a problem. The task order is a logical follow-on to a previous task order(s) issued under this contract and "fair opportunity to be considered" rules were adhered to in the award of the original task order. In citing this exception, the customer must make a case that at least a significant subtask has been completed on the previous task order and the follow-on is a logical continuation or next phase of the task(s).

The task order is awarded to meet the minimum contract requirements.

Awarded/Funded/Obligated:

Awarded Amount: The dollar amount of the task order over the life of the order, e.g., includes incremental funding and option dollar amounts.

Funded Amount: The total amount of monies to be obligated in a fiscal year. This amount may be spread over several task order modifications, each containing a portion of the funded amount as the obligation of that particular task order modification.

Obligated Amount: The dollar amount of the task order. This may or may not equal the funded amount, depending on how the agency determines to allocate the funded amount over the fiscal year.

Funding Document/Order Number - This is the unique customer number identifying the Funding Document/Order. The funding document/order also must cite the CIO-SP2*i* Task Order Authorization Number and must include the proper processing fee as a separate FFP line item, where appropriate.

Loaded Hourly Labor Rates - Loaded Hourly Rate is defined as the direct hourly rate along with appropriate load factors, inclusive of profit. Load factors include such items as overhead, fringe benefits and general and administrative (G&A) expense.

I. FFP Orders - The contractor estimates the quantity of hours required for the effort to arrive at the firm fixed price of the labor portion of the order. ODCs are computed separately (using the ODC multiplier) and added to the labor price to arrive at the order's total FFP. No post award accounting of hours expended or personnel qualifications are required.

I. T&M Orders - The prime contractor is reimbursed at the applicable rate for each hour of effort delivered. Personnel must meet the minimum qualifications of the labor category against which they are billed. ODCs are computed separately.

NIH Processing Fee - This is the fee that NITAAC receives for processing a task order or task order modification to award and is intended to cover the costs associated with the solicitation, award, and administration of contracts under CIO-SP2*i*.

NITAAC Approval Letter- A memorandum signed by the CIO-SP2*i* Contracting Officer authorizing approval of the selected vendor and providing the CIO-SP2*i* Task Order Authorization Number and processing fee information.

NITAAC Tracking Number - This is the number assigned by NITAAC at the beginning of step one of the task order award process. It is used by both NIH and external customers. It is used for internal tracking of the task order until SRDP approval is provided and a CIO-SP2*i* Task Order Authorization Number is assigned.

Prime Contractor - Contractors holding a CIO-SP2*i* IDIQ contract awarded by NITAAC. Only prime contractors may receive task order awards from customers. Each prime contractor leads a team of subcontractors that may perform work on a customer's order, but it is the prime contractor with whom the Government maintains a contractual relationship. The prime contractor is also referred to as the "vendor".

Program Manager (PM) - The individual within the NIH who provides the technical management of the CIO-SP2*i* contracts.

Solution Recommendation Document Package (SRDP)- The documentation, which includes a discussion of the evaluation process and the rationale for award, copies of all proposals, checklist and signature by the AMO. These orders may be funded fully in the first year, funded by options, or incrementally funded.

Task Order Requirements Package (TORP) - The complete documentation prepared and submitted by the customer (both NIH and external) to initiate a task order request.

Security Policy Statement

Exhibit XIV-C: Security Policy Statement for Inclusion in Automated Information Systems Contracts

Introduction: This sample statement is for the Contracting Officer to include in all contracts that involve the development of an Automated Information System or the use of Federal Information Processing (FIP) resources.

By accepting this contract, the contractor providing application systems or Federal Information Processing resources to any component of the Department of Health and Human Services (DHHS) agrees to comply with the applicable Automated Information Systems (AIS) security policy as outlined in the Statement of Work. The contractor shall include this requirement in any subcontract awarded under the prime contract. Failure to comply with said requirements shall constitute cause for termination.

A written agreement between (indicate the DHHS component) and any contractor shall be entered into before data and information otherwise exempt from public disclosure may be disclosed to the contractor. (Disclosure statement attached.) The contractor shall agree to establish and follow security precautions considered by (indicate the DHHS component) to be necessary to ensure proper and confidential handling of data and information. This information is more specifically addressed in the DHHS Automated Information Systems Security Program (AISSP) Handbook.

Contractor employees in AIS-related positions must comply with the DHHS criteria for assigning position sensitivity designations. These designations will be determined by the (indicate the DHHS component) Information Systems Security Officer and the (indicate the DHHS component) Project Officer.

Contractor employees assigned to a Level 6C (High Risk) position are subject to a Background Investigation (BI). Contractor employees assigned to a Level 5C (Moderate Risk) position, with no previous investigation and approval, must undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), or possibly a Limited Background Investigation (LBI). Contractor employees assigned to a Level 1C position (Low Risk or Non-sensitive) must be subject to a National Agency Check and Inquiry Investigation (NACI).

If contractor employees will have access to classified national security information, more intensive investigations will be required. Contractor employees assigned to a Level 3C (Top Secret) or Level 4C (Top Secret, requiring special security considerations) position must be subject to a Single Scope Background Investigation (SBI). Contractor employees assigned to a Level 2C (Secret or Confidential) position must undergo an LBI.

Table 1 summarizes investigation requirements by position risk level.

Table 1: Required Investigation by Position Risk Level

LEVEL	DESCRIPTION	REQUIRED INVESTIGATION
6C	High Risk Public Trust	BI
5C	Moderate Risk Public Trust	NACIC (or LBI)
3C/4C	Top Secret Access	SBI

2C	Secret/Confidential Access	LBI
1C	Low Risk/Non sensitive	NACI

Contractor employees who have previously met investigative requirements within the past five years may only need to be subject to an updated or upgraded investigation.

Prior to contract award, verification of previous investigations; e.g., copies of certificates of investigation or security clearances must be submitted to:

Director
Personnel Security and Drug Testing Program Division
DHHS 523-B, HHH Building
200 Independence Avenue, S.W.
Washington, DC 20201

Exhibit XIV-D: Commitment to Protect Privileged Information Contractor Agreement

Introduction: This sample is for the Contracting Officer to include in the Statement of Work of a Request for Proposals that involves the development of an Automated Information System or the use of Federal Information Processing (FIP) resources. The statement is to be completed by all contractor employees who may be involved in the performance of contract work.

Access to privileged information from the files of the (indicate the DHHS component) is required in the performance of my official duties, under contract number (indicate the contract number) between (indicate the DHHS component) and my employer, (indicate your company name). I, (indicate your name), on this () day of 19(), hereby agree that I shall not release, publish, or disclose such information to unauthorized personnel, and I shall protect such information in accordance with the provisions of 18 U.S.C. 641, 18 U.S.C. 1905, Public Law 96-511, and other pertinent laws and regulations governing the confidentiality of privileged information.

I understand the provisions of 18 U.S.C. 641, 18 U.S.C. 2071, and Public Law 96-511 and that I am subject to criminal penalties prescribed by law for any violations thereof.

Signed: _____

Date: _____

Witnessed by: _____

Date: _____

Copies are retained by:
 (Indicate the DHHS component)
 (Indicate your company name)
 (Indicate your name)