

NOTE: Offerors are responsible for routinely checking this website for any possible solicitation amends that may be issued. No additional notification of any amendments will be provided.

OMB No. 0990-0115

SOLICITATION

SECTION A - SOLICITATION/CONTRACT FORM

1. Purchase Authority: Public Law 95-83, as amended.		2. Page : A-1 OF 1
3. REQUEST FOR PROPOSALS (RFP) NUMBER: 263-04-P(BC)-0013	4. ISSUE DATE: July 20, 2004	5. SET ASIDE: [X] YES – Small Bus [] NO Section L, Article L.1
6. TITLE: Logistic Supply/Warehousing Services – IAW Circular A-76 This solicitation and applicable reference documents are assessable at web link: http://www.olao.od.nih.gov/VendorResources/RequestForProposal/FY2004A76Requirements.htm		
7. ISSUED BY: National Institutes of Health Office of Logistics and Acquisition Operations, OA 6011 Executive Boulevard, Room 529-Q, MSC 7663 Bethesda, Maryland 20892-7663 Attention: Sheri Custer	8. SUBMIT OFFERS TO: See Part III, Section J, "Packaging and Delivery of the Proposal," ATTACHMENT 1 of this Solicitation and SECTION L, Article L.4.	
9. Proposals for furnishing the supplies and/or services in The Schedule are due 09/03/04 and will be received at the place and in the number of copies specified in ATTACHMENT 1 and SECTION L until 1:00 PM local time. Offeror's attention is directed to FAR 52.215-1 Instructions to Offerors regarding the submission of proposals.		
10. Offeror must provide Company Name, Address, Telephone and Fax Numbers, TIN/EIN, DUNS Number and, if different, the address to which payment should be mailed.		
11. FOR INFORMATION CALL: Sheri Custer, Contracting Officer, DSSA, OLAO – National Institutes of Health PHONE: 301-402-3065 COLLECT CALLS WILL NOT BE ACCEPTED.		
12. Table of Contents on pages TCO-1 through 5		

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PART I - THE SCHEDULE

SECTION B

SUPPLIES OR SERVICES AND PRICES/COSTS

ARTICLE B.1 GENERAL REQUIREMENTS

(a) Background/Purpose:

The Department of Health and Human Services (DHHS), National Institutes of Health (NIH) requires a Service Provider to provide Logistic Services - Supply/Warehousing Services in accordance with OMB Circular A-76. Work shall be performed in existing buildings both Government-Owned and Leased Facilities, located at the following NIH sites in Maryland: Baltimore, Bethesda, Gaithersburg, and Rockville. Activities supported by this contract are critical to the operation of the NIH Research programs.

(b) Contractor Requirements:

Independently and not as an agent of the Government, the Service Provider will furnish all necessary services, qualified personnel, equipment, and supplies, not otherwise provided by the Government, to manage and operate the Logistic Services - Supply/Warehousing Services as stated in the Performance Word Statement in Section C.

ARTICLE B.2 PRICES

(a) The total fixed price of this contract is \$ **(to be completed at time of award)**.

(b) Upon delivery and acceptance of the services described in SECTION C of this contract and identified in the schedule of charges below, the Government shall pay to the Service Provider the unit price(s) set forth below.

(c) The service provider shall perform all requirements to the standards specified Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

BASE Period of Performance: April 1, 2005 through March 31, 2006

(12 month Base Period) (To Be Completed At Time Of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA

0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA
0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA

0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA
0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA

0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA

0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA
0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA

						5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)					CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving						NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away						NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$		NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$		NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$		NA
0005F	5.5.2	CSR - Picking and Delivery						NA
0005G	5.5.2.1	CSR - Stock Selection						NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$		NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$		NA
						5.5 CLIN TOTALS		NA
0006		Other Direct Cost					CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$		NA
						0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1) \$ _____

CLIN 0002 – National Library of Medicine (NLM) (5.2) \$ _____

CLIN 0003 – National Institute of Aging (NIA)(5.3) \$ _____

CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____

CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____

CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

CLIN 0008 – Phase-in Costs* _____ \$ _____
(Dates to be completed at time of award)

Total For Base Period of Performance \$ _____

* **CLIN 0008** For bidding purposes only assume dates November 1, 2004 – March 31, 2005

ARTICLE B.3 OPTION PRICES

a. Unless the Government exercises its option pursuant to the option provisions reference in ARTICLE I.6

Option to Extend the Terms of the Contract, this contract consists only of Year 1 of the Performance Work Statement as defined in SECTION C and F for the price set forth in ARTICLE B.2 of this contract.

- b. Pursuant to clause 52.217-9 set forth in ARTICLE I.6, the Government may, by unilateral contract modification, require the Contractor to perform OPTION YEARS 1, 2, 3, and/or 4 of the Performance Work Statement as defined in SECTIONS C and F of this contract. If the Government exercises this/these option(s), notice must be given before the expiration date of the contract. Specific information regarding the time frame for this notice is set forth in SECTION H of this contract. The fixed price of this contract will be increased as set forth in paragraph c., below, of this ARTICLE B.3.
- c. Upon the delivery and acceptance of the Option Item(s)/Service(s) described in SECTION C of the contract and identified in the schedule of charges below, the Government shall pay the Contractor the unit price(s) set forth below:

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Option Year One Period of Performance: April 1, 2006 through March 31, 2007

(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA

0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA
0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA

0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA
0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA

0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA

0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA
0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA

0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1) \$ _____
CLIN 0002 – National Library of Medicine (NLM) (5.2) \$ _____
CLIN 0003 – National Institute of Aging (NIA)(5.3) \$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____

CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

Total For Option Year One \$ _____

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Option Year Two Period of Performance: April 1, 2007 through March 31, 2008
(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA

0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA

0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA
0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA

0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA
0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA

0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA

0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA
0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
						5.4 CLIN TOTALS	NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
						5.5 CLIN TOTALS	NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
						0006 CLIN TOTAL	NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1)	\$ _____
CLIN 0002 – National Library of Medicine (NLM) (5.2)	\$ _____
CLIN 0003 – National Institute of Aging (NIA)(5.3)	\$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4)	\$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5)	\$ _____
CLIN 0006 – Other Direct Costs (Not to Exceed)	\$ _____
CLIN 0007 – Materials (To be completed at time of contract award)	\$ _____
Total For Option Year Two \$ _____	

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Option Year Three Period of Performance: April 1, 2008 through March 31, 2009

(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA

0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA

0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA

0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA

0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA

0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1)
CLIN 0002 – National Library of Medicine (NLM) (5.2)

\$ _____
\$ _____

CLIN 0003 – National Institute of Aging (NIA)(5.3)	\$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4)	\$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5)	\$ _____
CLIN 0006 – Other Direct Costs (Not to Exceed)	\$ _____
 CLIN 0007 – Materials (To be completed at time of contract award)	 \$ _____
Total For Option Year Three	\$ _____

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Option Year Four Period of Performance: April 1, 2009 through March 31, 2010

(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA

0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA
0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA

0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA
0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA

0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA

0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA
0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA

0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1) \$ _____
CLIN 0002 – National Library of Medicine (NLM) (5.2) \$ _____
CLIN 0003 – National Institute of Aging (NIA)(5.3) \$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____

CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

Total for Option Year Four \$ _____

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Award Term Year One Period of Performance: April 1, 2010 through March 31, 2011
(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA

0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA

0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA

0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA

0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA

0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1)
CLIN 0002 – National Library of Medicine (NLM) (5.2)

\$ _____
\$ _____

CLIN 0003 – National Institute of Aging (NIA) (5.3) \$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____
CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

Total For Award Term Year One \$ _____

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Award Term Year Two Period of Performance: April 1, 2011 through March 31, 2012
(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA

0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA

0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA

0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA

0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA

0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1)
CLIN 0002 – National Library of Medicine (NLM) (5.2)

\$ _____

\$ _____

CLIN 0003 – National Institute of Aging (NIA) (5.3) \$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____
CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

Total For Award Term Year Two \$ _____

The service provider shall perform all requirements to the standards specified for Supply/Warehousing Support set forth in Section C. The service provider shall furnish all required direct and indirect labor, and other resources not furnished by the government.

The fixed prices are subject to the following variation in estimated quantity provisions.

1. Annual workload is provided in Section C-5.
2. The annual workload is not guaranteed to be equal from month-to-month.
3. The fixed prices are binding for plus or minus 15% (115%-85%) of the total quantity count for the requirements of 5.1, 5.2 and 5.3 and plus or minus 25% (125%-75%) of the total quantity count for requirements 5.4 and 5.5.
4. Quantities delivered will be reviewed on a semi-annual basis (every six months from the performance start date) for variations during the total six-month period.
5. The 15% and the 25% variances are applied to the total six-month period per primary requirement.
6. Equitable adjustments (up or down) to invoices will be based upon the semi-annual reviews.

The service provider shall take actions to manage the workload to meet the estimates. The service provider shall notify the Project Officer via email when 75%, 90%, 95% and 100% quantity levels are met each month for the primary requirements.

Award Term Year Three Period of Performance: April 1, 2012 through March 31, 2013
(To Be Completed At Time of Award, for bidding purposes assume the above dates will be the period of performance)

The workload variation column indicates the percentage of increase/decrease in workload included in Section C-5 against a specific requirement, and all of its associated sub-requirements, before an adjustment in cost will be considered in accordance with FAR clause 52.211-16 Variation in Quantity.

CLIN	RFP	Requirement	Method of Calculating	Unit Price	Units	Period Price	Workload Variation
0001	5.1	Gaither Distribution Center (GDC)					15%
0001A	5.1.1	GDC - Requisitioning					NA
0001B	5.1.1.1	Generate Requests for Quotes (RFQs) and verify price reasonableness for RFQ over \$2500.	Fixed price per month	\$	12 Month	\$	NA
0001C	5.1.1.2	Review vendor bids/quotes and make recommendations for procurement.	Fixed price per month	\$	12 Month	\$	NA
0001D	5.1.1.3	Generate Federal Supply Schedule (FSS) and verify price reasonableness	Fixed price per month	\$	12 Month	\$	NA
0001E	5.1.1.4	Generate purchase orders or records of call to procure stock items from vendors.	Fixed price per month	\$	12 Month	\$	NA
0001F	5.1.1.5	Generate and process FEDStrip orders to procure stock items from GSA.	Fixed price per month	\$	12 Month	\$	NA
0001G	5.1.1.6	Enter orders into ADB.	Fixed price per month	\$	12 Month	\$	NA
0001H	5.1.1.7	Update stock item prices in ADB according to price lists received from vendors.	Fixed price per month	\$	12 Month	\$	NA

0001I	5.1.1.8	Investigate and rectify all RODs, through coordinating with vendors.	Fixed price per month	\$	12 Month	\$	NA
0001J	5.1.2	GDC - Receiving					NA
0001K	5.1.2.1	GDC - Offload, Tally & Put-Away					NA
0001L	5.1.2.1.1	Schedule incoming deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001M	5.1.2.1.2	Check deliveries in, verifying PO numbers.	Fixed price per month	\$	12 Month	\$	NA
0001N	5.1.2.1.3	Unload material and place in assigned staging lanes.	Fixed price per month	\$	12 Month	\$	NA
0001O	5.1.2.1.4	Store material in locations assigned through RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001P	5.1.2.2	GDC - Receipt Process Documentation					NA
0001Q	5.1.2.2.1	Receive, process and maintain local purchase orders.	Fixed price per month	\$	12 Month	\$	NA
0001R	5.1.2.2.2	Post receipts of material in database.	Fixed price per month	\$	12 Month	\$	NA
0001S	5.1.2.2.3	Correct all RIMS system exceptions and violations of incoming Purchase Order requisitions.	Fixed price per month	\$	12 Month	\$	NA
0001T	5.1.2.2.4	Identify all concealed damages, shortages and overages within containers on SF 364 (Report of Discrepancy).	Fixed price per month	\$	12 Month	\$	NA
0001U	5.1.2.3	GDC - Denial Research					NA
0001V	5.1.2.3.1	Perform denial research if requisitioned stock order specifications, approved by ADB, to satisfy the requirement are not met.	Fixed price per month	\$	12 Month	\$	NA
0001W	5.1.3	GDC - Storage (Physical Inventory Control)					NA
0001X	5.1.3.1	Conduct cycle counts of material in storage.	Fixed price per month	\$	12 Month	\$	NA
0001Y	5.1.3.2	Identify and document damage or deterioration of materials.	Fixed price per month	\$	12 Month	\$	NA
0001Z	5.1.3.3	Rewarehouse material from one location to another within the GDC.	Fixed price per month	\$	12 Month	\$	NA
0001AA	5.1.3.4	Perform special inspections of AFB and chemical storage areas.	Fixed price per month	\$	12 Month	\$	NA
0001AB	5.1.4	GDC - Picking & Shipping					NA
0001AC	5.1.4.1	GDC - Stock Selection					NA
0001AD	5.1.4.1.1	Select required materials and forward them to packing/shipping area.	Fixed price per month	\$	12 Month	\$	NA
0001AE	5.1.4.1.2	Prepare materials for shipping.	Fixed price per month	\$	12 Month	\$	NA
0001AF	5.1.4.1.3	Perform manual allocation of material for priority walk-through.	Fixed price per month	\$	12 Month	\$	NA
0001AG	5.1.4.2	GDC - Transport Materials					NA
0001AH	5.1.4.2.1	Plan and schedule deliveries.	Fixed price per month	\$	12 Month	\$	NA
0001AI	5.1.4.2.2	Deliver materials to all assigned locations.	Fixed price per month	\$	12 Month	\$	NA
0001AJ	5.1.4.2.3	Pickup returns.	Fixed price per month	\$	12 Month	\$	NA
0001AK	5.1.5	GDC - Inventory Control					NA
0001AL	5.1.5.1	GDC - Stock Item Inventory					NA

0001AM	5.1.5.1.1	Review contracts for vendor compliance and make recommendations on continuation of contracts	Fixed price per month	\$	12 Month	\$	NA
0001AN	5.1.5.1.2	Determine viability of trial stock items.	Fixed price per month	\$	12 Month	\$	NA
0001AO	5.1.5.1.3	Determine reorder points and safety levels for stock items and make adjustments to the ADB.	Fixed price per month	\$	12 Month	\$	NA
0001AP	5.1.5.1.4	Enter pending quantity in ADB to requisition/replenish stock, and provide supporting documentation to the Purchasing Agent.	Fixed price per month	\$	12 Month	\$	NA
0001AQ	5.1.5.1.5	Establish and revise reorder point levels for self service store merchandise	Fixed price per month	\$	12 Month	\$	NA
0001AR	5.1.5.1.6	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0001AS	5.1.5.1.7	Assist with annual inventory of freezer and refrigerator stock	Fixed price per month	\$	12 Month	\$	NA
0001AT	5.1.5.1.8	Request stock physical inventory in order to resolve discrepancies between ADB and RIMS.	Fixed price per month	\$	12 Month	\$	NA
0001AU	5.1.5.1.9	Conduct spot check product evaluations.	Fixed price per month	\$	12 Month	\$	NA
0001AV	5.1.5.1.10	Establish new items in the Central Stockroom Program and enter required inventory control data in the database.	Fixed price per month	\$	12 Month	\$	NA
0001AW	5.1.5.1.11	Generate messages for IH Central Stockroom customers and submit them to CIT to be posted on the Delpro message board.	Fixed price per month	\$	12 Month	\$	NA
0001AX	5.1.5.2	GDC - Marketing					NA
0001AY	5.1.5.2.1	Conduct customer surveys	Fixed price per month	\$	12 Month	\$	NA
0001AZ	5.1.5.2.2	Receive customer phone calls and investigate complaints and suggestions pertaining to the Central Stockroom.	Fixed price per month	\$	12 Month	\$	NA
0001BA	5.1.5.2.3	Coordinate product/vendor shows at NIH facilities.	Fixed price per month	\$	12 Month	\$	NA
0001BB	5.1.5.2.4	Participate in product shows on and off the NIH Campus.	Fixed price per month	\$	12 Month	\$	NA
0001BC	5.1.5.2.5	Submit updates for the Central Stockroom website to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BD	5.1.5.2.6	Design/redesign and distribute flyers promoting Central Stockroom stock.	Fixed price per month	\$	12 Month	\$	NA
0001BE	5.1.5.2.7	Establish and delete GDC delivery codes	Fixed price per month	\$	12 Month	\$	NA
0001BF	5.1.5.2.8	Maintain customer call log and provide report to Project Officer	Fixed price per month	\$	12 Month	\$	NA
0001BG	5.1.5.3	GDC - Catalog					NA
0001BH	5.1.5.3.1	Categorize all new stock items and assign local NSNs.	Fixed price per month	\$	12 Month	\$	NA
0001BI	5.1.5.3.2	Obtain NSNs from GSA for permanent stock items.	Fixed price per month	\$	12 Month	\$	NA

0001BJ	5.1.5.3.3	Record and maintain item and vendor information in the ADB and catalog file folders.	Fixed price per month	\$	12 Month	\$	NA
0001BK	5.1.5.3.4	Create a catalog file for each new item in the inventory.	Fixed price per month	\$	12 Month	\$	NA
0001BL	5.1.5.3.5	Maintain the NIH Supply Catalog and submit web updates to the webmaster.	Fixed price per month	\$	12 Month	\$	NA
0001BM	5.1.5.3.6	Produce and distribute hard copy NIH Supply Catalogs.	Fixed price per month	\$	12 Month	\$	NA
0001BN	5.1.5.4	GDC - Self Service Store (SSS) charge cards					NA
0001BO	5.1.5.4.1	Create and issue new or replacement SSS charge cards.	Fixed price per month	\$	12 Month	\$	NA
0001BP	5.1.5.4.2	Create and issue annual renewal SSS charge cards, according to IC requirements.	Fixed price per month	\$	12 Month	\$	NA
0001BQ	5.1.6	GDC - Special Functions					NA
0001BR	5.1.6.1	GDC - VRP Inspections and AAALAC Certification					NA
0001BS	5.1.6.1.1	Assist with VRP and AAALAC inspections.	Fixed price per month	\$	12 Month	\$	NA
0001BT	5.1.6.2	GDC - Self Service Store Operations					NA
0001BU	5.1.6.2.1	Receive and inspect SSS Stock Shipments.	Fixed price per month	\$	12 Month	\$	NA
0001BV	5.1.6.2.2	Conduct daily inventories of SSS high dollar value & secured stock.	Fixed price per month	\$	12 Month	\$	NA
0001BW	5.1.6.2.3	Conduct cycle counts of SSS materials in stock.	Fixed price per month	\$	12 Month	\$	NA
0001BX	5.1.6.2.4	Revise SSS reorder points and safety levels for stock.	Fixed price per month	\$	12 Month	\$	NA
0001BY	5.1.6.2.5	Check out SSS customers.	Fixed price per month	\$	12 Month	\$	NA
0001BZ	5.1.6.2.6	Provide SSS customer delivery services.	Fixed price per month	\$	12 Month	\$	NA
					5.1 CLIN TOTALS		NA
0002	5.2	National Library of Medicine (NLM)				CLIN TOTALS	15%
0002A	5.2.1	NLM - Requisitioning					NA
0002B	5.2.1.1	Generate purchase orders or records of call to procure stock items from vendors	Fixed price per month	\$	12 Month	\$	NA
0002C	5.2.1.2	Generate and process FEDStrip orders to procure stock items form GSA	Fixed price per month	\$	12 Month	\$	NA
0002D	5.2.1.3	Enter orders into ADB	Fixed price per month	\$	12 Month	\$	NA
0002E	5.2.2	NLM - Receiving					NA
0002F	5.2.2.1	NLM - Offload, Tally and Put-away					NA
0002G	5.2.2.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0002H	5.2.2.1.2	Unload material and place in assigned staging lanes	Fixed price per month	\$	12 Month	\$	NA
0002I	5.2.2.1.3	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA

0002J	5.2.2.2	NLM - Receipt Process Documentation					NA
0002K	5.2.2.2.1	Receive, process and maintain local purchase order	Fixed price per month	\$	12 Month	\$	NA
0002L	5.2.2.2.2	Post receipts of material in OAMAS database	Fixed price per month	\$	12 Month	\$	NA
0002M	5.2.3	NLM - Storage (Physical inventory Control)					NA
0002N	5.2.3.1	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0002O	5.2.4	NLM - Picking and Delivery					NA
0002P	5.2.4.1	NLM - Stock Selection					NA
0002Q	5.2.4.1.1	Select required materials and stage them in packing/shipping area	Fixed price per month	\$	12 Month	\$	NA
0002R	5.2.4.2	NLM - Transport Materials					NA
0002S	5.2.4.2.1	Deliver materials to all assigned locations	Fixed price per month	\$	12 Month	\$	NA
0002T	5.2.5	NLM - Inventory Control					NA
0002U	5.2.5.1	NLM - Stock item inventory					NA
0002V	5.2.5.1.1	Determine reorder points and safety levels for stock items and enter revisions in OAMAS	Fixed price per month	\$	12 Month	\$	NA
0002W	5.2.5.1.2	Enter pending quantity in OAMAS to requisition/replenish stock and provide supporting documentation to the purchasing agent	Fixed price per month	\$	12 Month	\$	NA
0002X	5.2.5.1.3	Identify and remove dead stock	Fixed price per month	\$	12 Month	\$	NA
0002Y	5.2.5.1.4	Establish new items in the OAMAS program and enter required inventory control data in the database	Fixed price per month	\$	12 Month	\$	NA
					5.2 CLIN TOTALS		NA
0003	5.3	National Institute of Aging (NIA)				CLIN TOTALS	15%
0003A	5.3.1	NIA - Receiving					NA
0003B	5.3.1.1	NIA - Check-in, Tally and Deliver					NA
0003C	5.3.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0003D	5.3.1.1.2	Received materials are place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0003E	5.3.1.1.3	Deliver materials to proper section	Fixed price per month	\$	12 Month	\$	NA
0003F	5.3.1.2	NIA - Receipt Process Documentation					NA
0003G	5.3.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0003H	5.3.1.2.2	Identify all concealed damages, shortages and overages within containers on SF 364 (ROD)	Fixed price per month	\$	12 Month	\$	NA
					5.3 CLIN TOTALS		NA
0004	5.4	National Institute of Dental and Craniofacial Research (NIDCR)				CLIN TOTALS	25%
0004A	5.4.1	NIDCR - Receiving					NA
0004B	5.4.1.1	NIDCR - Offload, Tally and Put-Away					NA

0004C	5.4.1.1.1	Check deliveries in, verifying PO numbers	Fixed price per month	\$	12 Month	\$	NA
0004D	5.4.1.1.2	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0004E	5.4.1.1.3	Store material in designated locations	Fixed price per month	\$	12 Month	\$	NA
0004F	5.4.1.2	NIDCR - Receipt Process Documentation					NA
0004G	5.4.1.2.1	Receive, process and maintain local purchase orders	Fixed price per month	\$	12 Month	\$	NA
0004H	5.4.2	NIDCR - Storage (Physical inventory Control)					NA
0004I	5.4.2.1	Conduct cycle counts of material in storage	Fixed price per month	\$	12 Month	\$	NA
0004J	5.4.2.2	Conduct 100% inventory of all items in stock	Fixed price per month	\$	12 Month	\$	NA
0004K	5.4.3	NIDCR - Picking and Delivery					NA
0004L	5.4.3.1	NIDCR - Stock Selection					NA
0004M	5.4.3.1.1	Select required materials and stage them in packing/delivery area	Fixed price per month	\$	12 Month	\$	NA
0004N	5.4.3.1.2	Prepare materials for delivery	Fixed price per month	\$	12 Month	\$	NA
					5.4 CLIN TOTALS		NA
0005	5.5	Center for Scientific Research (CSR)				CLIN TOTALS	25%
0005A	5.5.1	CSR - Receiving					NA
0005B	5.5.1.1	CSR - Offload, Tally and Put-Away					NA
0005C	5.5.1.1.1	Check deliveries in at loading dock	Fixed price per month	\$	12 Month	\$	NA
0005D	5.5.1.1.2	Store material in designated location	Fixed price per month	\$	12 Month	\$	NA
0005E	5.5.1.1.3	Unload material and place in assigned staging area	Fixed price per month	\$	12 Month	\$	NA
0005F	5.5.2	CSR - Picking and Delivery					NA
0005G	5.5.2.1	CSR - Stock Selection					NA
0005H	5.5.2.1.1	Select required materials and stage them for delivery	Fixed price per month	\$	12 Month	\$	NA
0005I	5.5.2.1.2	Deliver materials to proper locations	Fixed price per month	\$	12 Month	\$	NA
					5.5 CLIN TOTALS		NA
0006		Other Direct Cost				CLIN TOTALS	NA
			Fixed price per month	\$	12 Month	\$	NA
					0006 CLIN TOTAL		NA

CLIN 0001 – Gaither Distribution Center (GDC) (5.1)
CLIN 0002 – National Library of Medicine (NLM) (5.2)

\$ _____
\$ _____

CLIN 0003 – National Institute of Aging (NIA) (5.3) \$ _____
CLIN 0004 – National Institute of Dental & Craniofacial Research (NIDCR) (5.4) \$ _____
CLIN 0005 – Center for Scientific Research (CSR) (5.5) \$ _____
CLIN 0006 – Other Direct Costs (**Not to Exceed**) \$ _____

CLIN 0007 – Materials (**To be completed at time of contract award**) \$ _____

Total For Award Term Year Three \$ _____

ARTICLE B.4 SECTION B - CLIN 8 - MATERIALS

The Government will allot to the total offered price an estimated amount of funds for CLIN 8, which will be completed at time of award and in accordance with Section C.3.4 Government - Furnished Property. The price to be paid for materials incurred in direct performance of this contract shall be on the basis of an established catalog or list price in effect when material is furnished, less all applicable discounts to the Government. In no event shall such price be in excess of the Contractor's sale price to his most favored customer for the same item in like quantity or the current market price whichever is lower. The Project Officer or Alternate Project Officer prior to commencement of the work shall approve the cost of any materials.

ARTICLE B.5 ADVANCE UNDERSTANDINGS

Specific elements of cost, which normally require prior written approval of the Contracting Officer before incurrence of the cost (e.g., foreign travel, consultant fees, subcontracts) will be included in this Article if the Contracting Officer has granted his/her approval prior to contract award.

ARTICLE B.6 CONFIDENTIAL TREATMENT OF SENSITIVE INFORMATION

The Contractor shall guarantee strict confidentiality of the information/data that it is provided by the Government during the performance of the contract. The Government has determined that the information/data that the Contractor will be provided during the performance of the contract is of a sensitive nature.

Disclosure of the information/data, in whole or in part, by the Contractor can only be made after the Contractor receives prior written approval from the Contracting Officer. Whenever the Contractor is uncertain with regard to the proper handling of information/data under the contract, the Contractor shall obtain a written determination from the Contracting Officer.

SECTION C

PERFORMANCE WORK STATEMENT/STATEMENT OF WORK

ARTICLE C.1 PERFORMANCE WORK STATEMENT

- (a) Independently and not as an agent of the Government, the Service Provider shall be required to furnish all the necessary services, qualified personnel, material, and equipment, not otherwise provided by the Government, as needed to perform the Performance Work Statement (PWS). The Performance Work Statement (PWS) can be viewed by accessing the following web link, then click on 'LOGISTICS SUPPLY/WAREHOUSING' and made a part of this Solicitation.

<http://www.olao.od.nih.gov/VendorResources/RequestForProposal/FY2004A76Requirements.htm>

ARTICLE C.2 REPORTING REQUIREMENTS

- (a) Technical Progress Reports

In addition to the required reports set forth elsewhere in this Schedule, the preparation and submission of regularly recurring Technical Progress Report will be required in any contract resulting from this solicitation. These reports will require descriptive information about the activities undertaken during the reporting period and will require information about planned activities for future reporting periods.

(The frequency and specific content of these reports will be determined prior to contract award.)

- (b) Summary of Salient Results

The Contractor will be required to prepare and submit, with the final report, a summary (not to exceed 200 words) of salient results achieved during the performance of the Contract. This report will be required on or before the expiration date of the contract.

- (c) Other Deliverables

SEE: SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION D

PACKAGING AND MARKING

There are no Articles applicable to this Section

SECTION E

INSPECTION AND ACCEPTANCE

ARTICLE E.1 INSPECTION AND ACCEPTANCE

- (a) The Contracting Officer or the duly authorized representative will perform inspection and acceptance of materials and services to be provided.
- (b) For the purpose of this Section, _____ (to be completed at time of award) is the authorized representative of the Contracting Officer.
- (c) Inspection and acceptance will be performed at the following locations:

NIH sites in Maryland: Baltimore, Bethesda, Gaithersburg, and Rockville

- (d) The quality of the Contractor's work in carrying out the requirements of this contract shall be monitored by the Project Officer or the designated alternate. The government will fulfill performance-monitoring requirements through reports generated by the Quality Assurance Surveillance Plan (QASP), the Performance Work Statement (PWS), and the Contractor's Quality Control Plan (QCP). The government will use information provided by the Contractor for comparison with government-generated information. The Project Officer or designated alternate will not interfere with normal work in progress, however, the Government may redirect the work effort within the scope of the contract as conditions warrant.
- (e) Acceptance may be presumed unless otherwise indicated in writing by the Contracting Officer or the duly authorized representative within 30 days of receipt.
- (f) The Contractor shall not receive final payment until all requirements of the contract have been completed to the satisfaction of the Contracting Officer and the Project Officer.

ARTICLE E.2 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)(FEB 1998)

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

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSE:

52.246-4 Inspection of Services - Fixed Price (Aug 1996)

(End of Clause)

ARTICLE E.3 HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT (FAR 52.246-11)(FEB 1999)

The Contractor shall comply with the higher-level quality standard selected below. *[If more than one standard is listed, the offeror shall indicate its selection by checking the appropriate block.]*

	<u>TITLE</u>	<u>NUMBER</u>	<u>TAILORING</u>	<u>DATE</u>
[X]	<u>ISO 9001:2000</u>	<u>ISO 9001</u>	<u>N/A</u>	<u>Initial Cert 10/09/2002</u> <u>Valid until 10/09/2005</u>

(End of Clause)

SECTION F

DELIVERIES OR PERFORMANCE

ARTICLE F.1 PERIOD OF PERFORMANCE

- (a) The period of performance under this contract will be for a base period of twelve (12) months with four (4) twelve-month option periods.
- (b) The specific Periods of Performance are:

Base Year - _____
Option Year 1 - _____
Option Year 2 - _____
Option Year 3 - _____
Option Year 4 - _____

(To be completed at time of award)
- (c) If the Government exercises its option pursuant to FAR 52.217-9, Option to Extend the Term of the Contract, the period of performance will be extended as indicated above.
- (d) **NOTE:** The Service Provider has the potential to earn additional award terms to be determined near the end of the performance period.
- (e) **Phase-In.** A phase-in period of ‘five (5) months’ (**for bidding purposes only assume dates November 1, 2004 - March 31, 2005**) during which the Contractor’s management personnel may observe incumbent personnel in operation will be permitted prior to full performance. This period will start upon the Contractor’s receipt of a Right-of-First-Refusal list from the Contracting Officer. The Contractor will be provided with space and local telephone service. Full performance will begin at the end of the phase-in period.
- (f) **Phase-out Period.** During the 60 calendar day period immediately prior to the end of this contract (to include option periods, if applicable, or if the Contractor is not awarded the subsequent contract for these services), the Contractor shall permit his successor and successor’s personnel to observe and become familiar with any and all operations under this contract. The Contractor shall remain responsible and reliable for the completion of all requirements of this contract until the final day of the contract. The Contractor shall not defer any requirements for the purpose of avoiding responsibility or of transferring such responsibility to the successor Contractor. The Contractor shall fully cooperate with the successor Contractor and the Government so as not to interfere with work and duties.

ARTICLE F.2 PLACES OF PERFORMANCE

- (a) This contract will be performed at the National Institutes of Health in Maryland:

(1) Baltimore, (2) Bethesda, (3) Gaithersburg, and (4) Rockville

ARTICLE F.3 CLAUSES INCORPORATED BY REFERENCE FAR 52.252-2 (Feb 1998)

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

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSE:

- 52.242-15 Stop-Work Order (Aug 1989)
- 52.242-17 Government Delay of Work (Apr 1984)
- 52-247-35 F.O.B. Destination, Within Consignee’s Premises (Apr 1984)

ARTICLE F.4 PRE-PERFORMANCE CONFERENCE

Within 15 days of contract award, prior to commencement of the work, the Contractor will meet in conference with representatives of the Contracting Officer, at a time to be determined by the Contracting Officer, to discuss and develop mutual understandings relative to scheduling and administering work.

ARTICLE F.5 DELIVERABLES/REPORTING REQUIREMENTS

- (a) In addition to providing the services prescribed in the Schedule, satisfactory performance of this contract shall include delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following reports in accordance with the stated delivery schedule.
 - (1) Technical Progress Report required for the Logistics Services - Supply/Warehousing Services in Section C.
 - (2) Deliverable/Reports listed in Section J.
- (b) Deliveries required by the Service Provider shall be made F.O.B. Destination as set forth in FAR 52.247-35, F.O.B. DESTINATION, WITHIN CONSIGNEES PREMISES (April 1984) to the address/addressee listed below:

DELIVERY POINT:

- (i) National Institutes of Health
Office of Logistics and Acquisition Operations
Attention: Contracting Officer
6011 Executive Blvd., Room 529-Q, MSC 7663
Bethesda, Maryland 20892-7663
- (ii) National Institutes of Health
Division of Logistics Services
Attention:
6011 Executive Blvd., Room
Bethesda, Maryland 20892
(To be completed at time of award)

ARTICLE F.6 VARIATION IN QUANTITY (FAR 52.211-16)(APRIL 1984)

- (a) A variation in the quantity of any item called for by this contract will not be accepted unless the variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent if any, specified in paragraph (b) of this clause.
- (b) The permissible variation shall be limited to:

The percentage of increase/decrease as indicated against specific requirements in the delivery schedule, Section B.

SECTION G

CONTRACT ADMINISTRATION DATA

ARTICLE G.1 CONTRACT ADMINISTRATION

All contract administration will be performed by the government (National Institutes of Health). Communications pertaining to contractual issues shall be addressed to the Contracting Officer. No changes or deviation from the Performance Work Statement shall be effected without a written modification to the contract executed by the Contracting Officer.

ARTICLE G.2 PROJECT OFFICER

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

(To be Completed at Time of Award)

The Government may unilaterally change the PO designation at any time.

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

For guidance from the PO to the Contractor to be valid, it must: (1) be consistent with the description of work set forth in this contract; (2) not constitute new assignment of work or change to the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; (4) not constitute a basis for any increase in the contract price or extension to the contract delivery.

The Contracting Officer is the only person with the authority to act as an 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 or specifications; (2) modify or extend the period of performance; (3) change the delivery schedule; or (4) otherwise change any terms and conditions of this contract.

ARTICLE G.3 TECHNICAL DIRECTION

Work performance shall be subject to the technical direction of the Project Officer (PO). The term "technical direction" is defined to include, without limitation, the following:

- (a) Directions to the Contractor, which redirect the contract effort, such as shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual performance work statement.
- (b) Provision of information to the Contractor, which assists in the interpretation of drawings, specifications, or technical portions of the work description.
- (c) Review and, as required by the contract, approval of technical reports drawings, specifications, or technical information to be delivered by the Contractor to the Government.

Technical direction must be within the general scope of work stated in the contract. The PO does not have the authority to and may not issue any technical direction which (i) constitutes an assignment of additional work outside the general scope of the contract; (ii) constitutes a change as defined in the contract clause entitled "Changes"; (iii) in any manner causes and increase or decrease in the total estimated contract cost, the fixed fee or the time required for contract performance; or (iv) changes any of the expressed terms, conditions, or specifications of the contract.

All technical directions shall be issued in writing by the PO or shall be confirmed by him/her in writing within five (5) working days after issuance.

The Contractor shall proceed promptly with the performance of technical directions duly issued by the PO in the manner prescribed by this article and within his/her authority under the provisions of this article.

If, in the opinion of the Contractor, any instruction or direction issued by the PO is within one of the categories as defined in (a) through (c) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within five (5) working days after the receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving such notification from the Contractor, the Contracting Officer shall issue an appropriate contract modification or advise the Contractor in writing that, in his/her option, the technical direction is within the scope of this article and does not constitute a change under the Changes clause of the contract. The Contractor shall thereupon proceed immediately with the direction given. A failure of the parties to agree upon the nature of the instruction or direction or upon the contracting action to be taken with respect thereto shall be subject to the provisions of the contract clause entitled, "Disputes".

ARTICLE G.4 KEY PERSONNEL

The personnel specified in this contract is/are considered to be essential to the work to be performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer. The Contractor must inform both the Project Officer and the Contracting of any substitutions. The contract may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

The following individuals are considered to be essential to the work being performed hereunder:

NAME

TITLE

(To be completed at time of award)

ARTICLE G.5 INVOICE SUBMISSION

- (a) The Service Provider shall render invoices in accordance with FAR Clause 52.232-25, Prompt Payment. Invoice Instructions for NIH Fixed-Price Type Contracts, NIH(RC)-2, (Section J, Attachment 16) is attached and made a part of this contract. The instructions and the following directions for the submission of invoice/financing request must be followed to meet the requirements of a "proper" payment request pursuant to FAR 32.9.

An original and two (2) copies of the invoice shall be submitted to the following designated billing offices:

National Institutes of Health
Accounts Payable Section, OFM
31 Center Drive, MSC 2045
Building 31, Room B1B39
Bethesda, Maryland 20892-2045
Telephone: 301-496-6088

- (b) Concurrent with submission to the above designated payment offices, the following process must be followed: One (1) copy of the invoice shall be sent to each of the following addresses:

(i) National Institutes of Health
Division of Logistics Services
6011 Executive Blvd., Room
ATTN: Project Officer
Bethesda, Maryland 20892-7663
(To be completed at time of award)

(ii) National Institutes of Health
Office of Logistics and Acquisition Operations

ARTICLE G.6 GOVERNMENT PROPERTY

- (a) In addition to the requirements of the clause, GOVERNMENT PROPERTY, incorporated in SECTION I of this contract, the Contractor shall comply with the provisions of DHHS Publication, **Contractor's Guide for Control of Government Property, 1990**, which is incorporated into this contract by reference. Among other issues, this publication provides a summary of the Contractor's responsibilities regarding purchasing authorizations and inventory and reporting requirements under the contract. A copy of this publication is available upon request to the Contracts Property Administrator.

Requests for information regarding property under this contract should be directed to the following office:

Division of Personal Property Services, NIH
6011 Executive Blvd., MSC 7670
6011 Building, Suite 637
Bethesda, MD 20892-7670
(301) 496-6466

- (b) Notwithstanding the provisions outline in DHHS Publication, **Contractor's Guide for Control of Government Property, 1990** which is incorporated in this contract in paragraph (a) above, the contractor shall use the form entitled "Report of Government Owned, Contractor Held Property" for performing annual inventories required under this contract. This form is included as an attachment in SECTION J of this contract
- (c) **Government Furnished Property - Schedule II-B**

Pursuant to the clause, GOVERNMENT PROPERTY, incorporated in this contract the Government AGREES TO FURNISH (Attachments 8-12 as Government Furnished Property - Schedules II-B listed in Section J) to the Contractor for use in direct performance of the contract.

ARTICLE G.7 POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE

- (a) Contractor Performance Evaluations

Interim and final evaluations of contractor performance will be prepared on this contract in accordance with FAR Subpart 42.15. A final performance evaluation will be prepared at the time of completion of work. In addition to the final evaluation, interim evaluations will be prepared annually to coincide with the anniversary date of the contract. Interim and final evaluations will be provided to the Contractor as soon as practicable after completion of the evaluation. The Contractor will be permitted thirty days to review the document and to submit additional information or a rebutting statement. Any disagreement between the parties regarding an evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

- (b) Electronic Access to Contractor Performance Evaluations

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address:
http://ocm.od.nih.gov/cdmp/cps_contractor.htm

The registration process requires the contractor to identify an individual that will serve as a primary contact and who will be authorized access to the evaluation for review and comment. In addition, the Contractor will be required to identify an alternate contact who will be responsible for notifying the cognizant contracting official in the event the primary contact is unavailable to process the evaluation within the required 30-day time frame.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

ARTICLE H.1 INSURANCE

In accordance with FAR clause 52.228-5 - Insurance Work on a Government Installation referenced in Section I, the contractor shall provide and maintain during the entire performance period of this contract at least the kinds and minimum amounts of insurance required in the contract. They are:

- (1) Worker's Compensation and Employer's Liability - \$100,000.
- (2) General Liability - Bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
- (3) Automobile Liability - \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

The Contractor shall, at his own expense, procure and maintain during the entire performance period of this contract, insurance of at least the kinds and minimum amounts set forth above.

At all times during performance, the Contractor shall maintain with the Contracting Officer a current Certificate of Insurance showing at least the insurance required above, and providing for thirty (30) days written notice to the Contracting Officer by the insurance company prior to cancellation or material change in policy coverage.

ARTICLE H.2 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 email 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, DC 20026

ARTICLE H.3 HOLIDAYS AND ABSENCE/ADMINISTRATIVE LEAVE

- (a) DHHS/NIH personnel observe the following days as holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Any other day designated by Federal statute	
Any other day designated by Executive Order	
Any other day designated by the President's proclamation	

- (b) When any such day falls on a Saturday, the preceding Friday is observed. When any such day falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an extension to the delivery schedule or period of performance or adjustment to the price, estimated cost, or fee(s), if any, except as set forth in the contract.
- (c) Contractor personnel performing on-site under this contract with DHHS/NIH shall limit their observation of holidays to those set forth above. In the event Contractor personnel work during a holiday other than those above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.
- (d) When DHHS/NIH grants excused absence/administrative leave to its Government employees, on-site Contractor personnel shall also be dismissed. Some examples of excused absences are:
 - (i) When an 'adjusted home departure' policy is in place for non-emergency employees due to inclement weather conditions. The Office of Personnel Management will announce the number of hours employees are requested to leave home later than their normal departure time.
 - (ii) When the Federal Government is operating under an 'adjusted work dismissal' policy or the workplace is closed due to inclement weather.
 - (iii) When the NIH closes due to a threat to employees' health or safety.
- (e) However, the Contractor shall continue to provide sufficient personnel to perform around-the-clock requirements of critical efforts already in progress or scheduled and shall be guided by the instructions issued by the Contracting Officer or her/his duly appointed representative. In each instance when administrative leave is granted to Contractor personnel as a result of inclement weather, potentially hazardous conditions, explosions, or other special circumstances, it will be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be a reimbursable item of direct cost under the contract for employees whose regular time is normally direct charge and a reimbursable item of indirect in accordance with the Contractor's established accounting policy.

ARTICLE H.4 GENERAL CONDITIONS

Where the following terms appear herein, it shall be defined as followings:

- (a) National Institutes of Health (NIH) includes all facilities as stated in Section C - Performance Work Statement.
- (b) Contractor shall be used interchangeably with Service Provider.
- (c) Project Officer and Alternate Project Officer will be designated as PO

1. **USE OF PREMISES**

A. General

(1) Contractors (including subcontractors), their officials, employees and all other persons visiting or conducting business at the NIH in connection with contract work shall conform to the following requirements.

The Prime Contractor shall be responsible for the enforcement of these requirements by his subcontractors.

(2) Before work is started, the Contractor shall furnish to the NIH Project Officer the name of Principal Responsible Official for the contract plus at least one alternate, with their Home Addresses, Telephone Number, and Cell Number who may be contacted in case of emergencies occurring outside the regular hours of work. Similar information shall be furnished concerning all subcontractors.

(3) The Project Officer shall act as the liaison between the Contractor and NIH activities to provide or obtain:

- (a) Truck routes for delivery of supplies and equipment.
- (b) Storage areas for Contractor's materials and equipment (generally limited to the Contractor's site).
- (c) Parking areas for Contractor's vehicles, etc., and personal vehicles of Contractor's employees, within limits of space available.
- (d) Cardkeys.
- (e) Approvals, clearances, permits, and inspections by NIH activities.
- (f) Notification to affected NIH activities regarding interruptions of any and all services.
- (g) Compliance of the Contractor with the general and specific requirements listed herein.
- (h) All Contractor Employees are required to wear visible I.D. Badges/Identification Cards.

(4) Contractors shall comply with all orders and directions of uniformed NIH Police and Firemen or local jurisdictions.

B. Hours of Work

The Contractor will be permitted to work on the job at the NIH, Monday through Friday, except for the holidays listed in Article H.3, (some are observed on preceding Friday or following Monday when they occur on Saturday or Sunday).

Work at any other time including holidays must be scheduled and requested fifteen (15) calendar days in advance for written approval by the PO, and the Schedule shall be delivered to the NIH Special Police prior to start of work.

C. Use of Government Building Facilities

Building freight elevators shall be used by the Contractor to transport materials. The Contractor is responsible for protecting elevator cab interiors from damage.

D. Access to Government Building Facilities

Access to most buildings on the NIH Campus is controlled by the use of card access control system. The Security Section, CPB, DPS is responsible for the issuance of the card keys used with this system and programming parameters to lock/unlock controlled doors automatically at predetermined times.

Card Keys are not transferable and until returned are the responsibility of the person to whom it's issued.

E. Material Delivery, Storage Areas, and Debris Removal

- (1) *Material Delivery.* Wherever practicable, deliveries shall be made during the regular NIH working hours and only when the Contractor's Representative is available to receive them. If a Contractor's Representative cannot be located, the NIH Police Force has standing instructions not to allow the material to be unloaded at the job site. When deliveries are to be made outside normal NIH work hours, they must be scheduled for a pre-designated time in advance through the PO or APO so that NIH Police can arrange to open (and secure) doors to the building and area. This requirement is necessary to maintain building security.
- (2) No corridor or stairwell can be locked, blocked closed, or used for storage without the written permission of the PO.
- (3) Keep passage through all corridors clear and without obstructions at all times. Do not block the emergency egress with supplies, equipment or debris.

F. Fire Prevention

- (1) Contractors shall instruct their employees to immediately report any fire to the NIH Fire Department, (dial 911 if the phone is on an NIH exchange or 496-9913 if the phone is not on an NIH exchange or as designated by the GRC Baltimore) even if the fire has been extinguished. In addition, the NIH Fire Department shall be immediately notified of any hazardous material spill, ambulance or rescue emergency.

- (2) Contractors are responsible for promptly replacing and/or recharging any self-owned fire extinguisher that has been discharged. If the fire extinguisher is NIH owned, the NIH Fire Department shall be promptly notified for a replacement (dial 496-2372). Portable NIH-owned fire protection equipment shall not be moved unless approved by the NIH Fire Department.
- (3) The NIH Fire Prevention Section must approve the installation of aboveground or underground tanks for fueling the Contractor's equipment.
- (4) Contractors shall not use water from fire hydrants or standpipe risers without prior approval from the NIH Fire Department. In the event of actual emergencies, the fire department may discontinue the use of water from fire hydrants and or standpipe risers without advance notice.
- (5) The Contractor shall provide fire extinguishers, fire blankets and fire watch personnel as required by the Hazardous Work Permit.
- (6) Accumulation of combustible waste material and rubbish is prohibited. The Contractor on a daily basis shall remove such trash promptly from the site. Burning of waste material and rubbish is not permitted at the NIH.
- (7) The bulk storage of combustible and flammable building materials in corridors, cross-corridor intersections, stairwells, lobbies, and mechanical rooms is prohibited. Good housekeeping shall be maintained and means of egress shall be kept clear at all times.
- (8) The nightly storage of oil painting materials and supplies in corridors, cross-corridor intersections, stairwells, lobbies, and mechanical rooms is prohibited. Such materials shall be kept in locked and ventilated rooms or removed from the building each night.
- (9) The use of equipment fueled by petroleum products such as gasoline and fuel oil, etc. is prohibited in all NIH buildings. The NIH Fire Prevention Section on a case-by-case basis will approve the use of propane-operated equipment. If approved, the storage of a flammable liquid in a building will be limited to the fuel tank capacity of such equipment.
- (10) In the event of an emergency at the NIH sites that has been secured with a lock and chain, the NIH Fire Department will cut the chain to make entry. If warranted the contractor can obtain a new chain from the NIH Division of Security Operations (Locksmith Shop, Phone 496-3507).
- (11) The Contractor shall provide the NIH Fire Department **and NIH Police** a call backlist of home phone numbers and cell phone numbers of Contractor representatives to reach in the event of an emergency during off-hours.
- (12) Maintain a Material Safety Data Sheet binder. The binder shall include all hazardous materials used on at the NIH sites and shall be clearly identified, and easily accessible to the fire department after work hours. The NIH Fire Department shall be notified in writing of the binder location.

G. Security

- (1) Contractors shall be responsible for security of their property and material from theft and vandalism.
- (2) The Government does not accept responsibility for loss or damage to any property or work it has not accepted.
- (3) Contractor's personnel authorized to enter NIH buildings in Baltimore, Bethesda, Gaithersburg, and Rockville (excluding Building 10, Clinical Center) between 6:00 p.m. and 7:00 a.m. on weekdays, or any hour on Saturdays, Sundays, or holidays, shall enter and leave by the main entrance of that building and shall sign and enter the time in the official building log, except as may be otherwise arranged/ authorized by the Security Management Branch.
- (4) Contractors shall be responsible for excluding all but authorized persons from their work sites.
- (5) Contractors and their employees shall immediately report any known violations of law or regulations, or the discovery of unaccountable property, either private or Government-owned, to the Project Officer.
- (6) Conduct on Federal Property: Contractors are advised that operating a motor vehicle when entering upon or while on NIH property by a person under the influence of alcoholic beverages, narcotic drugs, including hallucinogens, marijuana, barbiturates or amphetamines, is prohibited. Entering upon the property, or while on the property, under the influence of, or using, or possessing any narcotic drug is prohibited. Such prohibition shall not apply in cases where a physician has prescribed the drug. Entering upon the property, or being on the property, under the influence of alcoholic beverages is prohibited. The use or possession of alcoholic beverages on NIH property is prohibited unless, upon occasions and at specific locations which the Director, NIH, or his delegated official has for appropriate official uses, granted an exemption in writing.
- (7) Equipment and repair supplies are the responsibility of the worker. Equipment and supplies cannot be left unattended, even temporarily, in any occupied patient care area.

H. Motor Vehicles and Parking Regulations

- (1) All persons driving motor vehicles onto the NIH in connection with contractor business, including the driving of employees' personal vehicles, shall abide by the Conduct of Persons and Traffic on Certain Federal Enclaves, dated July 21, 1980, as a condition of being permitted to enter the Campus and as part of the contract.
- (2) Only full-time employees may park at the NIH, Bethesda Campus. All others may park at the Mid Pike Plaza, Rockville, MD or other off-site satellite areas as designated by the Project Officer. Shuttle service is available from the satellite areas to the NIH Campus.
- (3) NIH Parking Policy Manual for the Bethesda Campus is On-line, enter this URL:
<http://www1.od.nih.gov/oma/manualchapters/management/1410>
- (4) The NIH Parking Office has restricted the issuance of parking permits to full time Employees/Contractors and encourages those who are here less than full time to park at the Mid Pike Plaza lot and take the Shuttle or use the Metro. To assist with parking for other than full time/permanent contractors, your company may purchase parking stickers from Colonial Parking for your staff, however, NIH cannot pay for this, nor was it in the contract to fund. Reimbursement will not be made for parking on campus.
- (5) The NIH will make available off-site satellite lots and shuttle service to contractors within limits of space availability. Currently, 150 spaces are available at Pooks Hill Marriott. Such space will be provided on a first come, first serve basis. Shuttle services will be provided between the hours of 5:45 a.m. and 7:00 p.m.

I. Grounds, Roads, and Walkways

- (1) Contractors shall perform their work in such a manner as to cause minimum damage to roads, walkways, and plantings, including lawns, shrubs, and trees.
- (2) Contractors shall not create obstruction to the flow of traffic on NIH roadways, including temporary reductions in horizontal or vertical clearances, except in accordance with schedules and by such means satisfactory to the PO.

J. Sanitation

- (1) Contractors shall maintain their working areas free from food debris and wrappers.

K. Hazardous Materials/Environmental Protection

- (1) For definition of Hazardous Material refer to hazardous materials/substances included in subparts H and Z of 29 CFR 1910; and to others as additionally defined in Fed. Std. 313. Those most commonly encountered include asbestos, polychlorinated biphenyls (PCBS), explosives, and radioactive material, but may include others. The most likely products to contain asbestos are sprayed on fireproofing, boiler lagging, and pipe covering.
- (2) The contractor shall bring to the attention of the PO any material suspected of being hazardous which he or she encounters during execution of the work. The PO will make a determination with a copy to the Contracting Officer, as to whether the contractor shall perform tests to determine if the material is hazardous. If the PO directs the contractor to perform tests, and/or the material is found hazardous and additional protective measures are needed, the PO shall notify the Contracting Officer.
- (3) Special facilities, devices, equipment, clothing, and similar items used by the contractor in the execution of the work shall comply with the applicable regulations.
- (4) If hazardous materials are disposed of off site, submit copies of permits from applicable, Federal, State, or municipal authorities.
- (5) The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to health and safety of personnel during execution of work, and shall hold the Government harmless for any action on his/her part or that of his/her employees or subcontractors which results in illness, injury or death.
- (6) The contractor shall comply with all Federal, State and Local Laws and Regulations pertaining to Environmental compliance together with all provisions listed in the Statement of work.

- (7) Other Laws and Regulations: Nothing contained in this clause shall relieve the Contractor from complying with applicable Federal, State, and Local Laws, codes, ordinances, and regulations (including the obtaining of licenses and permits) in connection with hazardous waste, pollution prevention, and environmental hazardous materials.

ARTICLE H.5 SAFETY AND HEALTH (HHSAR 352.223-70) (JAN 2001)

- (a) To help ensure the protection of the life and health of all persons, and to help prevent damage to property, the Contractor shall comply with all Federal, State and local laws and regulations applicable to the work being performed under this contract. These laws are implemented and/or enforced by the Environmental Protection Agency, Occupational Safety and Health Administration and other agencies at the Federal, state and local levels (Federal, State and local regulatory/enforcement agencies).
- (b) Further, the Contractor shall take or cause to be taken additional safety measures as the Contracting Officer, in conjunction with the project or other appropriate officers, determines to be reasonably necessary. If compliance with these additional safety measures results in an increase or decrease in the cost or time required for performance of any part of work under this contract, an equitable adjustment will be made in accordance with the applicable "Changes" clauses set forth in this contract.
- (c) The Contractor shall maintain an accurate record of, and promptly report to the Contracting Officer, all accidents or incidents resulting in the exposure of persons to toxic substances, hazardous material or hazardous operations; the injury or death of any person; and/or damage to property incidental to work performed under the contract and all violations for which the Contractor has been cited by any Federal, State or local regulatory/enforcement agency. The report shall include a copy of the notice of violation and the findings of any inquiry or inspection, and an analysis addressing the impact these violations may have on the work remaining to be performed. The report shall also state the required action(s), if any, to be taken to correct any violation(s) noted by the Federal, State or local regulatory/enforcement agency and the time frame allowed by the agency to accomplish the necessary corrective action.
- (d) If the Contractor fails or refuses to comply promptly with the Federal, State or local regulatory/enforcement agency's directive(s) regarding any violation(s) and prescribed corrective action(s), the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action (as approved by the Federal, State or local regulatory/enforcement agencies) has been taken and documented to the Contracting Officer. No part of the time lost due to any stop work order shall be subject to a claim for extension of time or costs or damages by the Contractor.
- (e) The Contractor shall insert the substance of this clause in each subcontract involving toxic substances, hazardous materials, or hazardous operations. Compliance with the provisions of this clause by subcontractors will be the responsibility of the Contractor.

ARTICLE H.6 PRESS RELEASES

- (a) Pursuant to Public Law 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 non-governmental sources.

(b) Public Law and Section No.	Fiscal Year	Period Covered
P.O. 108-199, Title V - General Provisions, Section 507	2004	10/01/03 - 09/30/04

ARTICLE H.7 NEEDLE EXCHANGE

- (a) Pursuant to Public Law cited in paragraph b., below, contract funds shall not be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

(b)	Public Law and Section No.	Fiscal Year	Period Covered
	P.L. 108-199, Title V-General Provisions, Section 505	2004	10/01/03 - 09/30/04

ARTICLE H.8 ANTI-LOBBYING

1. Pursuant to Public Law(s) cited in paragraph c., below, contract funds shall not be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself.
2. Contract funds shall not be used to pay salary or expenses of the contractor or any agent acting for the contractor, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

3.	Public Law and Section No.	Fiscal Year	Period Covered
	P.L. 108-199 Title V - General Provisions, Section 503a	2004	10/1/03 - 9/30/04
	P.L. 108-199 Title V - General Provisions, Section 503b	2004	10/1/03 - 9/30/04

GENERAL PROVISIONS

SEC. 503(a) No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive - legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself.

(b) No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

ARTICLE H.9 EXERCISING OPTIONS

Options exercised in accordance with FAR 52.217-8 Option to Extend Services shall be by written notice to the Contractor within 60 business days prior to the expiration of the base contract period or the then current option period.

ARTICLE H.10 INFORMATION TECHNOLOGY SYSTEMS SECURITY SPECIFICATIONS

The contractor agrees to comply with the Information Technology (IT) systems security and/or privacy specifications set forth herein; the Computer Security Act of 1987; Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Systems," and the DHHS Automated Information Systems Security Program (AISSP) Handbook, which may be found at the following websites:

- Computer Security Act of 1987: http://csrc.ncsl.nist.gov/secplcy/csa_87.txt
- OMB A-130, Appendix III: <http://csrc.ncsl.nist.gov/secplcy/a130app3.txt>
- DHHS AISSP Handbook: <http://irm.cit.nih.gov/policy/aissp.html>

The contractor further agrees to include this provision in any subcontract awarded pursuant to this prime contract. Failure to comply with these requirements shall constitute cause for termination.

The contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of the SOW. The contractor shall establish and implement appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of sensitive Government information, data, and/or equipment.

In addition, during all activities and operations on Government premises, the contractor shall comply with DHHS, including National Institutes of Health (NIH), rules of conduct.

a. Required IT Systems Security Training

The contractor shall assure that each employee has completed the NIH Computer Security Awareness Training (<http://irtsectraining.nih.gov/>) prior to performing any work under this contract.

The contractor shall maintain a listing by name and title of each individual working under this contract who has completed the NIH required training. Any additional security training completed by contractor staff shall be included on this listing. [The listing of completed training shall be included in the first technical progress report. (See Article C.2. Reporting Requirements) Any revisions to this listing as a result of staffing changes shall be submitted with next required technical progress report.]

As indicated in OMB Circular A-130 and/or NIST Special Publication 800-16, "Information Technology Security Training Requirements," contractor staff shall complete the following additional training prior to performing any work under this contract:

b. Position Sensitivity Designations

The Government has determined that the following position sensitivity designations and associated clearance and investigation requirements apply under this contract:

Table 3 - Position Sensitivity Designations for Individuals Accessing Agency Information, on the CIT website at <http://irm.cit.nih.gov/security/table3.htm> and Chapter VII of the DHHS AISP Handbook at <http://irm.cit.nih.gov/policy/aissp.html> include information about Position Sensitivity Designations.

Level 5C: Sensitive - Moderate Risk (Requires Suitability Determination with NACIC).

Contractor employees assigned to a Level 5C position with no previous investigation and approval shall undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), or possibly a Limited Background Investigation (LBI).

Contractor employees in AIS-related positions shall comply with the DHHS criteria for the assigned position sensitivity designations prior to performing any work under this contract.

Contractor employees who have met investigative requirements within the past five years may only require an updated or upgraded investigation. Verifications of completed investigations (e.g. copies of certificates of investigations or security clearances), as well as requests for new investigations, shall be submitted to the Project Officer*.

****NOTE: The Project Officer will submit requests for investigations and verifications of completed investigations to the cognizant Division of Human Resource Operation (DHRO) branch. The DHRO will coordinate investigations with the NIH Personnel Security Program Manager (NIH/OM/HR/DEPT, EPS 100, 594-1456), and will inform the Project Officer when investigations have been completed.***

c. Commitment to Protect Sensitive Information

(1) Contractor Agreement

The Contractor shall not release, publish, or disclose sensitive information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of sensitive information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

(2) Contractor-Employee Non-Disclosure Agreements

Each contractor employee who may have access to sensitive information under this contract shall complete the attachment entitled, "Commitment To Protect Non-Public Information - Contractor Agreement," which is referenced in Section J of this contract and available at: <http://irm.cit.nih.gov/security/Nondisclosure.pdf>

A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer prior to performing any work under the contract.

ARTICLE H.11 ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS

Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by P.L. 105-220 under Title IV (Rehabilitation Act Amendments of 1998) all Electronic and Information Technology (EIT) developed, procured, maintained and/or used under this contract shall be in compliance with the "Electronic and Information Technology Accessibility Standards" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR Part 1194. The complete text of Section 508 Final Standards can be accessed at <http://www.access-board.gov/>. The standards applicable to this requirement are identified in the Performance Work Statement.

ARTICLE H.12 ACCESS TO NATIONAL INSTITUTES OF HEALTH (NIH) ELECTRONIC MAIL

All Contractor staff that have access to and use of NIH electronic mail (e-mail) must identify themselves as contractors on all outgoing e-mail messages, including those that are sent in reply or are forwarded to another user. To best comply with this requirement, the contractor staff shall set up an e-mail signature ("AutoSignature") or an electronic business card ("V-card") on each contractor employee's computer system and/or Personal Digital Assistant (PDA) that will automatically display "Contractor" in the signature area of all e-mails sent.

PART II - CONTRACT CLAUSES

SECTION I

CONTRACT CLAUSES

ARTICLE I.1 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)(FEB 1998)

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

GENERAL CLAUSES FOR NEGOTIATED FIXED-PRICE SERVICE CONTRACT

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

<u>FAR</u> <u>Clause No.</u>	<u>Title and Date</u>
52.202-1	Definitions (Jun 2004)
52.203-3	Gratuities (Apr 1984)
52.203-5	Covenant Against Contingent Fee (Apr 1984)
52.203-6	Restrictions Against Subcontractor Sales To The Government (Jul 1995)
52.203-7	Anti-Kickback Procedures (Jul 1995)
52.203-8	Cancellation, Rescission And Recovery Of Funds For Illegal Or Improper Activity (Jan 1997)
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity (Jan 1997)
52.203-12	Limitation On Payments To Influence Certain Federal Transactions (Jun 2003)
52.204-2	Security Requirements (Aug 1996)
52.204-4	Printed Or Copied Double-Sided On Recycled Paper (Aug 2000)
52.204-7	Central Contractor Registration (Oct 2003)
52.208-9	Contractor Use of Mandatory Sources of Supply or Services(Feb 2002)
52.209-6	Protecting The Government's Interest When Subcontracting With Contractors Debarred, Suspended, Or Proposed For Debarment (Jul 1995)
52.215-2	Audit And Records - Negotiation (Jun 1999) Alt I (Jan 1997)
52.215-8	Order Of Precedence - Uniform Contract Format (Oct 1997)
52.215-14	Integrity of Unit Prices (Oct 1997)
52.219-6	Notice of Total Small Business Set-Aside (Jun 2003)
52.219-8	Utilization Of Small Business Concerns (May 2004)
52.219-14	Limitations on Subcontracting (Dec 1996)
52.222-1	Notice To The Government Of Labor Disputes (Feb 1997)
52.222-3	Convict Labor (Jun 2003)
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation (Sep 2000)
52.222-19	Child Labor-Cooperation with Authorities and Remedies (Jan 2004)
52.222-21	Prohibition Of Segregated Facilities (Feb 1999)
52.222-26	Equal Opportunity (Apr 2002)
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans (Dec 2001)
52.222-36	Affirmative Action For Workers With Disabilities (Jun 1998)

<u>FAR</u> <u>Clause No.</u>	<u>Title and Date</u>
---------------------------------	-----------------------

52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, And Other Eligible Veterans (Dec 2001)
52.222-41	Service Contract Act of 1965 - As Amended (May 1989)
52.222-43	Fair Labor Standards Acts And Service Contract Act - Price Adjustment (Multiple Year And Option Contracts) (May 1989)
52.223-3	Hazardous Material Identification and Material Safety Data (Jan 1997) Alt I (Jul 1995)
52.223-5	Pollution Prevention And Right-To-Know Information (Aug 2003)
52.223-6	Drug-Free Workplace (May 2001)
52.223-10	Waste Reduction Program (Aug 2000)
52.223-12	Refrigeration Equipment and Air Conditioners (May 1995)
52.223-14	Toxic Chemical Release Reporting (Aug 2003)
52.224-1	Privacy Act Notification (Apr 1984)
52.224-2	Privacy Act (Apr 1984)
52.225-13	Restrictions on Certain Foreign Purchases (Dec 2003)
52.227-1	Authorization and Consent (Jul 1995)
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement (Aug 1996)
52.228-5	Insurance - Work On A Government Installation (Jan 1997)
52.228-7	Insurance - Liability To Third Persons (Mar 1996)
52.229-3	Federal, State And Local Taxes (Apr 2003)
52.230-2	Cost Accounting Standards (Apr 1998)
52.230-3	Disclosure and Consistency of Cost Accounting Practices (Apr 1998)
52.230-6	Administration of Cost Accounting Standards (Nov 1999)
52.232-1	Payments (Apr 1984)
52.232-8	Discounts for Prompt Payment (Feb 2002)
52.232-9	Limitations on Withholding of Payments (Apr 1984)
52.232-11	Extras (Apr 1984)
52.232-17	Interest (Jun 1996)
52.232-23	Assignment Of Claims (Jan 1986)
52.232-25	Prompt Payment (Oct 2003)
52.232-33	Payment By Electronic Funds Transfer-Central Contractor Registration (Oct 2003)
52.233-1	Disputes (Jul 2002)
52.233-3	Protest After Award (Aug 1996)
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation (Apr 1984)
52.237-3	Continuity Of Services (Jan 1991)
52.239-1	Privacy or Security Safeguards (Aug 1996)
52.242-13	Bankruptcy (Jul 1995)
52.243-1	Changes-Fixed Price (Aug 1987) Alt II (Apr 1984)
52.245-1	Property Records (Apr 1984)
52.245-2	Government Property (Fixed-Price) (May 2004) Alt I (Apr 1984)
52.245-19	Government Property Furnished "As Is" (Apr 1984)
52.246-20	Warranty of Services (May 2001)
52.246-25	Limitation Of Liability - Services (Feb 1997)
52.249-2	Termination For Convenience Of The Government (Fixed-Price) (Sep 1996)
52.249-8	Default (Fixed-Price Supply and Service) (Apr 1984)
52.249-13	Failure To Perform (Apr 1984)
52.249-14	Excusable Delays (Apr 1984)
52.251-1	Government Supply Sources (Apr 1984) Alt I (Apr 1984)
52.253-1	Computer Generated Forms (Jan 1991)

**II. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR)
(48 CFR CHAPTER 3) CLAUSES**

<u>Clause No.</u>	<u>Title and Date</u>
352.202-1	Definitions (Jan 2001)
352.216-72	Additional Cost Principles (Oct 1990)
352.224-70	Confidential of Information (Apr 1984)

352.228-7	Insurance - Liability to Third Persons (Dec 1998)
352.232-9	Withholding of Contract Payments (Apr 1984)
352.233-70	Litigation and Claims (Apr 1984)
352.242-71	Final Decisions on Audit Findings (Apr 1984)
352.270-4	Pricing of Adjustments (Jan 2001)
352.270-5	Key Personnel (Apr 1984)
352.270-6	Publication and Publicity (Jul 1991)
352.270-7	Paperwork Reduction Act (Jan 2001)

[End GENERAL CLAUSES REVISED 06/2004]

ARTICLE I.2 APPROVAL OF CONTRACT (FAR 52.204-1)(DEC 1989)

This contract is subject to the written approval of the Source Selection Authority and shall not be binding until so approved.

ARTICLE I.3 RIGHT OF FIRST REFUSAL OF EMPLOYMENT (FAR 52.207-3)(NOV 1991)

(a) The Contractor shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards.

(b) Within 10 days after contract award, the Contracting Officer will provide to the Contractor a list of all Government employees who have been or will be adversely affected or separated as a result of award of this contract.

(c) The Contractor shall report to the Contracting Officer the names of individuals identified on the list who are hired within 90 days after contract performance begins. This report shall be forwarded within 120 days after contract performance begins.

ARTICLE I.4 RIGHT OF FIRST REFUSAL FLOW-DOWN

Contract Clause FAR 52.207-3, Right of First Refusal of Employment, shall be a flow-down requirement for all subcontractors.

ARTICLE I.5 OPTION TO EXTEND SERVICES (FAR 52.217-8)(NOV 1999)

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

ARTICLE I.6 OPTION TO EXTEND THE TERMS 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 shall give 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 provision.

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

NOTE: In addition to the period of performance of the base year and four option years, the Service Provider may earn extensions (award terms) up to three additional years. See Section L, Article L.5 - Incentives and Disincentives.

ARTICLE I.7 AVAILABILITY OF FUNDS (FAR 52.232-18) (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

ARTICLE I.8 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES(FAR 52.222-42)(MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

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

Employee Class

Monetary Wage - Fringe Benefits

See Attachment #13, Section J

ARTICLE I.9 GENERAL METHOD OF PROCEDURE

All work shall be done in a first class manner. Workers shall be subject to the rules of the facility for which they are working such as parking regulations, obeying traffic rules, etc.

ARTICLE I.10 HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The Contractor shall save and hold harmless and indemnify the Government against any and all claims, liabilities and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property (Government or otherwise) occurring in connection with or in any incident to or arising out of the occupancy, use, service, operations or performance of work under the terms of this contract, resulting in whole, or in part from the negligent acts or omissions of Contractor, any subcontractor, or any employee, agent or representative of Contractor or subcontractor.

ARTICLE I.11 DAMAGE TO GOVERNMENT PROPERTY FROM CAUSES OTHER THAN CONTRACTOR'S NEGLIGENCE

Nothing in the preceding clause shall be considered to preclude the Government from receiving the benefits on any insurance the Contractor may carry which provides for indemnification for any loss or destruction may of, or damage to property in the custody and care of the Contractor where such loss, destruction or damage is to Government Property. The Contractor shall do nothing to prejudice the Government's right to recover against third parties for any loss of, destruction of, or damage to Government Property and upon the request of the Contracting Officer shall, at the Government's expense, furnish to the Government all responsible assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the Government) in obtaining recovery.

ARTICLE I.12 LIABILITY FOR LOSS OR DAMAGE TO CERTAIN FACILITIES AND EQUIPMENT

Risk of loss or damage for all Government property, not provided as Government-Furnished Facilities or Government-Furnished Equipment, shall be governed by FAR Clause 52.237-2, Protection of Government Buildings, Equipment, and Vegetation.

ARTICLE I.13 GOVERNMENT LIABILITY

The Government shall not be liable for any loss or damage to the Contractor's property, or for expense incidental to such loss or damage unless it is proven that the loss was due to negligence of Government employees acting within the scope of their employment.

ARTICLE I.14 OZONE-DEPLETING SUBSTANCES (FAR 52.223-11)(MAY 2001)

- (a) Definition, Ozone-depleting substance, as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as–
 - (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
 - (2) Class II, including, but not limited to, hydrochlorofluorocarbons.
- (b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j(b),(c), and (d) and 40 CFR Part 82, Subpart E, as follows:

“**WARNING:** Contains (or manufactured with, if applicable), a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.”

The Contractor shall insert the name of the substance(s):

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J

LIST OF ATTACHMENTS

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3. Government Notice For Handling Proposals	1
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6. Wage Determination No. 1994-2103 (Rev. No. 32) Dated 05/27/2004	8
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9. GFP - Schedule II-B - TE-09 GFE-GDC Material Handling Equipment - Chargers	1
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13. List of Equivalent Rates for Federal Hires	1
14. Procurement of Certain Equipment, NIH(RC)-7	1
15. Contact Points	1
16. Invoice Instructions for NIH Fixed-Price Contracts, NIH(RC)-2	1
17. Source List	3
18. Report of Government Owned, Contractor Held Property	1
19. Inventory Verification Survey, SF 1423 (Rev 5/2004)	1

PACKAGING AND DELIVERY OF THE PROPOSAL

Your proposal shall be organized as specified in Section L.1, "Instructions to Offerors" - General Instructions. Shipment and marking shall be as indicated below.

NUMBER OF COPIES

The number of copies required of each part of your proposal are as specified below:

Technical Proposal - Original + 10 Copies

Business Proposal - Original + 10 Copies

Past Performance - Original + 10 Copies

Representations and Certifications - Original + 3 Copies

EXTERNAL PACKAGE MARKING

In addition to the address cited below, mark each package as follows:

"RFP NUMBER: 263-04-P(BC)-0013"

"DO NOT OPEN"

PROPOSAL DELIVERY ADDRESSES:

If mailing your proposal through the U.S. Postal Service use the following address:

National Institutes of Health
Office of Logistics and Acquisition Operations, OA
6011 Executive Blvd., Room 529Q MSC 7663
ATTN: Sheri Custer
Bethesda, MD 20892-7663

If hand delivering, or using a courier service such as:

UPS, Federal Express, etc., use the following **City, State and Zip Code:**

Rockville, MD 20852

NOTE: The U.S. Postal Service's "Express Mail" does not deliver to the Rockville, Maryland address. Any package sent to the Rockville address via this service will be held at a local post office for pick-up. **The Government is not responsible for picking up any mail at a local post office.** If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal".

PROPOSAL INTENT RESPONSE SHEET

RFP No.: **263-04-P(BC)-0013**

Please review the attached Request for Proposal. Furnish the information requested below and return this page by the earliest practicable date. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

DO INTEND TO SUBMIT A PROPOSAL

DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

PLEASE TYPE THE FOLLOWING:

Name and Title: _____

Organization: _____

Address: _____

Date: _____

RETURN TO: National Institutes of Health
Office of Logistics and Acquisition Operations
6011 Executive Blvd., Room 529-Q
Bethesda, Maryland 20892-7663
Attn: Sheri Custer

Due to time constraints please fax this form to the attention of Sheri Custer at:

301-402-3407

GOVERNMENT NOTICE FOR HANDLING PROPOSALS

This proposal shall be used and disclosed for evaluation purposes only, and a copy of this Government notice shall be applied to any reproduction or abstract thereof. Any authorized restrictive notices which the offeror places on this proposal shall be strictly complied with. Disclosure of this proposal outside the Government for evaluation purposes shall be made only to the extent authorized by, and in accordance with, the procedures in HHSAR paragraph 315.608-72.

- A. If authorized in agency implementing regulations, agencies may release proposal outside the Government for evaluation, consistent with the following:
- (1) Decisions to release proposals outside the Government for evaluation purposes shall be made by the agency head or designee;
 - (2) Written agreement must be obtained from the evaluator that the information (data) contained in the proposal will be used only for evaluation purposes and will not be further disclosed;
 - (3) Any authorized restrictive legends place on the proposal by the prospective Contractor or subcontractor or by the Government shall be applied to any reproduction or abstracted information made by the evaluator;
 - (4) Upon completing the evaluation, all copies of the proposal, as well as any abstracts thereof, shall be returned to the Government office which initially furnished them for evaluation; and
 - (5) All determinations to release the proposal outside the Government take into consideration requirements for avoiding organizational conflicts of interest and the competitive relationship, if any, between the prospective Contractor or subcontractor and the prospective outside evaluator.
- B. The offeror of any proposal shall be provided notice adequate to afford an opportunity to take appropriate action before release of any information (data) contained therein pursuant to a request under the Freedom of Information Act (5 U.S.C. 552); and, time permitting, the offeror should be consulted to obtain assistance in determining the eligibility of the information (data) in question as an exemption under the Act. (See also Subpart 24.2, Freedom of Information Act.)

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. CONTRACT</p> <p><input type="checkbox"/> b. GRANT</p> <p><input type="checkbox"/> c. COOPERATIVE AGREEMENT</p> <p><input type="checkbox"/> d. LOAN</p> <p><input type="checkbox"/> e. LOAN GUARANTEE</p> <p><input type="checkbox"/> f. LOAN INSURANCE</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. BID/OFFER/APPLICATION</p> <p><input type="checkbox"/> b. INITIAL AWARD</p> <p><input type="checkbox"/> c. POST-AWARD</p>	<p>3. Report Type</p> <p><input type="checkbox"/> a. INITIAL FILING</p> <p><input type="checkbox"/> b. MATERIAL CHANGE</p> <p>FOR MATERIAL CHANGE ONLY:</p> <p>YEAR _____ QUARTER _____</p> <p>DATE OF LAST REPORT _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> PRIME <input type="checkbox"/> SUBAWARDEE</p> <p>TIER _____, IF KNOWN:</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of</p>
<p>6. Federal Department/Agency</p>		<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>
<p>8. Federal Action Number if known:</p>		<p>9. Award Amount if known:</p> <p>\$ _____</p>
<p>10a. Name and Address of Lobbying Entity (If individual, last name, first name, MI)</p>		<p>b. Individual Performing Services (including address if different from No. 10A) (last name, first name, MI)</p>
<p><i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i></p>		
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. RETAINER</p> <p><input type="checkbox"/> b. ONE-TIME FEE</p> <p><input type="checkbox"/> c. COMMISSION</p> <p><input type="checkbox"/> d. CONTINGENT FEE</p> <p><input type="checkbox"/> e. DEFERRED</p> <p><input type="checkbox"/> f. OTHER; SPECIFY: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: nature _____</p> <p>value _____</p>		
<p>14. Brief Description of Services performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11:</p>		
<p><i>(attach Continuation sheet(s) SF LLL-A, if necessary)</i></p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only:</p>		<p>AUTHORIZED FOR LOCAL REPRODUCTION Standard Form - LLL</p>

INSTRUCTIONS

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered Federal action.
 - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 9a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. In other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET**

Approved by OMB
0348-0046

Reporting Entity: _____

Page _____ of _____

ISO 9000-200 CERTIFICATION

The government has identified the benefits of ISO 9000-2000 as a cost reducer within quality control, improved resource management, and is currently ISO 9000-2000 warehouse-distribution certified for the requirements cited in this PWS. Because of these and other benefits observed, the government requires that the Service Provider shall be ISO 9000-2000 warehouse-distribution certified and maintain that certification throughout the life of this award.

The Service Provider represents that-

- (1) It [] is certified and maintains an ISO 9000-2000 certificate.

Copy Attached []

- (2) It [] is not certified.

(Name of Offeror)

(Signature of Authorized Individual)

(Typed Name of Authorized Individual)

(Date)

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

94-2103 DC, DISTRICT-WIDE

06/08/04

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W. Gross	Division of	Wage Determination No.: 1994-2103
Director	Wage Determinations	Revision No.: 32
		Date Of Last Revision: 05/27/2004

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.73
01012 - Accounting Clerk II	12.75
01013 - Accounting Clerk III	14.49
01014 - Accounting Clerk IV	16.50
01030 - Court Reporter	16.50
01050 - Dispatcher, Motor Vehicle	16.50
01060 - Document Preparation Clerk	12.75
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.75
01110 - Film/Tape Librarian	14.65
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.04
01131 - Key Entry Operator I	11.73
01132 - Key Entry Operator II	12.75
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	14.49
01263 - Personnel Assistant (Employment) III	16.50
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	17.82
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	19.04
01314 - Secretary IV	20.52
01315 - Secretary V	23.47
01320 - Service Order Dispatcher	15.82
01341 - Stenographer I	14.68
01342 - Stenographer II	16.47
01400 - Supply Technician	20.52
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.96
01510 - Test Examiner	16.56
01520 - Test Proctor	16.56

01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49
01533 - Travel Clerk III	13.41
01611 - Word Processor I	12.75
01612 - Word Processor II	14.49
01613 - Word Processor III	16.65
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	14.15
03041 - Computer Operator I	14.49
03042 - Computer Operator II	16.50
03043 - Computer Operator III	18.60
03044 - Computer Operator IV	20.52
03045 - Computer Operator V	23.22
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.33
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.49
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.01
07010 - Baker	11.87
07041 - Cook I	10.93
07042 - Cook II	12.46
07070 - Dishwasher	9.76
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09070 - Furniture Refinisher	18.05
09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	14.27
11121 - House Keeping Aid I	9.83
11122 - House Keeping Aid II	10.32
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	11.65
11240 - Maid or Houseman	9.83
11270 - Pest Controller	12.44
11300 - Refuse Collector	11.69

11330 - Tractor Operator	14.00
11360 - Window Cleaner	10.51
12000 - Health Occupations	
12020 - Dental Assistant	16.90
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	14.39
12071 - Licensed Practical Nurse I	15.86
12072 - Licensed Practical Nurse II	17.79
12073 - Licensed Practical Nurse III	19.92
12100 - Medical Assistant	12.94
12130 - Medical Laboratory Technician	16.07
12160 - Medical Record Clerk	13.60
12190 - Medical Record Technician	14.97
12221 - Nursing Assistant I	9.31
12222 - Nursing Assistant II	10.48
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12250 - Pharmacy Technician	11.84
12280 - Phlebotomist	12.33
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	28.94
12313 - Registered Nurse II, Specialist	28.94
12314 - Registered Nurse III	34.48
12315 - Registered Nurse III, Anesthetist	34.48
12316 - Registered Nurse IV	41.33
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	20.85
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	27.29
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	23.59
13050 - Library Technician	17.18
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.71
15030 - Counter Attendant	8.71
15040 - Dry Cleaner	10.03
15070 - Finisher, Flatwork, Machine	8.71
15090 - Presser, Hand	8.71
15100 - Presser, Machine, Drycleaning	8.71
15130 - Presser, Machine, Shirts	8.71
15160 - Presser, Machine, Wearing Apparel, Laundry	8.71
15190 - Sewing Machine Operator	10.77
15220 - Tailor	12.43
15250 - Washer, Machine	9.31
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.95
19040 - Tool and Die Maker	23.05
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	19.38
21020 - Material Coordinator	18.47
21030 - Material Expediter	18.47
21040 - Material Handling Laborer	11.50
21050 - Order Filler	13.21
21071 - Forklift Operator	14.58
21080 - Production Line Worker (Food Processing)	14.48
21100 - Shipping/Receiving Clerk	13.09

21130 - Shipping Packer	13.09
21140 - Store Worker I	9.06
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.05
21210 - Tools and Parts Attendant	16.99
21400 - Warehouse Specialist	15.76
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.68
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	17.65
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.55
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	20.93
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.61
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.76
23460 - Instrument Mechanic	19.98
23470 - Laborer	12.97
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	21.67
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	22.12
23800 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	19.98
23850 - Rigger	19.98
23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	21.35
23931 - Telecommunication Mechanic II	22.50
23950 - Telephone Lineman	20.93
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.37
24580 - Child Care Center Clerk	15.86
24600 - Chore Aid	9.29
24630 - Homemaker	16.45
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	13.85
25210 - Water Treatment Plant Operator	19.72

27000 - Protective Service Occupations	
(not set) - Police Officer	22.74
27004 - Alarm Monitor	16.79
27006 - Corrections Officer	17.69
27010 - Court Security Officer	20.31
27040 - Detention Officer	18.29
27070 - Firefighter	20.59
27101 - Guard I	10.46
27102 - Guard II	13.78
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	18.44
28020 - Hatch Tender	18.44
28030 - Line Handler	18.44
28040 - Stevedore I	17.34
28050 - Stevedore II	19.56
29000 - Technical Occupations	
21150 - Graphic Artist	20.74
29010 - Air Traffic Control Specialist, Center (2)	30.83
29011 - Air Traffic Control Specialist, Station (2)	21.26
29012 - Air Traffic Control Specialist, Terminal (2)	23.42
29023 - Archeological Technician I	15.52
29024 - Archeological Technician II	17.35
29025 - Archeological Technician III	21.94
29030 - Cartographic Technician	23.33
29035 - Computer Based Training (CBT) Specialist/ Instructor	28.42
29040 - Civil Engineering Technician	21.52
29061 - Drafter I	13.01
29062 - Drafter II	16.29
29063 - Drafter III	18.30
29064 - Drafter IV	23.33
29081 - Engineering Technician I	16.15
29082 - Engineering Technician II	18.75
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	25.86
29085 - Engineering Technician V	31.62
29086 - Engineering Technician VI	38.26
29090 - Environmental Technician	19.29
29100 - Flight Simulator/Instructor (Pilot)	22.59
29160 - Instructor	24.57
29210 - Laboratory Technician	18.56
29240 - Mathematical Technician	23.44
29361 - Paralegal/Legal Assistant I	20.03
29362 - Paralegal/Legal Assistant II	24.82
29363 - Paralegal/Legal Assistant III	30.35
29364 - Paralegal/Legal Assistant IV	36.73
29390 - Photooptics Technician	23.33
29480 - Technical Writer	25.95
29491 - Unexploded Ordnance (UXO) Technician I	19.59
29492 - Unexploded Ordnance (UXO) Technician II	23.71
29493 - Unexploded Ordnance (UXO) Technician III	28.41
29494 - Unexploded (UXO) Safety Escort	19.59
29495 - Unexploded (UXO) Sweep Personnel	19.59
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	13.45
31300 - Taxi Driver	12.09
31361 - Truckdriver, Light Truck	13.45
31362 - Truckdriver, Medium Truck	17.09
31363 - Truckdriver, Heavy Truck	18.40

31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.53
99030 - Cashier	8.93
99041 - Carnival Equipment Operator	12.35
99042 - Carnival Equipment Repairer	13.30
99043 - Carnival Worker	8.31
99050 - Desk Clerk	9.78
99095 - Embalmer	19.04
99300 - Lifeguard	10.30
99310 - Mortician	23.79
99350 - Park Attendant (Aide)	12.93
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	10.11
99500 - Recreation Specialist	15.94
99510 - Recycling Worker	15.47
99610 - Sales Clerk	10.84
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	18.05
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.16
99660 - Surveying Aide	11.22
99690 - Swimming Pool Operator	13.93
99720 - Vending Machine Attendant	10.73
99730 - Vending Machine Repairer	13.93
99740 - Vending Machine Repairer Helper	11.34

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

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

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

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

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

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94-2247 MD, BALTIMORE

06/08/04

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WASHINGTON D.C. 20210

William W.Gross
DirectorDivision of
Wage Determinations

Wage Determination No.: 1994-2247

Revision No.: 25

Date Of Last Revision: 05/27/2004

State: Maryland

Area: Maryland Counties of Anne Arundel, Baltimore, Baltimore City, Carroll,
Harford, Howard

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.73
01012 - Accounting Clerk II	12.75
01013 - Accounting Clerk III	14.49
01014 - Accounting Clerk IV	16.50
01030 - Court Reporter	16.50
01050 - Dispatcher, Motor Vehicle	16.50
01060 - Document Preparation Clerk	12.24
01070 - Messenger (Courier)	9.80
01090 - Duplicating Machine Operator	12.24
01110 - Film/Tape Librarian	12.86
01115 - General Clerk I	9.99
01116 - General Clerk II	12.21
01117 - General Clerk III	14.07
01118 - General Clerk IV	15.52
01120 - Housing Referral Assistant	18.41
01131 - Key Entry Operator I	11.73
01132 - Key Entry Operator II	12.75
01191 - Order Clerk I	13.92
01192 - Order Clerk II	15.95
01261 - Personnel Assistant (Employment) I	13.16
01262 - Personnel Assistant (Employment) II	14.75
01263 - Personnel Assistant (Employment) III	17.05
01264 - Personnel Assistant (Employment) IV	18.97
01270 - Production Control Clerk	17.82
01290 - Rental Clerk	14.49
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	18.41
01314 - Secretary IV	20.52
01315 - Secretary V	23.22
01320 - Service Order Dispatcher	14.76
01341 - Stenographer I	14.69
01342 - Stenographer II	16.46
01400 - Supply Technician	20.52
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.65
01510 - Test Examiner	16.43
01520 - Test Proctor	16.43
01531 - Travel Clerk I	9.86
01532 - Travel Clerk II	10.75
01533 - Travel Clerk III	11.73

01611 - Word Processor I	12.75
01612 - Word Processor II	14.49
01613 - Word Processor III	16.50
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	14.08
03041 - Computer Operator I	14.49
03042 - Computer Operator II	16.50
03043 - Computer Operator III	18.73
03044 - Computer Operator IV	20.52
03045 - Computer Operator V	23.22
03071 - Computer Programmer I (1)	18.15
03072 - Computer Programmer II (1)	23.33
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.49
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.28
05010 - Automotive Glass Installer	15.81
05040 - Automotive Worker	15.81
05070 - Electrician, Automotive	17.00
05100 - Mobile Equipment Servicer	14.61
05130 - Motor Equipment Metal Mechanic	17.00
05160 - Motor Equipment Metal Worker	15.81
05190 - Motor Vehicle Mechanic	17.00
05220 - Motor Vehicle Mechanic Helper	14.01
05250 - Motor Vehicle Upholstery Worker	15.81
05280 - Motor Vehicle Wrecker	15.81
05310 - Painter, Automotive	16.35
05340 - Radiator Repair Specialist	15.81
05370 - Tire Repairer	13.77
05400 - Transmission Repair Specialist	17.00
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.16
07010 - Baker	11.44
07041 - Cook I	10.92
07042 - Cook II	11.85
07070 - Dishwasher	9.70
07130 - Meat Cutter	14.05
07250 - Waiter/Waitress	8.09
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	15.95
09040 - Furniture Handler	13.31
09070 - Furniture Refinisher	15.95
09100 - Furniture Refinisher Helper	13.66
09110 - Furniture Repairer, Minor	14.81
09130 - Upholsterer	15.95
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.35
11060 - Elevator Operator	9.23
11090 - Gardener	11.82
11121 - House Keeping Aid I	9.64
11122 - House Keeping Aid II	10.14
11150 - Janitor	9.22
11210 - Laborer, Grounds Maintenance	10.65
11240 - Maid or Houseman	9.64
11270 - Pest Controller	12.02
11300 - Refuse Collector	10.14
11330 - Tractor Operator	11.59
11360 - Window Cleaner	9.80
12000 - Health Occupations	

12020 - Dental Assistant	14.07
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	14.14
12071 - Licensed Practical Nurse I	16.10
12072 - Licensed Practical Nurse II	18.15
12073 - Licensed Practical Nurse III	19.92
12100 - Medical Assistant	12.11
12130 - Medical Laboratory Technician	15.28
12160 - Medical Record Clerk	12.76
12190 - Medical Record Technician	15.20
12221 - Nursing Assistant I	9.30
12222 - Nursing Assistant II	10.45
12223 - Nursing Assistant III	11.23
12224 - Nursing Assistant IV	12.61
12250 - Pharmacy Technician	12.45
12280 - Phlebotomist	12.61
12311 - Registered Nurse I	24.92
12312 - Registered Nurse II	28.66
12313 - Registered Nurse II, Specialist	28.66
12314 - Registered Nurse III	32.86
12315 - Registered Nurse III, Anesthetist	32.86
12316 - Registered Nurse IV	37.79
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	21.30
13011 - Exhibits Specialist I	17.60
13012 - Exhibits Specialist II	23.33
13013 - Exhibits Specialist III	25.14
13041 - Illustrator I	17.60
13042 - Illustrator II	23.33
13043 - Illustrator III	25.14
13047 - Librarian	23.59
13050 - Library Technician	15.47
13071 - Photographer I	14.17
13072 - Photographer II	17.18
13073 - Photographer III	21.29
13074 - Photographer IV	22.85
13075 - Photographer V	27.63
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.40
15030 - Counter Attendant	7.40
15040 - Dry Cleaner	9.84
15070 - Finisher, Flatwork, Machine	7.40
15090 - Presser, Hand	7.40
15100 - Presser, Machine, Drycleaning	7.40
15130 - Presser, Machine, Shirts	7.40
15160 - Presser, Machine, Wearing Apparel, Laundry	7.40
15190 - Sewing Machine Operator	10.67
15220 - Tailor	11.47
15250 - Washer, Machine	8.23
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.63
19040 - Tool and Die Maker	22.83
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16.99
21020 - Material Coordinator	17.56
21030 - Material Expediter	17.56
21040 - Material Handling Laborer	12.72
21050 - Order Filler	11.90
21071 - Forklift Operator	14.73
21080 - Production Line Worker (Food Processing)	14.73
21100 - Shipping/Receiving Clerk	12.80
21130 - Shipping Packer	13.57
21140 - Store Worker I	12.38
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14.77

21210 - Tools and Parts Attendant	16.51
21400 - Warehouse Specialist	15.11
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	21.99
23040 - Aircraft Mechanic Helper	18.03
23050 - Aircraft Quality Control Inspector	22.76
23060 - Aircraft Servicer	19.68
23070 - Aircraft Worker	20.49
23100 - Appliance Mechanic	18.83
23120 - Bicycle Repairer	13.77
23125 - Cable Splicer	24.70
23130 - Carpenter, Maintenance	17.40
23140 - Carpet Layer	16.96
23160 - Electrician, Maintenance	21.27
23181 - Electronics Technician, Maintenance I	16.60
23182 - Electronics Technician, Maintenance II	20.02
23183 - Electronics Technician, Maintenance III	20.76
23260 - Fabric Worker	16.29
23290 - Fire Alarm System Mechanic	19.43
23310 - Fire Extinguisher Repairer	15.91
23340 - Fuel Distribution System Mechanic	19.54
23370 - General Maintenance Worker	15.42
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.58
23430 - Heavy Equipment Mechanic	18.38
23440 - Heavy Equipment Operator	19.29
23460 - Instrument Mechanic	18.53
23470 - Laborer	12.97
23500 - Locksmith	17.09
23530 - Machinery Maintenance Mechanic	18.46
23550 - Machinist, Maintenance	16.62
23580 - Maintenance Trades Helper	13.66
23640 - Millwright	19.64
23700 - Office Appliance Repairer	17.86
23740 - Painter, Aircraft	18.16
23760 - Painter, Maintenance	17.02
23790 - Pipefitter, Maintenance	21.25
23800 - Plumber, Maintenance	19.11
23820 - Pneudraulic Systems Mechanic	18.53
23850 - Rigger	18.49
23870 - Scale Mechanic	17.21
23890 - Sheet-Metal Worker, Maintenance	16.58
23910 - Small Engine Mechanic	15.42
23930 - Telecommunication Mechanic I	16.96
23931 - Telecommunication Mechanic II	18.83
23950 - Telephone Lineman	16.58
23960 - Welder, Combination, Maintenance	16.58
23965 - Well Driller	17.12
23970 - Woodcraft Worker	18.59
23980 - Woodworker	14.98
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.56
24580 - Child Care Center Clerk	13.70
24600 - Chore Aid	8.73
24630 - Homemaker	12.95
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.04
25040 - Sewage Plant Operator	19.43
25070 - Stationary Engineer	22.04
25190 - Ventilation Equipment Tender	15.19
25210 - Water Treatment Plant Operator	19.00
27000 - Protective Service Occupations	
(not set) - Police Officer	22.74
27004 - Alarm Monitor	15.12

27006 - Corrections Officer	17.59
27010 - Court Security Officer	20.31
27040 - Detention Officer	18.29
27070 - Firefighter	20.59
27101 - Guard I	10.81
27102 - Guard II	15.15
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	18.59
28020 - Hatch Tender	18.59
28030 - Line Handler	18.59
28040 - Stevedore I	17.26
28050 - Stevedore II	18.59
29000 - Technical Occupations	
21150 - Graphic Artist	22.09
29010 - Air Traffic Control Specialist, Center (2)	30.83
29011 - Air Traffic Control Specialist, Station (2)	21.26
29012 - Air Traffic Control Specialist, Terminal (2)	23.42
29023 - Archeological Technician I	15.57
29024 - Archeological Technician II	18.33
29025 - Archeological Technician III	23.33
29030 - Cartographic Technician	23.33
29035 - Computer Based Training (CBT) Specialist/ Instructor	27.80
29040 - Civil Engineering Technician	22.39
29061 - Drafter I	12.73
29062 - Drafter II	15.10
29063 - Drafter III	18.76
29064 - Drafter IV	23.33
29081 - Engineering Technician I	17.05
29082 - Engineering Technician II	18.84
29083 - Engineering Technician III	21.16
29084 - Engineering Technician IV	25.53
29085 - Engineering Technician V	29.99
29086 - Engineering Technician VI	35.59
29090 - Environmental Technician	20.52
29100 - Flight Simulator/Instructor (Pilot)	30.20
29160 - Instructor	21.50
29210 - Laboratory Technician	18.09
29240 - Mathematical Technician	22.61
29361 - Paralegal/Legal Assistant I	18.39
29362 - Paralegal/Legal Assistant II	21.41
29363 - Paralegal/Legal Assistant III	26.17
29364 - Paralegal/Legal Assistant IV	31.65
29390 - Photooptics Technician	22.61
29480 - Technical Writer	27.15
29491 - Unexploded Ordnance (UXO) Technician I	19.59
29492 - Unexploded Ordnance (UXO) Technician II	23.71
29493 - Unexploded Ordnance (UXO) Technician III	28.41
29494 - Unexploded (UXO) Safety Escort	19.59
29495 - Unexploded (UXO) Sweep Personnel	19.59
29620 - Weather Observer, Senior (3)	21.07
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.95
29622 - Weather Observer, Upper Air (3)	18.95
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	10.80
31290 - Shuttle Bus Driver	14.37
31300 - Taxi Driver	10.60
31361 - Truckdriver, Light Truck	14.37
31362 - Truckdriver, Medium Truck	14.98
31363 - Truckdriver, Heavy Truck	16.76
31364 - Truckdriver, Tractor-Trailer	16.76
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.46

99030 - Cashier	8.71
99041 - Carnival Equipment Operator	8.55
99042 - Carnival Equipment Repairer	8.89
99043 - Carnival Worker	7.48
99050 - Desk Clerk	9.16
99095 - Embalmer	21.22
99300 - Lifeguard	9.80
99310 - Mortician	20.84
99350 - Park Attendant (Aide)	12.29
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.80
99500 - Recreation Specialist	14.42
99510 - Recycling Worker	11.59
99610 - Sales Clerk	9.80
99620 - School Crossing Guard (Crosswalk Attendant)	10.52
99630 - Sport Official	8.51
99658 - Survey Party Chief (Chief of Party)	16.47
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.70
99660 - Surveying Aide	8.97
99690 - Swimming Pool Operator	11.78
99720 - Vending Machine Attendant	10.47
99730 - Vending Machine Repairer	11.78
99740 - Vending Machine Repairer Helper	10.47

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

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

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This

includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

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

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

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage

determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

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

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

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

TE - 08 GSE GDC MATERIAL HANDLING EQUIPMENT

ID #	Decal #	Location	Manufacturer	Name	Model	Serial #	Year	Hourly Maintenance Total Cost
1	884353	Warehouse	Raymond	537 Swing Reach	537CSR30T	537-94-01239	1994	2.5 - \$195.00
2	884352	Warehouse	"	537 Swing Reach	537CSR30T	537-94-01240	1994	2.5 - \$195.01
3	884763	Warehouse	"	Order Picker	EASIOPC30TT	easi-98-bd21561	1998	1 - \$70.00
4	884760	Warehouse	"	Order Picker	EASIOPC30TT	easi-98-bd21559	1998	2 - \$70.00
5	884761	Warehouse	"	Order Picker	EASIOPC30TT	easi-98-bd21558	1998	3 - \$70.00
6	884762	Warehouse	"	Order Picker	EASIOPC30TT	easi-98-bd21560	1998	4 - \$70.00
7	1437686	Chemicals	"	Easy Reach	EASIR30TT	etb99-07482	1999	1.5 - \$75.00
8	1288529	Warehouse	"	Gofer Order Picker	218OPC22	218-00-02121	2000	1 - \$50.00
9	1082014	Warehouse	"	12v - Reach Truck	E2RT-R-1	842-5584	1963	1 - \$50.00
10	884609	Warehouse	Hyster	Reach Truck	N30XMR	e138h02194t	1996	2 - \$50.00
11	884608	AF&B	"	Reach Truck (AF&B)	N30XMR	e138h02223t	1996	3 - \$50.00
12	1488306	Warehouse	Clark	Dock Truck	TM20	tm247-0138-9340fb	1994	1.5 - \$75.00
13	884600	Warehouse	"	Dock Truck	TM15S	tm247-0138-9344fb	1994	1.5 - \$75.01
14	884526	Warehouse	"	Dock Truck	TM20	tm247-0138-9347fb	1994	1.5 - \$75.02
15	884602	Warehouse	Yale	Rider - Pallet Truck	MPE060LCN24T2748	a803n07822t	1996	1 - \$45.00
16	884603	Warehouse	"	Rider - Pallet Truck	MPE060LCN24T2748	a803n07824t	1996	1 - \$45.00
17	884546	AF&B	"	Walkie - Pallet Truck	MPW045DAN12T2748	a803n07823t	1996	1 - \$45.00
18	884604	Warehouse	"	Rider - Pallet Truck	MPE060LCN24T2748	a802n05534t	1996	1 - \$45.00
19	1087172	Warehouse	Crown	Tugger Pallet Truck	60PC-27-3	6a116088	1991	0 - \$45.00
124	1478134	Warehouse	Club Car	Golf Cart	A9043-366093	a9043-366093	1993	1 - \$45.00
125	1478135	Warehouse	Club Car	Golf Cart	A9528 444845	a9528-444845	1993	1 - \$45.00
126	1478136	Warehouse	Club Car	Golf Cart	D9411-371820	d9411-371820	1993	1 - \$45.00
127	1478137	Warehouse	Club Car	Golf Cart	A9242 308276	a9242-30827	1993	1 - \$45.00
118	948324	Warehouse	IPM	Stretch Wrap	55MS30	89-369	1989	1 - \$50.00
119	1478138	Warehouse	PHOENIX	Stretch Wrap	PLP 2200	110964	2000	1 - \$50.00
39	1478139	Warehouse	HYTROL	Conveyer	190-SP	N/A	1994	1 - \$50.00
	884170	AF&B	KOMATSU	Truck - Forklift Electric	FB18M-2	3626	1987	1.5 - \$50.00

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

TE - 09 GFE - GDC MATERIAL HANDLING EQUIPMENT - CHARGERS

Manufacturer	Unit	Location	ID #	Year	Serial Number	Condition	Hourly Maintenance Total Cost
Exide	Forklift Charger	Warehouse	23	1994	uj33551	FAIR	.5 - \$45.00
Exide	Forklift Charger	Warehouse	24	1994	fk17520	FAIR	.5 - \$45.00
Exide	Forklift Charger	Warehouse	25	1994	fk17519	FAIR	.5 - \$45.00
Yale	Forklift Charger	Warehouse	26	1994	uj32806	GOOD	.5 - \$45.00
Yale	Forklift Charger	Warehouse	27	1994	uj32809	GOOD	.5 - \$45.00
Yale	Forklift Charger	Warehouse	28	1994	uj32808	GOOD	.5 - \$45.00
Yale	Forklift Charger	AF&B	29	1994	uj32807	GOOD	.5 - \$45.00
Yale	Forklift Charger	AF&B	30	1996	96i0240f	GOOD	.5 - \$45.00
GNB	Forklift Charger	Warehouse	31	1998	99a0185s	GOOD	.5 - \$45.00
GNB	Forklift Charger	Warehouse	32	1998	99a0183s	GOOD	.5 - \$45.00
GNB	Forklift Charger	Warehouse	33	1998	99a0186s	GOOD	.5 - \$45.00
GNB	Forklift Charger	Warehouse	34	1998	99a0184s	GOOD	.5 - \$45.00
GNB	Forklift Charger	Warehouse	35	1998	96i0184f	GOOD	.5 - \$45.00
Precision	Forklift Charger	Warehouse	36	1994	49604	GOOD	.5 - \$45.00
Precision	Forklift Charger	Warehouse	37	1994	49603	GOOD	.5 - \$45.00
Legacy	Forklift Charger	Warehouse	38	1998	16914	GOOD	.5 - \$45.00

TE - 10 GFE GDC / SSS GENERAL OFFICE EQUIPMENT

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

Building	Description	Assigned User Area	Quantity
GDC	Desks	Warehouse	7
GDC	Office Chairs	Warehouse	21
GDC	File Cabinets	Warehouse	7
GDC	Desks	Administrative	14
GDC	Office Chairs	Administrative	35
GDC	File Cabinets	Administrative	14
SSS	Desk	Stores	2
SSS	Office Chairs	Stores	4
SSS	File Cabinets	Stores	2

TE - 11 GFE GDC WAREHOUSE SUPPORT EQUIPMENT

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

Equip. ID	Serial #	Model #
RDT1	97031400483	2050 (Vehicle-mounted RDT)
RDT2	97037400483	2050 (Vehicle-mounted RDT)
RDT3	97031422482	2050 (Vehicle-mounted RDT)
RDT4	96032500484	2050 (Vehicle-mounted RDT)
RDT5	97031400484	2050 (Vehicle-mounted RDT)
RDT6	97031400487	2050 (Vehicle-mounted RDT)
RDT7	97031400486	2050 (Vehicle-mounted RDT)
RDT8	97031400479	2020 (Hand-held RDT)
RDT9	96030500622	2020 (Hand-held RDT)
RDT10	96030500622	2020 (Hand-held RDT)
RDT11	96030500652	2020 (Hand-held RDT)
RDT12	96030500642	2020 (Hand-held RDT)
RDT13	96030500650	2020 (Hand-held RDT)
RDT14	96030500624	2020 (Hand-held RDT)
RDT15	96030500628	2020 (Hand-held RDT)
RDT16	96030500639	2020 (Hand-held RDT)
RDT17	96030500612	2020 (Hand-held RDT)
RDT18	96032600836	2020 (Hand-held RDT)
RDT19	96030500601	2020 (Hand-held RDT)
RDT20	96030500647	2020 (Hand-held RDT)
RDT21	96030500637	2020 (Hand-held RDT)
RDT22	96030500625	2020 (Hand-held RDT)
RDT23	96030500656	2020 (Hand-held RDT)
RDT24	96030500644	2020 (Hand-held RDT)
RDT25	96030500649	2020 (Hand-held RDT)
RDT26	96030500638	2020 (Hand-held RDT)
RDT27	97031400480	2050 (Vehicle-mounted RDT)
Label Printer	6205264	4100 (Bar Code Label Printer)
Label Printer	6205263	4100 (Bar Code Label Printer)
Label Printer	6205214	4100 (Bar Code Label Printer)
Label Printer	6205226	4100 (Bar Code Label Printer)
Label Printer	6205225	4100 (Bar Code Label Printer)
Label Printer	6205227	4100 (Bar Code Label Printer)
Label Printer	6205260	4100 (Bar Code Label Printer)
Label Printer	6205258	4100 (Bar Code Label Printer)

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

TE - 12 GFE - GDC ADP Equipment / Cameras

Decal #	Building	Description	Manufacturer	Model	Serial	Cost
884437	GDC	C Printer	Hewlett Packard	C2037A	USFC185961	\$1,384.00
884438	GDC	Printer Computer	Hewlett Packard	C2037A	USFC185964	\$1,384.00
884503	31A	Computer Personal	Compaq	178300-005	8547HNY50402	\$3,555.00
884518	GDC	Printer Laser	Hewlett Packard	C3150A	USFB209352	\$845.00
884550	GDC	Laser Printer	Hewlett Packard	C3916A	USHC032031	\$1,285.00
884626	GDC	Data Card	Embossing Machine	280	6306	\$13,360.00
884630	GDC	Laser Printer Color	Hewlett Packard	C4582A	ES74M122VM	\$289.00
884631	GDC	Laser Printer Color	Hewlett Packard	692A	ES72R1POSM	\$289.00
884673	GDC	Copier, Electronic	Xerox	230DC	H7F024254	\$11,740.00
884685	GDC	Computer Personal	Dell Computer Corp.	GXI	B4YT3	\$2,081.00
884692	10	Computer Color Display	IBM	G41	23P7222	\$15,285.00
884698	10	Printer Mainframe	Intermec	3400	98020500299	\$1,382.70
884770	GDC	Camera Digital	Nikon	COOLPIX775	3206211	\$399.00
884771	GDC	Camera Digital	Nikon	COOLPIX775	3247869	\$399.00
884772	GDC	Camera Digital	Nikon	COOLPIX775	3251885	\$399.00
884856	GDC	Computer Color Display	Dell Computer Corp.	1702FP	MX08G1524760525KA17E	\$875.00
720602	0/0	Electronic Control	Javelin	LAHSS6D	8519703	\$1,000.00
884328	10	Computer Personal	Ast Research Inc.	501279G08	TXB2001755	\$2,238.69
884705	10	Printer Mainframe	Intermec	3400	98020500299	\$1,382.00
884757	GDC	Printer Laser Color	Hewlett Packard	C4118A	USRB0174B1	\$1,146.00
884779	GDC	Copier, Electronic	Xerox	340ST	GR1069366	\$17,470.00
904306	10	Printer Laser	Hewlett Packard	C3916A	USKC120740	\$1,253.16
961869	GDC	Laser Printer	Hewlett Packard	C2001A	USBC136526	\$1,342.00
1310079	10	Computer Personal	Hewlett Packard	VECTRA	0	\$2,450.00
1310133	10	Computer Personal	Hewlett Packard	VECTRA	US01813052	\$2,450.00
1320042	GDC	Computer Personal	Hewlett Packard	VECTRA	US1813074	\$2,500.00
1320043	GDC	Computer Personal	Hewlett Packard	HP	1510252	\$2,500.00
1320048	GDC	Computer Personal	Hewlett Packard	HP	USO16004531	\$2,500.00
1320069	GDC	Computer Color Display	Viewsonic Corp	HPV71600	304000905363	\$2,500.00
1369351	GDC	Printer Laser	Hewlett Packard	C4120A	USMC080081	\$1,583.00
1429652	GDC	Computer Color Display	Dell Computer Corp.	Dell	8729393	\$600.00
1429662	GDC	Computer Personal	Dell Computer Corp.	Dell	B4Y82	\$1,000.00
1451611	10	Computer Personal	Dell Computer Corp.	MMP	7T1E6	\$2,300.00
1514005	GDC	Printer Laser Color	Hewlett Packard	HP1200	CNCQ388564	\$300.00
1514006	GDC	Printer Laser Color	Hewlett Packard	HP1201	CNCQ395702	\$300.00

GOVERNMENT FURNISHED PROPERTY - SCHEDULES II-B

TE - 12 GFE - GDC ADP Equipment / Cameras

Decal #	Building	Description	Manufacturer	Model	Serial	Cost
1514010	GDC	Computer Color Display	NEC Corp	1920NX	2550259QA	\$875.00
1514016	GDC	Computer Color Display	NEC Corp	1920NX	2550278QA	\$875.00
1514017	GDC	Computer Color Display	NEC Corp	1920NX	2550577QA	\$875.00
1514018	31	Computer Color Display	NEC Corp	1920	2550579QA	\$875.00
1514019	GDC	Computer Color Display	NEC Corp	1920	2550290QA	\$875.00
1514020	GDC	Computer Color Display	NEC Corp	1920	2650456QA	\$875.00
1514040	GDC	Computer Display LCD	Dell Computer Corp.	1702FP	MXOBG15247605DXMJ	\$500.00
1514041	10	Computer Display LCD	Dell Computer Corp.	1702FP	MX08G1524760531UDXMH	\$540.00
1514042	10	Computer Display LCD	Dell Computer Corp.	1702FP	MX08G152460531UDXHJ	\$540.00
1514044	10	Computer Display LCD	Dell Computer Corp.	1702FP	MX08G1524760531UDXM1	\$540.00
1514047	GDC	Computer Personal	Pentium	Pentium	A892S053UA00277	\$500.00
1520722	GDC	Computer Personal	Dell Computer Corp.	GX260	25NPW11	\$1,399.00
1520723	GDC	Computer Personal	Dell Computer Corp.	GX260	D4NPW11	\$1,399.00
1520731	GDC	Computer Personal	Dell Computer Corp.	GX260	95NPW11	\$1,399.00
	GDC	Dell Computer	Dell Computer Corp.	P6450		\$1,943.00
	10	Docuprint C55 Color	XC55			\$3,268.00
	GDC	Printer		MP5044		\$1,395.00
	GDC	Printers		MP5044		\$1,400.10

EQUIVALENT RATES FOR FEDERAL HIRES

<u>Employee Class</u>	<u>Monetary Wage Fringe Benefits</u>
Supply Management Officer	\$51.67
Supply Management Specialist	\$43.92
Distribution Facility Manager	\$37.17
Supply Systems Analyst	\$31.26
Supply Management Specialist	\$31.26
Distribution Facility Specialist	\$26.08
Distribution Facilities Specialist	\$17.62
Supervisor Inventory Management Specialist	\$37.17
Lead Supply Technician	\$19.51
Supervisor Supply Technician	\$19.51
Lead Supply Technician	\$17.62
Supply Technician	\$17.62
Supply Technician	\$15.86
Supply Clerk	\$14.23
Supply Clerk	\$12.71
Clerk	\$12.71
Logistical Support Technician	\$15.86
Mail Clerk	\$12.71
Secretary	\$19.51
Support Services Supervisor	\$19.51
Support Services Specialist	\$31.26
Program Analyst	\$37.17
Logistics Management Specialist	\$31.26
Equipment Specialist	\$26.08
Motor Vehicle Operator	\$18.28
Warehouse Foreman	\$23.36
Materials Handler	\$15.72
Warehouse Worker Leader	\$15.83
Store Worker	\$13.05
Materials Handler	\$14.39
Materials Handler	\$15.72
Warehouseman	\$14.39
Warehouseman	\$15.72

PROCUREMENT OF CERTAIN EQUIPMENT NIH(RC)-7

Notwithstanding any other clause in this contract, the Contractor will not be reimbursed for the purchase, lease, or rental of any item of equipment listed in the following Federal Supply Groups, regardless of the dollar value, without the prior written approval of the Contracting Officer.

- 67 - Photographic Equipment
- 69 - Training Aids and Devices
- 70 - General Purpose ADP Equipment, Soft ware, Supplies and Support
(Excluding 7045 - ADP Supplies and Support Equipment)
- 71 - Furniture
- 72 - Household and Commercial Furnishings and Appliances
- 74 - Office Machines and Visible Record Equipment
- 77 - Musical Instruments, Phonographs, and Home-type Radios
- 78 - Recreational and Athletic Equipment

When equipment in these Federal Supply Groups is requested by the Contractor and determined essential by the Contracting Officer, the Government will endeavor to fulfill the requirement with equipment available from its excess personal property sources, provided the request is made under a cost-reimbursement contract. Extensions or renewals of approved existing leases or rentals for equipment in these Federal Supply Groups are excluded from the provisions of this article.

CONTACT POINTS

Complete the following and return with the **Business Proposal**

Name, Title and Address* of Business Representative with whom daily contact is required.

Name: _____ Telephone Number: _____

Cell Number: _____

Institutional Title: _____ FAX Number: _____

Institutional Office: _____

Institution Name: _____

**Street Address: _____

City, State, Zip Code: _____

Name, Institutional Title and Address of Proposal Principal Investigator

Name: _____ Telephone Number: _____

Cell Number: _____

Institutional Title: _____ FAX Number: _____

Institutional Office: _____

Institution Name: _____

**Street Address: _____

City, State, Zip Code: _____

These exact addresses are necessary to ensure that contact can be made with the proper individual(s) in the most expeditious manner.

* May not necessarily be same as legal address of offeror.

**Please use actual street address, not P.O. Box.

INVOICE INSTRUCTIONS FOR NIH FIXED-PRICE CONTRACTS, NIH(RC)-2

General The Contractor shall submit vouchers or invoices as prescribed herein.

Format Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal, and Standard Form 1035, Public Voucher for Purchases and Services Other than Personal - - Continuation Sheet, or the payee's letterhead or self-designed form should be used to submit claims for reimbursement.

Number of Copies As indicated in the Invoice Submission Clause in the contract.

Frequency Invoices submitted in accordance with the Payment Clause shall be submitted upon delivery of goods or services unless otherwise authorized by the Contracting Officer.

Preparation and Itemization of the Invoice The invoice shall be prepared in ink or typewriter as follows:

- (a) Designated Billing Office and Address
- (b) Invoice Number
- (c) Date of Invoice
- (d) Contract Number and Date
- (e) Payee's Name and Address. Show the contractor's name (as it appears in the contract), correct address, and the title and phone number of the responsible official to whom payment is to be sent. When an approved assignment has been made by the Contractor, or a different payee has been designated, then insert the name and address of the payee instead of the contractor.
- (f) Description of Goods and Services, Quantity, Unit Price, (where appropriate), and Total Amount.
- (g) Charges for Freight or Express Shipments Other Than F.O.B. Destination. (If shipped by freight or express and charges are more than \$25, attach prepaid bill).
- (h) Equipment. If there is a contract clause authorizing the purchase of any item of equipment, the final invoice must contain a statement indicating that no item of equipment was purchased or include a completed Form HHS-565, Report of Capitalized Nonexpendable Equipment.

Currency All NIH contracts are expressed in United States dollars. Where payments are made in a currency other than United States dollars, billings on the contract shall be expressed, and payment by the United States Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the contractor. Notwithstanding the above, the total invoices paid under this contract may not exceed the United States dollars authorized.

COMPANY NAME	ADDRESS	PHONE	FAX	EMAIL	NAME	SMALL BUS	CERTIFIE D 8 (a)	SMALL DISADV'D BUS	LARGE BUS
Advanced Federal Services Corp	PO Box 1219 Madison, AL 35758-5219	256-772-7795 x-210	256-461-1927	admin@afscorp.com or enettes@afscorp.com	Elizabeth Nettles or Alfredo Bonilla	X	X	X	
E.L. HAMM & Associates Inc.	4801 Columbus St., Ste 400 Virginia Beach, VA 23462	757-497-5000	757-497-5707	elhamm@verizon.net	Bill Dalton or Bob Davis	X			
S-4 Logistics & Associates	12806 Eagle Creek Dr., Beltsville, MD 20705	240-475-4812		Sfour.logistics@verizon.net	Ed Nunez	X		SDB and Minority Service Disabled Veteran Owned	
Eagle Systems & Services., Inc.	6221 West Gore Blvd., Lawton, OK 73505-5836	580-355-6023	580-355-5107	tfoster@esascorp.com	Angela Patton or Tony Foster	X		SDB and Native American, Women-Owned	
Pitney Bowes Government Solutions	8000 Corporate Dr., Ste 100, Landover, MD 20785	301-731-4595	301-731-7985	Robert.Edwards@pb.com	Rob Edwards				X
Anteon Corporation	3211 Jermantown Rd., Fairfax, VA 22030	703-246-0215	703-246-0661	Rloy@anteon.com	Bob Loy				X

COMPANY NAME	ADDRESS	PHONE	FAX	EMAIL	NAME	SMALL BUS	CERTIFIE D 8 (a)	SMALL DISADV'D BUS	LARGE BUS
APL Logistics	1111 Broadway, Oakland, CA 94607-5500	510-272-7314	510-208-2462	David_Griffin@apllogistics.com	David Griffin				X
C&G Moving & Storage, Inc	14954 Bogle Dr, Chantilly, VA 20151	703-968-2488	703-968-2617	pomara@cgmoving.com or dadams@cgmoving.com	Patrick O'Mara	X	X, and Veteran-Owned		
SAIC	10260 Campus Pt Dr MS:D1F, San Diego, CA 92121	858-826-6069	858-826-4855	linda.kimbriel@saic.com	Linda Kimbriel				X
VW International Inc.	8800-C Peartree Village Ct. Alexandria VA 22309	703-360-5464	703-360-5460	rcf3@vwi.com	Richard Forrester III, PhD	X			
VIP Express Messenger Delivery Service LTD	1320 Fenwick Lane, #205 Silver Spring, MD 20910	301-585-3500	301-587-3500	vipexpress@verizon.net	Matt Noohi or Mr. Alan	X			

COMPANY NAME	ADDRESS	PHONE	FAX	EMAIL	NAME	SMALL BUS	CERTIFIED 8 (a)	SMALL DISADV'D BUS	LARGE BUS
Thomas Scientific	1654 High Hill Road Swedesboro, NJ 08085	800-345-2100 / 601-716-6268	800-345-5232	markq@thomassci.com	Mark Quigley	X			

REPORT OF GOVERNMENT OWNED, CONTRACTOR HELD PROPERTY							
CONTRACTOR:				CONTRACT NUMBER			
ADDRESS				REPORT DATE:			
				FISCAL YEAR:			
CLASSIFICATION	BEGINNING OF PERIOD		ADJUSTMENTS			END OF PERIOD	
	#ITEMS	VALUE	GFP ADDED	CAP ADDED	DELETIONS	#ITEMS	VALUE
LAND>=\$25K							
LAND<\$25K							
OTHER REAL>=\$25K							
OTHER REAL<\$25K							
PROPERTY UNDER CONST>=\$25K							
PROPERTY UNDER CONST<\$25K							
PLANT EQUIP>=\$25K							
PLANT EQUIP<\$25K							
SPECIAL TOOLING >= \$25K							
SPECIAL TOOLING<\$25K							
SPECIAL TEST EQUIP>=\$25K							
SPECIAL TEST EQUIP<\$25K							
AGENCY PECULIAR>=\$25K							
AGENCY PECULIAR<\$25K							
MATERIAL>=\$25K (CUMULATIVE)							
PROPERTY UNDER MFR>=\$25K							
PROPERTY UNDER MFR<\$25K							
SIGNED BY:				DATE SIGNED:			

INVENTORY VERIFICATION SURVEY
(See FAR 45.602-1(b)(1))

DATE

SECTION I - GENERAL

FROM: (Include ZIP Code)			2. TO: (Include ZIP Code)		
3. CONTRACT NUMBER AND TYPE			4. CONTRACTOR/SUBCONTRACTOR		
5A. SCHEDULES OF INVENTORY TO BE INSPECTED AND VERIFIED			5B. PLANT CLEARANCE CASE NUMBER/DOCUMENT NUMBER		
REFERENCE NUMBER	PAGES		AMOUNT (\$)		
	START NO.	END NO.			

SECTION II - TECHNICAL VERIFICATION

	YES	NO		YES	NO
6. IS PROPERTY LISTED ON THE INVENTORY DISPOSAL SCHEDULES ON HAND AND IN THE QUANTITIES INDICATED?		*	12. ARE THE WEIGHTS OF THE ITEMS APPROXIMATELY CORRECT? IF WEIGHTS ARE NOT SHOWN, GIVE ESTIMATE OF WEIGHT BY BASIC MATERIAL CONTENT:		*
7. IS THE PROPERTY CORRECTLY DESCRIBED ON THE INVENTORY DISPOSAL SCHEDULES?		*	_____		
8. IS THE PROPERTY SEGREGATED OR ADEQUATELY PROTECTED?		*	13. DO THE ITEMS APPEAR TO HAVE COMMERCIAL VALUE OTHER THAN SCRAP?	*	*
9. IS THE PROPERTY PROPERLY TAGGED?		*	14. DID CONTRACTOR MAKE REASONABLE EFFORTS TO RETURN THE PROPERTY?		*
1. ARE THE CONDITION CODES ACCURATE?		*	15. DO ANY ITEMS REQUIRE DEMILITARIZATION OR SPECIAL PROCESSING (sensitive items)?	*	
11. IS THE PROPERTY CLASSIFICATION CORRECTLY IDENTIFIED?		*	16. ARE COMMON ITEMS INCLUDED ON THE INVENTORY DISPOSAL SCHEDULE?	*	

SECTION III - TERMINATION INVENTORY

COMPLETION OF THIS SECTION IS IS NOT REQUIRED (Requester, check one)

	YES	NO		YES	NO
17. DID WORK STOP PROMPTLY UPON RECEIPT OF THE TERMINATION NOTICE? DATE OF NOTICE: _____		*	20. DOES THE INVENTORY INCLUDE REJECTS? IF YES, EXPLAIN SPECIFIC LINE ITEM ENTRIES. OBTAIN FROM CONTRACTOR ESTIMATED COST OF REWORKING REJECTS ON SPECIFIC LINE ITEM BASIS.	*	
18a. DO THE QUANTITIES OF MATERIAL EXCEED THE AMOUNTS THAT WOULD HAVE BEEN REQUIRED TO COMPLETE THE TERMINATED PORTION OF THE CONTRACT?	*		21a. HAVE COMPLETED ARTICLES BEEN INSPECTED AS TO QUALITY AND CONFORMANCE TO SPECIFICATIONS?		*
b. CAN THE ITEMS OF TERMINATION INVENTORY BE USED ON THE CONTINUING PORTION OF THE CONTRACT?	*		b. DO THE COMPLETED ITEMS INSPECTED CONFORM TO CONTRACT SPECIFICATIONS?		*
			c. DO OTHER THAN COMPLETED ITEMS CONFORM WITH TECHNICAL REQUIREMENTS OF THE CONTRACT OR ORDER?		*
19. ARE ALL ITEMS AND QUANTITIES ALLOCABLE TO THE TERMINATION PORTION OF THIS CONTRACT OR ORDER?		*	22. FOR WORK-IN-PROCESS, IS THE PERCENTAGE OF COMPLETION ACCURATE?		*

23. REQUESTING OFFICE REMARKS (Where the answer to any question is placed in a block containing an asterisk (*) detailed comments of the verifier shall be included on the reverse of this form and identified by section and item number.)

24. SIGNATURE OF REQUESTER

INVENTORY VERIFICATION

The above information is based on a physical verification of inventory listed under Item 5.

NAME AND TITLE	26. SIGNATURE OF VERIFIER	27. DATE
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PART IV - SECTION K

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

1. REPRESENTATIONS AND CERTIFICATIONS

The Representations and Certifications required by this particular acquisition can be accessed electronically from the INTERNET at the following address:

<http://rcb.cancer.gov/rcb-internet/forms/rcneg.pdf>

If you are unable to access this document electronically, you may request a copy from the Contracting Officer identified on the cover page of this solicitation.

IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST COMPLETE THE REPRESENTATIONS AND CERTIFICATIONS AND SUBMIT THEM AS PART OF YOUR BUSINESS PROPOSAL.

PART IV - REPRESENTATION AND INSTRUCTIONS

SECTION L

INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

ARTICLE L.1 GENERAL INFORMATION

SOLICITATION DEFINITIONS (FAR 52.202-1)(DEC 2001)

"Government" means United States Government.

"Offer" means "proposal" in negotiation.

"Solicitation" means Request for Proposal(s) (RFP) in negotiation.

"Service Provider" and "Contractor" are used interchangeably.

NOTICE OF SMALL BUSINESS SET-ASIDE

- (a) **General.** Bids or proposals under this procurement are solicited only from small business concerns. The procurement is to be awarded only to one or more such concerns, organizations, or individuals. This action is based on a determination by the Contracting Officer, alone or in conjunction with a representative of the Small Business Administration, that it is in the interest of maintaining or mobilizing the Nation's full productive capacity, or in the interest of war or national defense programs, or in the interest of assuring that a fair proportion of Government procurement is placed with small business concerns. Bids or proposals received from others will be considered non-responsive.
- (b) **Definitions.** The term "small business concern" means a concern, including its affiliates, which is independently owned or operated, is not dominant in the field of operation in which it is bidding on Government contracts, and can further qualify under the criteria set forth in the regulations of the Small Business Administration (13 CFR 121.3-8). In addition to meeting these criteria, a manufacturer or a regular dealer submitting bids or proposals in his own name must agree to furnish in the performance of the contract end items manufactured or produced in the United States, its territories and possessions, Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia, by small business concerns. Provided, that this additional requirement does not apply in connection with construction or service contracts.

TEAM DESIGNATIONS, RESPONSIBILITIES, AND RESTRICTIONS

This acquisition will be conducted in accordance with Attachment B, "Public-Private Competitions," of the OMB Circular No. A-76 (Revised May 29, 2003). Offerors are hereby advised that the NIH has employed a consultant to assist in various phases of the acquisition. Said consultant is familiar with the GAO Jones/Hill Venture Decision B-286194.4; B-286194.5; B-286194.6 and will scrupulously maintain a separation between its employees that are assisting the NIH in the development of the PWS and the MEO. The consultant agrees that any "individuals or groups working on the development of the PWS shall not share information or in any way influence the development of MEO."

FIREWALLS

The procedures for conducting this solicitation are in compliance with Circular No. A-76 (Revised, May 29, 2003). The Government with the assistance of its consultant developed the Performance Work Statement (PWS) to be included in the solicitation under Section C. The Government was also assisted by its consultant to develop Section C, Section B, Section L and Section M. The Government with the assistance of its consultant will also develop its Agency Tender, a proposal, in response to this solicitation. The Source Selection Evaluation Board will be Government employees who may receive technical assistance from other consultants. In order to avoid the potential for or appearance of a conflict of interest a "firewall" exists between Government and its consultant employees that developed the PWS, Sections C, B, L and M and the Agency Tender. The Government and consultant will not allow its employees that develop the PWS, Sections C, B, L and M to participate in any way in the Agency Tender. Government and its consultant's employees developing the Agency Tender did not participate in the development of this solicitation in any manner and will only receive information about this solicitation that is made public information. The Government employees who will serve on the Source Selection Evaluation Board (SSEB) may have

participated in the development of the PWS but in no manner participated or was associated with the development of the Agency Tender. The consultant's employees that assisted in the development of the PWS, Sections C, B, L and M and the Agency Tender will not participate on the SSEB in any manner or participate in the evaluation of the Agency Tender or other proposals.

All of the consultant's employees supporting the NIH Circular A-76 program have signed Non-Disclosure Certificates.

The Government and its consultant's employees that **developed the PWS**, Sections C, B, L and M received and signed letters that include the following:

"Your duties will include serving as a technical and functional expert. You shall be responsible for: (1) assisting in the development of the PWS, Quality Assurance Surveillance Plan (QASP), supporting workload data, and any information relating to the activity being competed; (2) Documenting the determination of government furnished property, equipment and facilities; (3) assisting the Contracting Officer (CO) in data collection and analysis used to develop the solicitation; and (4) compliance with OMB Circular A-76 (Revised).

You may be personally and substantially participating in the development of the solicitation, and could forfeit your Right-of-First-Refusal (FAR 52.207-3) and your right to employment with the MEO before the award decision is final, including the resolution of all protests. You are also in a conflict of interest to solicit employment from potential offerors prior to the comparison decision. Efforts will be taken to minimize your involvement that could affect post-employment opportunities.

You will be preparing procurement sensitive data and must comply with non-disclosure and non-competition requirements. As a member of the PWS team, you are required to act in full compliance with OMB Circular A-76, which prohibits any discussion between the MEO team members, and PWS team members regarding the content of the MEO or PWS. You are also prohibited from disclosing confidential, proprietary, and/or source selection information to any individual or entity, unless that individual or entity is authorized by the CO to receive such information.

Your acceptance of your duties and responsibilities as PWS Team member and your signature below acknowledges your agreement to abide by the Rules of Conduct regarding conflicts of interest and the safeguarding of confidential information."

The Government and its consultant's employees **developing the Agency Tender** received and signed letters that included the following:

"Your duties will include serving as a technical and functional expert. You shall be responsible for complying with the Circular and assisting the ATO, Human Resources Advisor (HRA) and the MEO team leader in developing the agency tender.

You will be preparing procurement sensitive data and must comply with non-disclosure and non-competition requirements. As a member of the MEO team, you are required to act in full compliance with OMB Circular A-76, which requires you to maintain a firewall and prohibits any discussion between the MEO team members and PWS team members regarding the content of the MEO. You are also prohibited from disclosing confidential, proprietary, and/or source selection information to any individual or entity, unless that individual or entity is authorized by the Contracting Officer to receive such information. Your acceptance of your duties and responsibilities as an MEO Team member and your signature below acknowledges your agreement to abide by the Rules of Conduct regarding conflicts of interest and the safeguarding of confidential information."

The Government employees **servicing on the SSEB** received and signed letters the included the following:

That you, your spouse, and dependent child(ren) do not have any direct or indirect financial interest or any other beneficial interest in a potential competing contractor on this procurement. Please note any exceptions to this below:

That you, your spouse, and dependent child(ren) agree not to acquire any direct or indirect financial interest or any other beneficial interest in an actual competing contractor on this procurement during the source selection process

That you are not related to anyone, by blood or by marriage, who is employed by a potential or actual competing contractor on this procurement. Please note any exceptions to this below:

That you agree not to solicit or accept, directly or indirectly, any promise of future employment or business opportunity from an officer, employee, representative, agent, or consultant of a competing contractor on this procurement during the source-selection process;

That you agree not to discuss any future employment or business opportunity from an officer, employee, representative, agent, or consultant of a competing contractor on this procurement during the source selection process;

The Government and its consultant's employees working on the **PWS Team** had a separate work space with locking doors and files, stand alone computer (not connected to a network) and paper shredder to maintain the security of procurement sensitive documents. Staff stressed on a daily basis the importance of firewalls with all team members and identified items that were procurement sensitive for the entire PWS Team.

The Government and its consultant's employees working on the **Agency Tender** have a separate work space with locking doors and files, stand alone computer (not connected to a network) and paper shredder to maintain the security of the Agency Tender documents. Staff stresses on a daily basis the importance of firewalls with all team members. Team members know that allowing information to be given to anyone outside the Agency Tender Team could potentially harm the Agency Tender and provide the competition with an unfair advantage.

The Government employees serving on the **SSEB** conduct themselves in the manner consistent with all Government proposal evaluations.

NOTICE OF COST COMPARISON (NEGOTIATED) (52.207-2)(FEB 1993)

- (a) This solicitation is part of a Government cost comparison to determine whether accomplishing the specified work under contract or by Government performance is more economical. If Government performance is determined to be more economical, this solicitation will be canceled and no contract will be awarded.
- (b) The Government's cost estimate for performance by the Government will be based on the work statement in this solicitation and will be submitted by designated agency personnel to the Contracting Officer in a sealed envelope not later than the time set for receipt of initial proposals.
- (c) After completion of proposal evaluation, negotiation, and selection of the most advantageous proposal, the Contracting Officer, in the presence of the preparer of the cost estimate for Government performance, will open the sealed cost estimate envelope. These officials will make a cost comparison before public announcement. Depending on whether the cost comparison result favors performance under contract or Government performance, the procedure in either paragraph (1) or (2) following applies:
 - (1) If the result of the cost comparison favors performance under contract and administrative approval is obtained, the Contracting Officer will award a contract and publicly reveal the completed cost comparison form showing the cost estimate for Government performance, its detailed supporting data, and the Contractor's name. However, this award is conditioned on the offer remaining the more economical alternative after
 - (i) completion of a public review period of **20 working days** beginning with the date this information is available to interested parties and
 - (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) of this section). The Government assumes no liability for costs incurred during the periods specified in (i) and (ii). The Contracting Officer will then either notify the Contractor in writing that it may proceed with performance of the contract or will cancel the contract at no cost to the Government.
 - (2) If the result of the cost comparison favors Government performance, the Contracting Officer will publicly disclose this result, the completed cost comparison form and its detailed supporting data, and the cost/price of the offer most advantageous to the Government. After (i) completion of a public review period of **20 working days** beginning with the date this information is available to interested parties and (ii) resolution of any requests for review under the agency appeals procedure (see paragraph (d) of this section), the Contracting Officer will either cancel this solicitation or award a contract, as appropriate.
- (d) During the public review period, directly affected parties may file with the Contracting Officer written requests, based on specific objections, for administrative review of the cost comparison result under the agency appeals procedure. The appeals procedure shall be used only to resolve questions concerning the calculation of the cost comparison and will not apply to questions concerning award to one offeror in preference to another. Agency determinations under the appeals procedure shall be final.

- (e) A cost estimate for Government performance is considered a proposal for purposes of this solicitation's Late Submissions, Modifications, and Withdrawal of Proposals or Quotations provision, and a late modification that displaces an otherwise low cost estimate for Government performance shall not be considered.

TYPE OF CONTRACT (FAR 52.216-1)(APR 1984)

The Government contemplates award of a Firm Fixed-Price type contract resulting from this solicitation.

EVALUATION OF OPTIONS (FAR 52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total cost/price for all options to the total cost/price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE AND SIZE STANDARD

Note: The following information is to be used by the offeror in preparing its Representations and Certifications (See Section K of this RFP), specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1.

- (1) The North American Industry Classification System (NAICS) Code for this acquisition is **493110 General Warehousing and Storage Services**.
- (2) The small business size standard is **\$21.5 M**.

SERVICE OF PROTEST (FAR 52.233-2)(AUG 1996)

(a) Protest, as defined in Section 33.101 of the Federal Acquisition Regulations, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from the National Institutes of Health, Office of Logistics and Acquisition Operations, ATTN: Sheri Custer, 6011 Executive Blvd., Room 529Q, MSC 7663, Bethesda, MD 20892-7663.

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

CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2)(FEB 1998)

The contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.acqnet.gov/far>

FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSE

52.215-1 Instructions to Offerors - Competitive Acquisitions (Jan 2004)
52.222-24 Pre-Award On-Site Equal Opportunity Compliance Review (Feb 1999)

DATA UNIVERSAL NUMBERING SYSTEM (DUNS)NUMBER (FAR 52.204-6) (OCT 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

- (b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
(1) An offeror may obtain a DUNS number:

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

- (i) Company legal business name.
- (ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.
- (iii) Company physical Street Address, City, State and Zip Code.
- (iv) Company mailing address, City State and Zip Code (if separate from physical).
- (v) Company telephone number.
- (vi) Date the company was started.
- (vii) Number of employees at your location.
- (viii) Chief Executive Officer/Key Manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment, either explicit or implied, is invalid.

COMMUNICATION PRIOR TO CONTRACT AWARD

Offerors shall direct all communications to the attention of the Contracting Officer cited on the face page of this RFP. Communications with other officials may compromise the competitiveness of this procurement and result in cancellation of the requirement.

RELEASE OF INFORMATION

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to OMB Circular A-76 negotiated procurement. Prompt written notice will be given to unsuccessful offerors as they are eliminated from the competition, and to all offerors following award.

PROPOSALS FROM PEER MEMBERS

Proposals received from organizations or individual contractors whose employees are members of a peer review group which assisted in developing the scope of work for this acquisition and/or will be a participant in the project advisory group responsible for the technical evaluation of proposals received in response to this solicitation will not be considered for award.

COST OF PROPOSAL PREPARATION

The RFP does not commit the Government to pay any cost for the preparation and submission of a proposal.

ARTICLE L.2 ADDITIONAL CONSIDERATIONS

SITE VISITS (FAR 52.237-1)(APRIL 1984)

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award. Video equipment and cameras are prohibited.

There are five (5) different sites with seven (7) buildings to visit. Due to extremely limited parking on the NIH Bethesda Main Campus, all attendees ARE REQUIRED to report to the Gaither Distribution Center, 16050 Industrial

Drive, Gaithersburg, MD 20877. Round-trip bus transportation will be provided between the various sites and buildings. All attendees are required to arrive one (1) hour prior to the established specified time. Therefore, the ARRIVAL TIME for all sites is tentatively set for 8:00 A.M. local time. The tour will start at 9:00 A.M. The Site Visits are **scheduled for July 27 AND July 28, 2004.** (Times are subject to change)

Due to security reasons, Offerors are required to submit via email to the Contracting Officer (custers@od.nih.gov) and Rosanne Wilson (wilsonr@od.nih.gov) a list of prospective attendees that will be attending the site visits by **July 23, 2004 at 1:00 p.m. local time.** Due to space limitations, each offeror shall have no more than three (3) representatives at the site visit. Offerors are required to submit all questions in writing to the Contracting Officer no later than **4:00 p.m., local time (within 24 hours after the site visits) July 29, 2004.** Questions must be submitted via electronic mail ONLY to the attention of Sheri Custer at custers@od.nih.gov Questions must specify the Section, Paragraph of the solicitation, and Designate which Site the question is being addressed, and for which clarification is desired.

TECHNICAL LIBRARY

There will be a Technical Library for offerors to review supply services related documents. The library will open Monday through Friday during the hours of 9:00 a.m. to 3:00 p.m. The library is located in Suite 300 Conference Room at the Gaither Distribution Center, 16050 Industrial Drive, Gaithersburg, MD 20877.

OMB CIRCULAR A-76

In accordance with OMB Circular A-76 and HHS's General Administration Manual Chapter 18-10, the Government is preparing an estimated cost for the in-house performance of the work required by this solicitation, a process that will take place concurrently with the development of bids/proposals by the private sector. Accordingly, a contract will result from this solicitation, after technical and cost evaluations have been completed for both in-house performance and contracted-out performance. A copy of the completed cost comparison will be made available to all parties.

If this solicitation/contract results in the conversion of a function from in-house performance by the Government to contractual performance, there is the possibility that HHS employees consider employment with the contractor. The contractor is required to give these displaced personnel the right of first refusal for employment openings on the contract, provided that they are qualified for the openings (See clause above). Utilization of former Government employees by a contractor must be consistent with post-employment conflict of interest standards as set forth in the code of Federal Regulations, Title 5, Part 737.

HHS has a policy that Reduction-In-Force (RIF) authority will NOT be used to implement in-house performance changes or in conversion to contract. Therefore, all offerors should consider significantly different models for availability of affected workers in comparison to DOD experiences where RFI authority made more effective workers available for the Service Provider to hire. The differences are anticipated in regard to availability of affected workers for employment and the willingness of affected workers to accept lower pay and benefits.

NOTICE TO OFFERORS

- (a) It is brought to the attention of the offerors the unique A-76 environment they will find themselves in at the NIH. The fact that the Secretary of HHS has promised that no one will 'lose a job' may have a substantive effect on the ability of offerors to hire existing NIH employees.
- (b) The NIH does not intend to 'Terminate for Convenience' any contracts within the scope of the PWS during their current period of performance.

ORAL PRESENTATIONS

Oral presentations may or may not be a part of discussions. **Should oral presentations be necessary, more information will be provided after the initial technical evaluation.** Oral presentations will be provided as specified in the directions for each proposal volume. **Offerors found to be in the competitive range after an initial evaluation may be required to give oral presentations.** The oral presentation shall not exceed two (2) hours and will be followed by a one (1) hour question and answer session. Each offeror will be given at least **two calendar days** notice of the scheduled date for oral presentations.

Cost and/or price issues may be discussed during the oral presentation. The oral presentation and the question and answer session shall constitute discussions.

The offeror's presenter must be from among the offeror's proposed key personnel. The offeror may not use a professional speaker, however individuals proposed as key personnel from a subcontractor may participate. The proposed Project and Deputy Project Manager must attend. The offeror may not send more than five (5) representatives to the oral presentation. The oral presentation shall commence with an introduction by name, position, company affiliation, area of expertise for each key personnel, and role related to their proposal. Introductions will count towards the time limit. If slides are part of the presentation, the offeror shall provide printed copies to the Contracting Officer at the time of the presentation. Slides shall be designated for insertion into the proper Tab by Volume, as detailed in Article L3. The **offeror's technical person** will videotape their presentation and the follow-on question and answer session and provide a copy of the tape to the Contracting Officer at the end of the session. **The Government will not provide a duplicate.**

INFORMATION TECHNOLOGY SYSTEMS SECURITY

(a) **Sensitivity and Security Level Designations.**

The Statement of Work (SOW) requires the successful offeror to develop or access a Federal Automated Information System (AIS). Based upon the security guidelines contained in the *Department of Health and Human Services (DHHS) Automated Information Systems Security Program (AISSP) Handbook*, the Government has determined that the following apply:

(1) **Category of Safeguarded Information**

The safeguarded agency information that the successful offeror will develop or access is categorized as:

Non Sensitive Information

Sensitive Information - Confidential

Classified Information:

Confidential Top Secret Special Access

(2) **Security Level Designations**

The information that the successful offeror will develop or access is designated as follows:

Level 5C Applies to the sensitivity of the data.

Level Applies to the optional criticality of the data.

(3) **Position Sensitivity Designations**

Prior to award, the Government will determine the position sensitivity designation for each contractor employee that the successful offeror proposes to work under the contract. For proposal preparation purposes, the following designations apply:

Level 6C: Sensitive - High Risk (Requires Suitability Determination with a BI).

Contractor employees assigned to a Level 6C position are subject to a Background Investigation (BI)

Level 5C: Sensitive - Moderate Risk (Requires Suitability Determination with NACIC).

Contractor employees assigned to a Level 5C position with no previous investigation and approval shall undergo a National Agency Check and Inquiry Investigation plus a Credit Check (NACIC), or a possibly a Limited Background Investigation (LBI).

Level 4C: Classified (Requires Special Access Clearance with an SSBI).

Contractor employees assigned to a Level 4C position are subject to a Single Scope Background Investigation (SSBI).

Level 3C: Classified (Requires Top Secret Clearance with an SSBI).

Contractor employees assigned to a Level 3C position are subject to a Single Scope Background Investigation (SSBI)

Level 2C: Classified (Requires Confidential or Secret Clearance with an LBI).

Contractor Employees assigned to a Level 2C position shall undergo a Limited Background Investigation (LBI).

Level 1C: Non Sensitive (Requires Suitability Determination with an NACI).

Contractor employees assigned to a Level 1C position are subject to a National Agency Check and Inquiry Investigation (NACI).

Contractor employees who have met investigative requirements within the past five years may only require an updated or upgraded investigation.

(b) **Information Technology (IT) System Security Program**

The offeror's proposal must include:

- (1) Include a detailed outline (commensurate with the size and complexity of the requirements of the SOW) of its present and proposed IT systems security program;
- (2) Demonstrate that it complies with the AISSP security requirements of the SOW, the Computer Security Act of 1987; Office of Management and Budget (OMB) Circular A-130, Appendix III, "Security of Federal Automated Information Systems;" and the DHHS AISSP Handbook.

At a minimum, the offeror's proposed information technology systems security program must address the minimum requirements of a **Security Level 5C** identified in the DHHS AISSP Handbook, [Exhibit III-A, Matrix of Minimum Security Safeguards](#).

- (3) Include an acknowledgment of its understanding of the security requirements in the SOW.
- (4) Provide similar information for any proposed subcontractor developing or accessing an AIS.

(c) **Required Training for IT Systems Security**

DHHS policy requires that contractors receive security training commensurate with their responsibilities for performing work under the terms and conditions of their contractual agreements.

The successful offeror will be responsible for assuring that each contractor employee has completed the following NIH Computer Security Awareness Training course prior to performing any contract work: <http://irtsectraining.nih.gov/>
The contractor will be required to maintain a listing of all individuals who have completed this training and submit this listing to the Government.

Additional security training requirements commensurate with the position may be required as defined in OMB Circular A-130 or NIST Special Publication 800-16, "Information Technology Security Training Requirements." These documents provide information about IT security training that may be useful to potential offerors:

(d) **Prospective Offeror Non-Disclosure Agreement**

The Government has determined that prospective offerors will require access to the sensitive information described below in order to prepare an offer.

Any individual having access to this information must possess a valid and current suitability determination at the following level:

- Level 6C: Sensitive - High Risk**
 Level 5C: Sensitive - Moderate Risk

To be considered for access to the sensitive information, a prospective offeror must:

- (1) Submit a written request to the Contracting Officer identified in the solicitation;
- (2) Complete and submit the "Prospective Offeror Non-Disclosure Agreement" provided as an attachment in Section J of this solicitation; and
- (3) Receive written approval from the Contracting Officer.

Prospective offerors are required to process their requests for access, receive Government approval, and then access the sensitive information within the period of time provided in the solicitation for the preparation of offers.

Nothing in this provision shall be construed, in any manner, by a prospective offeror as an extension to the stated date, time, and location in the solicitation for the submission of offers.

(e) **References**

The following documents are electronically accessible:

- (1) OMB Circular A-130, Appendix III: <http://csrc.ncsl.nist.gov/secplcy/a130app3.txt>
- (2) DHHS AISSP Handbook: <http://irm.cit.nih.gov/policy/aissp.html>
- (3) DHHS Personnel Security/Suitability Handbook: <http://www.hhs.gov/ohr/manual/pssh.pdf>
- (4) NIH Applications/Systems Security Template: <http://cit.nih.gov/security/secplantemp.html>
- (5) NIST Special Publication 800-16, "Information Technology Security Training Requirements":
<http://csrc.nist.gov/publications/nistpubs/800-16/800-16.pdf>
- (6) NIH CIT – Policies, Guidelines and Regulations:
Table 1 – Categories of Safeguarded Agency Information: <http://irm.cit.nih.gov/security/table1.htm>
Table 2 – Security Level Designations for Agency Information: <http://irm.cit.nih.gov/security/table2.htm>
Table 3 - Positions Sensitivity Designations for Individuals Accessing Agency Information:
<http://irm.cit.nih.gov/security/table3.htm>

ADDITIONAL TERMS AND CONDITIONS

Proposals must stipulate that it is predicated upon all the terms and conditions of this RFP. Proposals will become part of the official file. Specific methods, approaches and position descriptions shall become part of the terms and conditions of the contract.

The Government will acquire the right to use, duplicate, or disclose in any manner and for any purpose whatsoever, and have or permit others to do so, all subject data required to be delivered under any contract resulting from this solicitation. Any reservations to these stated Government rights to data should be enunciated in your proposal and will be resolved during any subsequent negotiations

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GENERAL INSTRUCTIONS

INTRODUCTION

The following instructions will establish the acceptable minimum requirements for the format and contents of proposals. Special attention is directed to the requirements for technical and business proposals to be submitted in accordance with these instructions.

- (1) **Contract Type and General Provisions:** It is contemplated that a firm fixed-price type contract will be awarded. Any resultant contract shall include the clauses applicable to the selected offeror's organization and type of contract awarded as required by Public Law, Executive Order or acquisition regulations in effect at the time of execution of the proposed contract.
- (2) **Authorized Official:** The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. Your proposal shall be submitted in the

number of copies and marked as indicated in Article L.4 Submission of Proposals. Proposals will be typewritten, paginated, reproduced, and will be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the order as indicated in Article L.4 Submission of Proposals. Delivery of proposals will be addressed as stated below.

(3) **Address for Delivery of Proposals:**

If mailing your proposal through the U.S. Postal Service use the following address:

National Institutes of Health
Office of Logistics and Acquisition Operations
6011 Executive Blvd., Room 529Q MSC 7663
ATTN: Sheri Custer
Bethesda, MD 20892-7663

If hand delivering, or using a courier service such as: UPS, Federal Express, etc., use the following **City, State and Zip Code:** **Rockville, MD 20852**

NOTE: The U.S. Postal Service's "Express Mail" does not deliver to the Rockville, Maryland address. Any package sent to the Rockville address via this service will be held at a local post office for pick-up. **The Government is not responsible for picking up any mail at a local post office.** If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal".

(4) **Restriction on Disclosure and Use of Data (HHSAR 352.215-12)(APR 1984)**

The proposal submitted in response to this request may contain data (trade secrets; business data, e.g., commercial information, financial information, and cost and pricing data; and technical data) which the offeror, including its prospective subcontractor(s), does not want used or disclosed for any purpose other than for evaluation of the proposal. The use and disclosure of any data may be so restricted; provided, that the Government determines that the data is not required to be disclosed under the Freedom of Information Act, 5 U.S.C. 552, as amended, and the offeror marks the cover sheet of the proposal with the following legend, specifying the particular portions of the proposal which are to be restricted in accordance with the conditions of the legend. The Government's determination to withhold or disclose a record will be based upon the particular circumstances involving the record in question and whether the record may be exempted from disclosure under the Freedom of Information Act:

"Unless disclosure is required by the Freedom of Information Act, 5 U.S.C. 552, as amended, (the Act) as determined by Freedom of Information (FOI) Officials of the Department of Health and Human Services, data contained in the portions of this proposals which have been specifically identified by page number, paragraph, etc., by the offeror as containing restricted information shall not be used or disclosed except for evaluation purposes."

The offeror acknowledges that the Department may not be able to withhold a record (data, document, etc.) nor deny access to a record requested pursuant to the Act and that the Department's FOI Officials must make that determination. The offeror hereby agrees that the Government is not liable for disclosure if the Department has determined that disclosure is required by the Act.

If a contract is awarded to the offeror as a result of, or in connection with, the submission of this proposal, the Government shall have the right to use or disclose the data to the extent provided in the contract. Proposals not resulting in a contract remain subject to the Act.

The offeror also agrees that the Government is not liable for disclosure or use of unmarked data and may use or disclose the data for any purpose, including the release of the information pursuant to requests under the Act.

The data subject to this restriction are contained in pages (insert page numbers, paragraph designation, etc. or other identification).

In addition, the offeror should mark each page of data it wished to restrict with the following legend:

"Use or disclosure of data contained on this page is subject to the restriction on the cover sheet of this proposal or quotation."

Offerors are cautioned that proposals submitted with restrictive legends or statements differing in substance from the above legend, may not be considered for award. The Government reserves the right to reject any proposal submitted with a nonconforming legend.

(5) **Privacy Act**

The Privacy Act of 1974 (P.L. 93-579) requires that a Federal agency advise each individual whom it asks to supply information, the authority which authorizes the solicitation, whether disclosure is voluntary or mandatory, the principal purpose or purposes for which the information is intended to be used, the uses outside the agency which may be made of the information, and the effects on the individual, if any, of not providing all or any part of the requested information.

The NIH is requesting the information called for in this RFP pursuant to the authority provided by Sec. 301(g) of the Public Health Service Act, as amended, and P.L. 92-218, as amended.

Providing the information requested is entirely voluntary. The collection of this information is for the purpose of conducting an accurate, fair and adequate review prior to a discussion as to whether to award a contract.

Failure to provide any or all of the requested information may result in a less than adequate review.

In addition, the Privacy Act of 1974 (P.L. 93-579, Sec. 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provisions of the social security number are voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of NIH contracting programs. Authority for requesting this information is provided by Section 305 and Title IV of the PHS Act, as amended.

The information provided by you may be routinely disclosed for the following purposes:

- to the cognizant audit agency and the General Accounting Office for auditing.
- to the Department of Justice as required for litigation.
- to respond to congressional inquiries.
- to qualified experts, not within the definition of Department employees, for opinions as a part of the review process.

(6) **Selection of Offerors**

- (a) The acceptability of the technical portion of each contract proposal will be evaluated by the technical review committee. To be technically acceptable, an offeror must be evaluated as good or excellent in all four technical criteria and the two price/cost criteria. A neutral rating for past performance is technically acceptable. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing pass/fail. The committee may suggest that the Contracting Officer request clarifying information from an offeror.
- (b) The business portion of each contract proposal will be subjected to a cost realism/price analysis, management analysis, etc.
- (c) The Contracting Officer will, in concert with program staff, decide which proposals are in the competitive range. Oral presentations may be a part of discussions and will be conducted with all offerors in the competitive range.

(7) **Acknowledgment of Amendments to the Solicitation**

- (a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- (b) Offerors shall acknowledge receipt of any amendment to this solicitation (1) by signing and returning the amendment, (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer, (3) letter or telegram, or (4) facsimile, if facsimile offers are authorized in the solicitation. The Government must receive the acknowledgment by the time specified for receipt of offers.

(8) **Notice of Compensation for Professional Employees**

Note the provisions relating to evaluation of compensation for professional employees set forth elsewhere in this solicitation. Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

The total compensation plan required to be submitted by the offeror will be viewed as being within the purview of Public Law 87-653 (10 U.S.C. 2306(f)).

- (9) **Evaluation of Compensation for Professional Employees (FAR 52.222-46)(Feb 1993) - If Applicable**
Included In Volume V - Tab 2 - Price/Cost Proposal
- (a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As a part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.
- (b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.
- (c) The government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.
- (d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.
- (10) **Total Compensation Plan - Evaluation Included In Volume V - Tab 2 - Price/Cost Proposal**
- (a) Total Compensation Plan (Professional Employees). In establishing compensation levels for professional employees, the total compensation (both salaries and fringe benefits) proposed shall reflect a clear understanding of the requirements of the work to be accomplished and the suitability of the proposed compensation structure to obtain and retain qualified personnel to meet mission objectives. The salary rates or ranges must recognize the distinct differences in professional skills and the complexity of varied disciplines as well as job difficulty. Proposals offering total compensation levels less than currently being paid by the predecessor contractor for the same work will be evaluated, in addition to the above, on the basis of maintaining program continuity, uninterrupted work of high quality, and availability of required competent professional employees. Offerors are cautioned that instances of lowered compensation for essentially the same professional work may be considered a lack of sound management judgment in addition to indicating a lack of understanding of the requirement.
- (b) Cost (Professional Compensation). Proposals which are unrealistically low or do not reflect a reasonable relationship of compensation to the professional job categories so as to impair the contractor's ability to recruit and retain competent professional employees, may be viewed as reflecting a failure to comprehend the complexity of the contract requirements. The Government is concerned with the quality and stability of the work force to be employed on this contract. The compensation data required will be used in evaluation of the offeror's understanding of the contract requirements.
- (c) Other (Labor Relations). An assessment of the potential for adverse effect upon performance and maintenance of the required number of professional employees will requisite skills resulting from an unrealistically low compensation will also be made.

- (11) **Other Administrative Data**

- (a) **Acceptance Period**
The proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP. In addition, it shall contain a statement to the effect that it is firm for a period of at least 120 days from the date of receipt thereof by the Government.
- (b) **Property**
(1) It is HHS policy that contractors will provide all equipment and facilities necessary for performance of contracts. Exception may be granted to furnish Government-owned property, or to authorize purchase with contract funds, only when approved by the Contracting Officer. IF the offeror is proposing that the Government provide any equipment, other than that specified under Government Furnished Property in the RFP, the proposal must include comprehensive justification which includes:
 (i) An explanation that the item is for a special use essential to the direct performance of the contract the item will be used exclusively, etc., will not be provided under a contract except under very exceptional circumstances.
 (ii) No practical or economical alternative exists (e.g., rental, capital investment) than can be used to perform the work.
 (2) The offeror shall identify Government-owned property in its possession and/or contractor titled property acquired from Federal funds, which they propose to use in the performance of the prospective contract.
 (3) The management and control of any Government property shall be in accordance with HHS Publication (OS) 74-115 entitled, "Control of Property in Possession of Contractors", a copy of which will be provided upon request.
- (c) **Royalties.** The offeror shall furnish information concerning royalties which are anticipated to be paid in connection with the performance of work under the proposed contract.
- (d) **Financial Capacity**
The offeror shall indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.
- (e) **Facilities Capital Cost of Money**
(This is applicable if you are a commercial organization).

 Facilities capital cost of money (see FAR 15.904) will be an allowable cost under the contemplated contract, but only if the contractor specifically identifies or proposes it in the cost proposal for the contract and elects to claim this cost by checking the appropriate box below. If the contractor does not specifically identify or propose facilities capital cost of money and does not elect to claim this cost, the contract will include the Waiver of Facilities Capital Cost of Money clause.
 _____ The prospective contractor has specifically identified or proposed facilities capital cost of money in its cost proposal and elects to claim this cost as an allowable cost under the contract. Submit Form CASB-CMR (see FAR 31.205.10).
 _____ The prospective contractor has not specifically identified or proposed facilities capital cost of money in its proposal and elects not to claim it as an allowable cost under the contract.
- (f) **Subcontractors**
If subcontractors are proposed, please include a statement from the subcontractor detailing:
 (i) Willingness to perform as a subcontractor for specific duties.
 (ii) What priority the work will be given and how it will relate to other work.
 (iii) The amount of time and facilities available to this project.
 (iv) Information on their cognizant FDA and OSHA offices.
 (v) How rights to publications and patents are to be handled.
- (g) **Proposer's Annual Report**
A copy of the organization's most recent annual report must be submitted as part of the business proposal.

Article L.4 SUBMISSION OF PROPOSALS

This section specifies the format that offerors shall use in their proposal. The intent is not to restrict the offerors in the manner in which they will perform their work, but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes.

The offeror shall submit their proposal in volumes subject to the following identification and quantities and submit two (2) CD ROMs encompassing all five (5) volumes. Microsoft programs shall be used and all cost data will be on Excel spreadsheets

Volume Number and Name	Number of Copies	General Requirements
I - Past Performance	Original and 10 copies	Related past performance history and references.
II – Technical Approach	Original and 10 copies	Description of proposed approach to perform all requirements described in the RFP.
III – Personnel	Original and 10 copies	Description of proposed positions and additional information for evaluation.
IV - Management	Original and 10 copies	Include all required information for evaluation, excluding any references to pricing.
V – Business	Original and 10 copies	Complete Cost/Price breakdown with supporting information. Complete Section B.
VI - Representations and Certifications	Original and 3 copies	Completed Representations and Certifications from Section K of the Solicitation.

GENERAL INSTRUCTIONS

The written proposal must be prepared in accordance with the General Instructions, specific volume instructions, as well as with the Performance Work Statement, Section C of this Request for Proposals (RFP).

Each volume shall be separate and complete documents in order that evaluation of each may be accomplished independently of, or concurrently with, evaluation of the other. **The Past Performance, Technical Approach, Personnel, and Management proposals shall not include any information concerning cost/prices, i.e., unit prices, individual salary information, material cost, burden rates, profit amounts or total cost/price.** These instructions establish the acceptable minimum requirements for the format and content of proposals. Offerors shall direct all communications to the attention of the Contracting Officer cited on the face page of the solicitation. Communication with other NIH personnel may constitute improper actions.

Some parts of volumes contain specific page limitations. The limitation is a page number that cannot be exceeded. Clear, compliant communication in fewer pages is appreciated. Cover pages and tables of contents do NOT count towards page limitations and are not evaluated. A page is defined as an 8 ½ inch by 11 inch sheet of paper with one inch margins on all four sides. Text shall be in Arial or times new roman font of size 12 with single space between lines. Text pages should use portrait orientation. Page formatting can alter for illustrations and tables but must be easily readable. Fold-outs will be counted as the appropriate number of pages based upon an 8 ½ inch by 11 inch sheet of paper. The Contractor shall number each page in order to eliminate any confusion. In the event that the offeror creates an ambiguity in the numbering of pages, the Government will exercise its own discretion in the counting of pages. Pages in excess of limitations will NOT be evaluated. Volumes require specific organization of material behind required tabs. Required forms may use landscape orientation.

Each volume is required to have a volume cover that states the name of the offeror, the solicitation title and number, the date of submission and the volume number and title. Each volume shall include a table of contents that enhances the location of required data. Each volume is required to have the same cover page after the table of contents. The cover page shall state the: (1) name, address, point of contact, phone number, fax number, email, and website of the offeror; (2) name, address, point of contact, phone number, fax number, email, and website of each member of a joint venture or a subcontractor; (3) name, address, phone number, fax number, and email of key personnel whose experience is included in the past performance documentation.

SOLICITATION PROVISIONS UNIQUE TO THE AGENCY TENDER

In accordance with Circular A-76, Attachment B (4) the agency tender is not required to include (a) a labor strike plan; (b) a small business strategy; (c) a subcontracting plan goal; (d) participation of small disadvantaged businesses; (e) licensing or other certifications; and (f) past performance information.

Agencies are required to use COMPARE (the costing software that incorporates the costing procedures of Circular A-76) to develop cost estimates and generate the Standard Competition Form (SCF) (the agency form that documents and certifies all costs calculated in the standard competition). The agency tender will use the SCF in lieu of completing Section B. The agency tender will also generate and submit the documentation to develop the SCF in lieu of completing Volume V – Business Proposal.

VOLUME I - PAST PERFORMANCE

The Past Performance volume shall be organized as follows:

- **Cover**
- **Table of Contents**
- **Cover Page**

Past Performance is preferred from firms proposed as prime and subcontractors or as joint venture members. Large firms may submit past performance data only for the specific part of the firm submitting the offer. If required to demonstrate adequate past performance, new firms/ventures may submit past performance for personnel designated as key personnel. This combination of firms and personnel (as required) is referred to below as “team members.”

Tab 1 - Written Consent of Team Members (No limitations on number. Letters shall not exceed one page and will be reviewed only for consent.)

The offeror shall provide written consent, on letterhead stationary (or equivalent), from each proposed team member, (1) allowing the Government to discuss that team member’s proposal information with the offeror, and (2) allowing the Government to discuss that team member’s past performance directly without contacting the offeror.

Tab 2 - Relevant Contracts. (NO Limitation on number of references)

The offeror shall complete form I-1 for all relevant contracts. Past performance data is required for all proposed team members.

Information must be provided on **all** Federal contracts for Supply Services support and related services that: (i) were awarded within three years prior to the closing date of this solicitation, or (ii) awarded more than three years ago, but completed within one year of the closing of this solicitation, and/or (iii) on-going contracts. The exclusion of any contracts meeting these time frames may be grounds for a marginal or poor evaluation. State and local Government contracts and/or commercial contracts may be included if the Federal Government contracts do not demonstrate adequate relevant experience in all phases of this project.

The Government will provide a standard questionnaire to references included on Form I-1 and to other persons knowledgeable of the offeror’s performance. The Government reserves the right to determine to whom and for which contracts questionnaires will be sent to ensure that a fair sampling of past performance is considered.

The offeror is reminded that both data submitted by the offeror and data independently obtained by the Government may be used to evaluate the offeror’s past performance as the basis to determine performance risk. Since the Government may not contact all of the references provided by the offeror, it is incumbent upon the offeror to fully explain the relevance of the data provided and to ensure that the data is current, accurate, and complete. The Government does not assume the duty to search for clarifications or cure problems it finds in the proposal. Proposals that do not contain the requested information, or are not in the format above, may risk not receiving credit for aspects of their past performance which may improve their performance risk rating.

Tab 3 – Relevant Performance

The offeror shall complete form I-2 for all references from form I-1. It is critical that offerors demonstrate performance quality and the ability to correct performance issues.

**Form I-1
Past Performance**

(Page 1 – it is anticipated that the following information can fit on one page. The information can go to an additional page only when the exact, required information is in excess of one page)

1. Reference No: (for reference to Form I-2, and III-1)
2. Contract/Program Name: (for reference to Form I-2)
3. Firm or Key Personnel that performed the work:
4. Cage Code:
5. Client: (From Department to specific organization supported)
6. Contract Type:
7. Date Awarded:
8. Original Award Price/Cost:
9. Final Price/Cost: (or Price/Cost to date, notate which is shown)
10. Original base period completion date:
11. Option periods exercised and completion periods:
12. Option periods available but not exercised:
13. Procuring Contracting Officer name, address, telephone, and email:
14. Administrative Contracting Officer name, address, telephone, and email:
15. Technical or Contracting Officer's Representative name, address, telephone and email:
16. Other Significant POC's name, address, telephone and email:
17. Location(s) of Performance:

(Page 2 – The following should start on page 2 of the form and may NOT exceed a single page)

1. NIH requirements performed within scope of this past performance:
2. Statement of Relevancy: (explanation of specific relevancy in terms of scope, size, requirements, technical approach, standards, workload, management, positions, locations, problems encountered and lessons learned)

(This 2-page form may be reformatted for headers and footers. The page format and text format shall meet the requirements stated above)

Form I.2 Relevant Contract Performance

Instructions: Provide a “Y” in the columns below if applicable even once on the contract. Provide an “N” if not ever applicable.

Key:

- 1 Termination for Default
- 2 Termination for Convenience
- 3 Show Cause/Cure Notice Issued
- 4 Liquidated Damages Assessed
- 5 Deductions taken from invoices
- 6 OSHA Violations found
- 7 EPA Violations found
- 8 Government QA documented that quality standards were not met (even once)
- 9 Government QA documented that timeliness standards were not met (even once)
- 10 Cost Overruns
- 11 Client documented problems related to high turn-over of contractor personnel
- 12 Client documented problems related to lack of training for contractor personnel
- 13 Client documented problems related to lack of adequate contractor quality control
- 14 QC solved performance issues prior to inspection and acceptance of performance
- 15 Incentive or Award earned during performance
- 16 Positive, written recognition of performance received from the client

Ref. No.	Client and Contract/Program Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
From Form I-1	From Form I-1																

(Reasons for any yes responses will be investigated by the Government and circumstances will be considered by the government and may NOT adversely affect the evaluation. Incomplete and misleading information WILL adversely affect the evaluation). (This form may be reformatted for headers and footers and required rows. The page format and text format shall meet the requirements stated above)

VOLUME II – TECHNICAL APPROACH

The Technical volume shall be organized as follows:

- **Cover**
- **Table of Contents**
- **Cover Page**

- **Tab 1 - Organization Chart** (no page limitation, but content is limited to the following)

The offeror shall provide an organizational chart that illustrates the proposed structure to accomplish all requirements at all locations. The organization chart shall specify all positions detailed in Volume III, Personnel. **Each Tab under Technical approach shall describe all sub-requirements under the parent requirement.**

Example: C.5.1 tab shall include all sub requirements, i.e. C.5.1, C5.1.1, C.5.1.1.2, etc. All sub-requirements shall be addressed in the proposal. Additionally C.1 through C.4 requirements shall be addressed.

- **Tab 2 - Introduction to the Technical Approach**
- **Tab 3 - C.5.1 Gaithers Distribution Center**
- **Tab 4 - C.5.2 National Library of Medicine**
- **Tab 5 - C.5.3 National Institute of Aging**
- **Tab 6 - C.5.4 National Institute of Dental and Craniofacial Research**
- **Tab 7- C.5.5 Center for Scientific Research**

Tab 8 – Phase-in Plan. Describe in detail a five (5) month Phase-in Plan that clearly describe the procedures for assuming responsibility for the PWS. Include training requirements, schedules, compliance with Section C-3, and detail every hour of proposed government assistance as completely as possible. Although difficult, this last element is considered a primary indicator of the offeror understands of the NIH requirements.

Tabs 2 through 8 are limited to 200 pages in total and should be sub sequentially numbered. Tabs 3 through 7 shall, at a minimum, address every requirement that is separately numbered in the RFP.

The technical approach shall be sufficiently specific, detailed and complete to clearly and fully demonstrate that the offeror has a thorough understanding of all RFP technical requirements. The technical proposal shall contain sufficient detail to indicate the proposed means for complying with the Performance Work Statement and shall include a complete explanation of the techniques and procedures to be utilized. A Standard Operating Procedure format is desired, but not mandatory. Include receipt of input; process for performance; quality, timelines, and productivity standards for output; and proposed process improvements for each of the requirements. Describe how policies, procedures, and practices will preserve Government property and equipment and

minimize life cycle costs. Explain specific approaches from Federal, state, local and commercial work that will be used.

- **Tab 9 – Additional Considerations** (Limited to 70 pages)

The offeror will address the following elements of the Technical Approach:

- Regular schedules for performance
- Ability to respond to emergencies
- Ability to respond to weekend and after hour requirements
- Effective ability to respond to peak workload
- Efficient ability to respond to workload “valleys”
- Specific approaches for leased facilities
- Coordination with Institutes and Centers

VOLUME III – PERSONNEL

The Technical volume shall be organized as follows:

- **Cover**
- **Table of Contents**
- **Cover Page**

- **Tab 1 – Staffing Chart**

Offerors shall complete form III-1.

NOTE: It is anticipated that worksheets and data bases may be used to develop the five required forms. The forms may be reformatted for headers and footers and to be printed from spreadsheets and databases in landscape or portrait orientation. The forms are not limited in number of pages, but are limited to the exact, required data.

- **Tab 2 – Productivity Factors**

Offerors shall complete form III-2.

- **Tab 3 – Staffing Realism**

Offerors shall complete form III-3.

- **Tab 4 - Position Descriptions**

Offerors shall complete form III-4.

- **Tab 5 – Work Schedules**

Offerors shall complete form III-5.

- **Tab 6 – Key Personnel Resumes**

Offerors shall complete form III-6 for proposed Key Management Personnel and Key Personnel that are used to demonstrate past performance for new firms.

- **Tab 7 – Personnel Management** (Limited to 20 pages)

The offeror shall address the following elements of personnel management:

- The ability to hire and retain personnel qualifying for the Position Descriptions at the rates proposed. Discuss historical experience in hiring, managing, and replacement of personnel in each labor category and pay range, and historical and anticipated turnover rates. Do not reveal actual hourly rates proposed, use percentage relationships between actual rates and proposed rates.
- The supervisor to worker ratios and explain the adequacy of management and supervision.
- Recruitment of Personnel and the plan that demonstrates the ability to provide and maintain the required skills, training, qualification, and certification necessary to perform the PWS.
- Initial training of personnel, retraining and training for new requirements and systems.
- Impact on hiring in consideration of HHS policy that all affected personnel will have a government job offer in the event of a conversion to contract.

**Form III-1
Staffing Chart**

Ref	Organization	Position Title	Full Time Hours	Part Time Hours	Overtime Hours	Supervisor Ref	Company

Key:

Ref: Number to be used on Personnel Forms.

Organization: Title or Code from Volume II, Tab 1, Organization Chart

Position Title: As required to implement the technical Approach in Volume II

Full Time Hours: Proposed

Part Time Hours: Proposed

Overtime Hours: Proposed

Supervisor Ref: The Reference number of the supervisory position

Company: The firm that is proposed to provide the position. Show one row for each company per position title to reflect the number of proposed positions.

**Form III-2
Productivity Factors**

Ref	Organization	Position Title (s)	Proposed Hours	Workload	Units	Productivity Factor	Past Performance Reference

Key:

Ref: From Form III-1

Organization: From Form III-1

Position Title: From Form III-1

Proposed Hours: The total number of hours proposed by organization by Position Title, from Form III-1

Workload: The workload count from the PWS that was used to determine the number of required hours

Unit: The nomenclature for the workload (i.e. Square feet, work orders, size of project)

Productivity Factor: The workload divided by the proposed hours, equaling the number of units produced per hour

Past Performance Reference: Reference number from form I-1 where similar productivity factors have been achieved and can be verified by government representatives

(This form is not limited in number of pages, but is limited to the exact, required data)

(This form may be reformatted to show multiple workload indicators per position, if applicable)

(This form may be reformatted for headers and footers and to be printed from spreadsheets and databases)

Form III-3
Staffing Realism

Organization/ Labor Category	Proposed Positions	Current Number of Personnel	Number of Personnel in Labor Category in last 12 months	Range of Actual Salary as % of Proposed Salary	Number of Current Personnel whose actual salary is within 10% of Proposed Salary	Ratio 1	Ratio 2	Ratio 3	Ratio 4

Definitions:

1. **Organization/Labor Category** – From Form III-1
2. **Proposed Positions** – From Form III-1
3. **Current Number of Personnel** - The number of personnel currently employed by the company in each labor category.
4. **Number of Personnel in Labor Category in last 12 Months** - The number of personnel that have been hired by the company in each labor category in the past 12 months.
5. **Range of Actual Salary as % of Proposed Salary** - Derived by identifying the direct salary of all personnel hired by the company in each labor category in the past 12 months. The highest and the lowest salaries are then identified and divided by the proposed salary for each labor category. For example, the proposed direct labor rate is \$10 per hour, the highest and lowest actual direct salary over the last 12 months is \$20 and \$10 per hour, therefore, the range entered for that labor category would be 100% to 200%.
6. **Number of Current Personnel whose actual salary is within 10% of the Proposed Salary** - For example, using the information from above, the offeror would count the number of current personnel in the example labor category that has a direct salary of \$9.90 to \$10.10.
7. **Ratio 1** – Column 2 divided by Column 3
8. **Ratio 2** – Column 3 divided by Column 4
9. **Ratio 3** – Column 2 divided by Column 6
10. **Ratio 4** – Column 3 divided by Column 6

All offerors are reminded that the backup financial data for this form is required as part of the cost proposal. This form should be completed for each member firm associated with the offeror, and then one summary form should be prepared based on the individual forms. It is recognized that some very large organizations may have difficulties in compiling this information for the total company. Such organizations may choose to limit the information to a specific subsection of the company. This is allowed, if it is clearly noted as a footnote to the Form. Each Offeror may choose how best to demonstrate that their proposal is realistic in terms of experience in hiring applicable positions at the proposed rates.

(This form is not limited in number of pages, but is limited to the exact, required data)
(This form may be reformatted for headers and footers and to be printed from
spreadsheets and databases)

Form III-4
Work Schedules

Ref	Organization	Position Title	Normal Work Schedule

Key:

Ref: From Form III-1

Organization: From Form III-1

Position Title: From Form III-1

Normal Work Schedule: Scheduled starting and stopping for regular shifts, on applicable days, that demonstrates an understanding of NIH work schedule and the need to minimize disruption to mission requirements.

(This form is not limited in number of pages, but is limited to the exact, required data)

(This form may be reformatted for headers and footers and to be printed from spreadsheets and databases)

Form III-5
Positions Descriptions

Labor Category

___ Current or ___ Proposal Specific Position Description

Date Prepared: _____

Approving official: Name: _____

Signature: _____

Title: _____

Minimum Years Experience:

Minimum Educational Requirements:

Experience Substitution for Education (if allowed):

Duties:

Abilities/Skills/Knowledge Required by the Position:

Supervisory Controls:

Guidelines:

(The number of forms is NOT limited. Each form is limited to two pages)

Form III-6
Key Personnel Resume

Name, Labor Category

Employment Status (Current, Contingent, etc.) and Employer

Years of Professional Experience: Years in proposed labor category:

Highest degree earned: Discipline: Date earned:

I certify the accuracy, currency, and completeness of this resume:

Signature _____ Date _____

EMPLOYMENT HISTORY: (list in chronological order by employer, use multiple listings if different positions were worked for the same employer)

Current Employer, Dates of Employment, Current Position Title

List relevant duties, accomplishments and productivity factors achieved.

Additional Employers, Dates of Employment, Position Title

List relevant duties, accomplishments and productivity factors achieved.

Repeat format as required

EDUCATION:

List degree, discipline, date, school

List other relevant training by title, date and school

OTHER INFORMATION: (use this header only as required)

List any other relevant information (i.e. membership in organizations, additional skills not covered above, etc.)

This form may not exceed two pages in length per resume.

VOLUME IV – MANAGEMENT

The Management volume shall be organized as follows:

- **Cover**
- **Table of Contents**
- **Cover Page**

Tab 1 - Management Plan Examples (Limited to 50 pages)

Provide specific applications of management plan highlights for the technical approach that compliments the staffing plan. Include consideration of:

1. Managing the size, scope and locations of all the requirements set forth in the RFP
2. Managing the complexities of the functions set forth in the PWS
3. Reducing turn-over
4. Implementing the Training Plan
5. Efficiencies to be achieved
6. Work-in-process management approaches
7. Tracking measures
8. Performance appraisal techniques
9. The authority to respond to the contract requirements and to assume and manage risk
10. Task management
11. Out-year transitions
12. Contract termination transition
13. Management of labor relations
14. Management of Government furnished property and equipment
15. Subcontract Management
16. Interface with the Project Officer and Contracting Officer in order to meet contract requirements and achieve program goals

Tab 2 - Quality Control Plan (Text is unlimited and shall become part of the terms and conditions of the contract)

The Offeror shall provide a specific Quality Control Plan that is applicable to this contract, in consideration of all requirements at all locations. The Plan shall be written so that it can be implemented during Phase-in and be fully implemented on the first day of full performance. General statements, marketing materials and references to corporate philosophy are not considered appropriate.

Tab 3 - Conflict of Interest Plan

The Offeror shall demonstrate how Organizational Conflicts of Interest will be prohibited throughout performance. The offeror shall fully disclose all current business relationships that could create an appearance of conflict of interest in performing this contract.

VOLUME V – BUSINESS PROPOSAL

The Business Proposal shall be organized as follows:

- **Cover**
- **Table of Contents**
- **Cover Page**

This volume shall be specific, complete in every detail and separate from your technical proposal and comply with the content for each section as listed below and shall include completion of Section B of this RFP.

Tab 1 - Section B

The Offeror shall insert the completed Section B.

Tab 2 - Price/Cost Proposal

Cost or Pricing Data or Information Other than Cost and Pricing Data refers to the portion of the offeror's submission, which is factual. The requirement for cost or pricing data is satisfied when all facts reasonably available to the contractor up to the time of agreement on cost/price, and which might reasonably be expected to affect the price negotiations, are accurately disclosed to the Contracting Officer. See FAR 15.403 to determine the necessity for Cost and Pricing Data.

Offerors must submit, at a minimum, cost proposals fully supported by information adequate to establish the reasonableness of the proposed amount. If cost or pricing data is necessary, it should be in the format indicated in Table 15-2 of FAR 15.408. This table shall also be used to present information Other than Cost or Pricing Data. A detailed breakdown of estimated costs by phase, segment, or year must be submitted. For each separate cost estimate or line item (CLIN), the offeror must furnish a breakdown by cost elements as indicated in Table 15-2. In addition, summary total amounts shall be furnished for the following cost elements as appropriate for the offeror's cost proposal.

1. Direct Materials

For any proposed direct materials over and above those specified in CLIN 7, your proposal must separately show any major items (those equal to or greater than \$2,000 or 10% of the direct materials cost, whichever is lower) and their estimated costs. You must also show the basis for the

cost estimate, e.g.; competitive bids, catalog prices or vendor quotations and the names of proposed vendors.

2. Direct Labor

For each CLIN in Section B, provide schedules indicating types or categories of labor, man-hours and hourly rates used to calculate the proposed unit prices. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percentage) and methodology, e.g., annual percentage rate applied to a base hourly rate as of a specific date or a mid-pointed percentage rate for the period of performance. If any proposed labor category is covered by the Service Contract Act (SCA), specify which SCA job classification and minimum hourly wage applies and show how the proposed hourly rate complies with the SCA Wage Determination(s) and is consistent with your organization's salary scales and/or the hourly rates currently paid by your organization. State whether any additional direct labor (new hires) will be required during the performance period of this contract. If so, state the number required and the anticipated date of hire. Offerors are encouraged to use the Staffing Plan as a basis for building these schedules.

3. Fringe Benefits

For each CLIN in Section B, provide the fringe benefits rate(s) used in calculating the proposed unit prices. If you proposed the fringe benefits rate(s) on your current Negotiation Agreement with an agency of the Federal government, you must attach a copy of the agreement. If you do not have a fringe benefits rate(s) negotiated with an agency of the Federal government, you must provide the basis for the proposed rate(s), i.e., a breakdown of the fringe benefits cost pool(s) and the labor costs base(s) used to calculate the proposed rate(s).

If fringe benefits are accounted for as part of your indirect costs and not separately proposed, so state.

Whether fringe benefits are included in indirect costs or separately proposed, you must provide information to clearly document that the minimum fringe benefits (Health and Welfare, paid vacation and holidays) required by the Service Contract Act (SCA) Wage Determination(s) have been proposed for those job classifications covered by the SCA.

4. Subcontracted Effort

For each CLIN in Section B, include parts, components, assemblies, and services that are to be produced or performed by others in accordance with offeror's design, specifications, or direction and that are applicable only to the prime contract and that were used in calculating the proposed unit prices. Subcontract costs must be shown in the same detail as that required for the prime offeror. For each subcontract over \$500,000, the

support should provide a listing by source, item, quantity, price, type of subcontract, degree of competition, and basis for establishing source and reasonableness of price, as well as the results of review and evaluation of subcontract proposals when required by FAR 15.404-3.

5. Overhead, General and Administrative Expense

For each CLIN in Section B, detail the proposed indirect cost rate(s) used in calculating the proposed unit prices. If you proposed the indirect rate(s) on your current Negotiation Agreement with an agency of the Federal Government, you must address the impact, if any, the subject contract would have on the negotiated rates. In addition, you must detail any rate adjustment required because of the HHS treatment of IR&D as noted below. If you have current indirect cost Negotiation Agreement with an agency of the Federal government, attach a copy of the agreement.

If you do not have a current indirect cost Negotiation Agreement with an agency of the Federal government or you did not use the indirect rates on your current Negotiation Agreement when calculating the proposed unit prices for any CLIN, you must provide detailed projected estimates of the proposed indirect rates. These projected estimates (based on company-wide or division-specific cost data) must be broken down by expense category for both the indirect cost pool(s) and the indirect cost base(s) used to distribute the pool(s). The projected estimates should be based on annualized costs for the planned mode and level of operation during the period in which effort is to be expended under the subject contract. These estimates should take into consideration all operating changes. Comparative details of the costs incurred and their associated computed rates for the previous fiscal year also be provided.

NOTE: It is the policy of the Department of Health and Human Services (HHS) not to participate in or contribute to the cost of independent research and development (IR&D). As noted in the HHS Acquisition Regulation at 352.216-72, it is HHS policy that IR&D costs are unallowable and shall bear a proportionate share of overhead and G&A costs; therefore, IR&D costs should be excluded from indirect expense pools and included in the appropriate distribution bases. If your organization has no IR&D costs, a statement to that effect should be included with the above-required information. If your company does have IR&D costs they must be identified and the required adjustment(s) to your rates must be detailed.

6. Special Equipment

If special purpose equipment is being proposed, provide a description of the items, details of the proposed cost including competitive prices, and a justification as to why the Government should furnish the equipment or

allow its purchase with contract funds. (See the paragraphs below of this section for policy on equipment.). If fabrication by the prime contract is contemplated, include details of material, labor and overhead.

7. Consultant Service

For each CLIN in Section B, proposed consultant services should be explained by indicating the specific area in which such services are to be used. Identify the contemplated consultants by name and state the number of hours of such services estimated to be required and the consultant's quoted rate per hour, and indicate the number of hours in which work will be performed. State whether the consultant has received the proposed hourly rate in performing similar services for other Organizations, especially when Federal funds were not involved.

8. Other Direct Costs

You must identify and provide documentation to support the proposed costs of any items/services not otherwise included elsewhere in your proposal.

9. Fee

Offerors shall identify a base fee.

10. Monthly Deductions

For the tasks listed in Schedule 1 of Section B -1, offerors must propose a monthly deduction for each of the performance standards in Section C for failure to meet Acceptable Quality Levels. Offeror's proposed deductions may be negotiated during evaluation. Deductions will be taken from the fixed price portion of the contract only.

Tab 3 - Cost Realism

The offeror shall document:

- (1) The realism of the proposed cost to the requirements (by the six major requirements by location)
- (2) The realism of the proposed costs compared to the proposed technical approach and staffing (by the six major requirements by location, with specific attention to the ability to staff the position descriptions at the proposed rates per location)
- (3) The realism of proposed costs to current business practices
- (4) The history of cost realism in regard to proposed cost compared to actual billed cost on past performance

Tab 4 - Business Capacity

The offeror shall provide complete financial statements, including notes, (current and two prior years) and use numbers, percentages and ratios to document:

- (1) Current capacity in terms of available funding and personnel
- (2) Available capacity in terms of additional funds and personnel readily available to the offeror
- (3) The adequacy of the current and available capacity in relationship to the requirements of this contract
- (4) The realism of the offer to initiate and maintain performance from a Business Capacity perspective

This small business set-aside contract requires continuity of services, which are tied to business capacity throughout the performance periods. Specific attention should be given to the business capacity during the transition period and the base performance period.

VOLUME VI – REPRESENTATIONS AND CERTIFICATIONS

Provide the requirements identified in Section K, including signatures, representations, certifications, amendments, and other official documents.

Article L.5 INCENTIVES AND DISINCENTIVES

In addition to the period of performance of the base year and four options years, the Service Provider may earn extensions (hereinafter called “award terms”) up to three additional years for a high performing organization that continued cost savings justifies the extension based upon the quality of performance during the specified evaluation periods. The evaluation periods and methods of evaluation are explained in the Quality Assurance Surveillance Plan (QASP). Award term extensions will not be granted if there is not a bona fide continued need for the services provided.

The Service Provider’s performance will be evaluated in accordance with the QASP. The plan may be changed at any time during the agreement between the Service Provider and the Government.

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION M

EVALUATION FACTORS FOR AWARD

ARTICLE M.1 GENERAL

The term “offeror” is used to describe commercial offerors, the Agency Tender, and reimbursable public tenders that may propose in accordance with OMB Circular A-76. The term “contract” is used to describe a commercial contract, an ISSA, or a letter of obligation, which may be awarded in accordance with OMB Circular A-76. This Acquisition is for a “mixed-type” requirement consisting of cost and price elements. Therefore, the evaluation methods are used as appropriate to each “type.” The source selection method is low-cost/technically acceptable.

Technically acceptable is defined through the performance levels in the PWS (Section C). This requires meeting all the requirements (services and service levels) and standards within the workload variances. Technically acceptable is NOT meant to imply “marginal,” “partial compliance,” or “what is acceptable on other contracts.” NIH has specific and unique programs and requirements. Technically acceptable in this case implies a historical level of performance that effectively achieves the NIH mission in a cost efficient manner. The designation of technically acceptable is applied to both technical and cost factors.

Offerors are also notified that award will comply with the rules of OMB Circular A-76.

ARTICLE M.2 BUSINESS EVALUATION

To be considered compliant to this solicitation, the offeror shall offer for all items listed in Section B for the basic contract period and each separate option period.

ARTICLE M.3 EVALUATION AND AWARD CRITERIA

The following cost/technical factors will be used for determining technical acceptability and realistic price/cost.

1) TECHNICAL EVALUATION CRITERIA

a) Past Performance

The evaluation will be based on information obtained from references provided by the offeror, as well as other relevant past performance information obtained from other sources known to the Government. The evaluation will consider: (1) the quality of past performance, and (2) efforts similar to NIH’s requirements and (3) the quantity of related work

The Government will assess the relative risks associated with each offeror to access technical acceptance. Performance risks are those associated with an offeror's likelihood of success in performing the acquisition requirements as indicated by that offeror's record of past performance.

The assessment of performance risk is not intended to be the product of a mechanical or mathematical analysis of an offeror's performance on a list of contracts, but rather the product of subjective judgment by the Government after it considers all available and relevant information.

When assessing performance risks, the Government will focus on the past performance of the offeror as it relates to all acquisition requirements, such as cost, schedule and performance, including standards of good workmanship; the offeror's adherence to contract schedules, including the administrative aspects of performance; the offeror's reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the offeror's business-like concern for the interest of the customer.

The Government will consider the number or severity of an offeror's problems, the effectiveness of corrective actions taken, the offeror's overall work record, and the age and relevance of past performance information. The goal is to demonstrate the ability to perform and respond quickly to all issues.

The following rating method shall be used in the evaluation of past performance information:

Excellent - Based on the offeror's performance record, no doubt exists that the offeror will successfully perform the required effort. A significant majority of sources of information are consistently firm in stating that the offeror's performance was superior and that they would unhesitatingly do business with the offeror again. The type of work performed is directly related to NIH requirements. The type of work is similar to the NIH requirements.

Good - Based on the offeror's performance record, little doubt exists that the offeror will successfully perform the required effort. A significant majority of sources of information state that the offeror's performance was good, better than average, etc., that they would do business with the offeror again. The type of work performed is directly related to NIH requirements. The quantity of work performed is the same or greater than the NIH requirements.

Neutral – In the case of an offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.

Marginal - Based on the offeror's performance record, some doubt exists that the offeror will successfully perform the required effort. Many sources of information make unfavorable reports about the offeror's performance and express concern about doing business with the offeror again.

Poor - Based on the offeror's performance record, serious doubt exists that the offeror will successfully perform the required effort. A significant majority of sources of information consistently stated that the offeror's performance was entirely unsatisfactory and that they would not do business with the offeror again.

An offeror must receive a rating of good, excellent, or neutral to be considered technically acceptable.

b) Understanding of the Requirement/Technical Approach

Evaluation shall assess the detailed technical description of how all the required work will be accomplished. This will include evaluation of proposed methodologies for demonstration of an understanding of every requirement included in the **six major requirements and the phase-in period** identified in Section C.5 and additional RFP requirements. Offerors will be evaluated on the proposed means, techniques and procedures to be utilized for complying with the Performance Work Statement. This includes receipt of input; process for performance; quality, timelines, and productivity standards for output; and process improvements for each of the requirements. For a good or excellent evaluation the offeror must show the ability to accomplish the desired results within the proscribed standards and workload, demonstrate the quality of work in providing services, and how policies, procedures, and practices will preserve Government property and equipment and minimize life cycle costs. The evaluation will also assess the offeror's ability to respond to abnormal conditions such as emergencies, weekends and after hour requirements, workload peaks and valleys, and leased facilities.

The following rating method shall be used in the evaluation of the technical approach information:

Excellent - Based on the offeror's technical approach, no doubt exists that the offeror will successfully perform the required effort. The technical approach shows a complete understanding and methodology for completing **all six major requirements at all applicable Institutes and Centers (ICs) and the phase-in period**, within the standards and workload specified.

Good - Based on the offeror's technical approach, little doubt exists that the offeror will successfully perform the required effort. The technical approach shows an acceptable understanding and methodology for completing **all six major requirements at all applicable ICs and the phase-in period**, within the standards and workload specified.

Marginal - Based on the offeror's technical approach, some doubt exists that the offeror will successfully perform the required effort. The technical approach shows a marginal understanding and methodology in one of the six major requirements at one or more of the specified ICs or the **phase-in** period within the standards and workload specified.

Poor - Based on the offeror's technical approach, serious doubt exists that the offeror will successfully perform the required effort. The technical approach demonstrates significant deficiencies in understanding and implementing performance of one or more of the six major requirements at one or more of the specified ICs or the **phase-in** period, within the standards and workload specified.

An offeror must receive a rating of good or excellent to be considered technically acceptable.

c) Understanding of Staffing Requirements

The evaluation shall assess the quality and competence of the proposed staff, and whether they meet the qualifications necessary to accomplish the described work. This will include evaluation of whether the proposed experience, and/or education demonstrates a thorough understanding of the operating principles, and safe provision of services as evidenced by the detailed staffing data that identify the supervisor to worker ratios, skills, knowledge, abilities, education and experience required for each technical process and the proposed quantity of hours by position classification, by requirement.

The evaluation shall also assess the offeror's ability to hire and retain personnel qualifying for the Position Descriptions at the rates proposed and the offeror's historical experience in hiring, managing, and replacement of personnel in each labor category and pay range, and historical and anticipated turnover rates.

The following rating method shall be used in the evaluation of the staff information:

Excellent - Based on the offeror's proposal, no doubt exists that the offeror will successfully perform the required effort. The staffing documentation shows a complete understanding of the personnel requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified.

Good - Based on the offeror's proposal, little doubt exists that the offeror will successfully perform the required effort. The staffing documentation shows an acceptable understanding of the personnel requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified.

Marginal - Based on the offeror's proposal, some doubt exists that the offeror will successfully perform the required effort. The staffing documentation shows a marginal understanding of the personnel requirements in one of the six major requirements at one or more of the specified ICs, within the standards and workload specified.

Poor - Based on the offeror's proposal, serious doubt exists that the offeror will successfully perform the required effort. The staffing documentation demonstrates significant deficiencies in understanding the personnel requirements of one or more of the six major requirements at one or more of the specified ICs, within the standards and workload specified.

An offeror must receive a rating of good or excellent to be considered technically acceptable.

d) Understanding of Management Requirements

The evaluation will assess the quality and method of management positions and systems to internal project management (to include subcontracts), direct and indirect client requirements, ability to manage the size, complexities, scope and locations of all the functions set forth in the PWS. The assessment will specifically focus on the management system's reflection of the offerors understanding of the NIH culture and technical requirements in order to support the NIH mission.

The following rating method shall be used in the evaluation of the management information:

Excellent - Based on the offeror's proposal, no doubt exists that the offeror will successfully manage the required effort. The management documentation shows a complete understanding of the management requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified. The management approaches, organizational structure and management controls, tracking measures, task management system, and quality control plan are complete with proven methodologies.

Good - Based on the offeror's proposal, little doubt exists that the offeror will successfully manage the required effort. The management documentation shows an acceptable understanding of the management requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified. The management approaches, organizational structure and management controls, tracking measures, task management system, and quality control plan are acceptable with proven methodologies.

Marginal - Based on the offeror's proposal, some doubt exists that the offeror will successfully manage the required effort. The management documentation shows a marginal understanding of the management requirements in one of the six major requirements at one or more of the specified ICs, within the standards and workload specified. The management approaches, organizational structure and management controls, tracking measures, task management system, and quality control plan are marginal or based on some unproven methodologies

Poor - Based on the offeror's proposal, serious doubt exists that the offeror will successfully manage the required effort. The management documentation demonstrates significant deficiencies in understanding the management requirements of one or more of the six major requirements at one or more of the specified ICs, within the standards and workload specified. The management approaches, organizational structure and management controls, tracking measures, task management system, and quality control plan are have deficiencies, or is based on untailed corporate policies, or is based on unproven methodologies.

An offeror must receive a rating of good or excellent to be considered technically acceptable.

2) **PRICE/COST EVALUATION CRITERIA**

a) Price/Cost Realism

The evaluation will be based on information obtained from references provided by the offeror, as well as other relevant past performance information obtained from other sources known to the Government. The evaluation will consider: (1) the realism of the proposed cost to the requirements (by the six major

requirements by location), (2) the realism of the proposed costs compared to the proposed technical approach and staffing (by the six major requirements by location), (3) the realism of proposed costs to current business practices, and (4) the history of cost realism in regard to proposed cost compared to actual billed cost on past performance.

The following rating method shall be used in the evaluation of the Price/Cost Realism information:

Excellent - Based on the offeror's proposal, no doubt exists that the offeror's proposed price/cost is realistic. The Price/Cost documentation shows a complete understanding of the requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified.

Good - Based on the offeror's proposal, little doubt exists that the offeror's proposed price/cost is realistic. The Price/Cost documentation shows an acceptable understanding of the requirements for **all six major requirements at all applicable ICs**, within the standards and workload specified.

Marginal - Based on the offeror's proposal, some doubt exists that the offeror's proposed price/cost is not realistic in one or more of the four areas in the criteria. The Price/Cost documentation shows a marginal understanding of the requirements in one of the six major requirements at one or more of the specified ICs, within the standards and workload specified.

Poor - Based on the offeror's proposal, serious doubt exists that the offeror's price/cost is realistic in one or more of the four areas in the criteria. The Price/Cost documentation demonstrates significant deficiencies in understanding the management requirements of one or more of the six major requirements at one or more of the specified ICs, within the standards and workload specified.

An offeror must receive a rating of good or excellent to be considered technically acceptable.

b) Business Capacity

The evaluation will assess the offeror's business capacity to initiate and maintain this contract. The evaluation will consider: (1) current capacity in terms of available funding and personnel, (2) available capacity in terms of additional funds and personnel readily available to the offeror, (3) the adequacy of the current and available capacity in relationship to the requirements of this contract, and (4) the realism of the offer to initiate and maintain performance. Specific attention shall be given to the small business's financial capacity during the transition period and first performance period.

The following rating method shall be used in the evaluation of the Price/Cost balance information:

Excellent - Based on the offeror's proposal, no doubt exists that the offeror has or can reasonably obtain the capacity to initiate and maintain the contract, within the standards and workload specified.

Good – Based on the offeror's proposal, little doubt exists that the offeror has or can reasonably obtain the capacity to initiate and maintain the contract, within the standards and workload specified.

Marginal – Based on the offeror's proposal, some doubt exists that the offeror has or can reasonably obtain the capacity to initiate and maintain the contract in regard to one or more of the four areas in the criteria.

Poor - Based on the offeror's proposal, serious doubt exists that the offeror has or can reasonably obtain the capacity to initiate and maintain the contract in regard to one or more of the four areas in the criteria.

An offeror must receive a rating of good or excellent to be considered technically acceptable.

ARTICLE M.4 SOURCE SELECTION

The evaluation will result in identification of technically acceptable proposals. To be technically acceptable, an offeror must be evaluated as good or excellent in **all** four technical criteria and **the** two price/cost criteria. A neutral rating for past performance is technically acceptable. This reflects the criticality of the requirements and maintains current required service levels. Upon approval of the Source Selection Authority (SSA), the performance decision shall be based on the lowest cost of all the offers and tenders determined to be technically acceptable.

ARTICLE M.5 EVALUATION OF OPTIONS (FAR 52.217-5) (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

ARTICLE M.6 NEGOTIATIONS

The Government reserves the right to negotiate with any and all offerors. However, negotiations **MAY** be conducted with only those offerors who are determined to be in a competitive range in regard to technical and cost factors. Negotiations may address all evaluation factors.