

**SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.1. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES**

The purpose of this contract is to utilize the significant communications potential of the entertainment industry to help the general public better understand what “mental health” and “mental illness” mean, and then to break down the related stigma.

**B.2. ESTIMATED COST, FIXED FEE and OPTIONS**

**b.2.1** Estimated Cost: The estimated cost (exclusive of any fees) of the Base Year of this contract is **\$ (To Be Inserted At Time Of Award)**. The estimated cost (exclusive of any fees) of Option 1 of this contract is **\$ (To Be Inserted At Time Of Award)**. The estimated cost (exclusive of any fees) of Option 2 of this contract is **\$ (To Be Inserted At Time Of Award)**. The estimated cost (exclusive of any fees) of Option 3 of this contract is **\$ (To Be Inserted At Time Of Award)**. The estimated cost (exclusive of any fees) of Option 4 of this contract is **\$ (To Be Inserted At Time Of Award)**.

**b.2.2** Fixed Fee: The fixed fee for the Base Year of this contract is **\$ (To Be Inserted At Time Of Award)**. The fixed fee for Option 1 of this contract is **\$ (To Be Inserted At Time Of Award)**. The fixed fee for Option 2 of this contract is **\$ (To Be Inserted At Time Of Award)**. The fixed fee for Option 3 of this contract is **\$ (To Be Inserted At Time Of Award)**. The fixed fee for the Option 4 of this contract is **\$ (To Be Inserted At Time Of Award)**.

The fixed fee shall be paid in installments based on the percentage of completion of work, as determined by the Contracting Officer, and subject to the withholding provisions of the clauses ALLOWABLE COST AND PAYMENT (52.216-7), and FIXED FEE (52.216-8) incorporated herein. Payment of the fixed fee shall not be made in less than monthly increments.

<b>Fixed Fee Schedule</b>			
<b>Period</b>	<b>Fixed Fee</b>	<b>Total Fixed Fee Less Withholding (10%)</b>	<b>Monthly Increment</b>
Base Period			
Option Period 1			
Option Period 2			
Option Period 3			
Option Period 4			

**b.2.3** Government’s Maximum Obligation: The Estimated Cost-Plus-Fixed-Fee for the Base Year of this contract is **\$ (To Be Inserted At Time Of Award)**. This represents the Government’s MAXIMUM OBLIGATION under this contract.

**b.2.4 Total Contract Value/Government’s Maximum Obligation, if all Options are Exercised:**

If the Government exercises its options pursuant to Section H.1. of this contract, the Government’s MAXIMUM obligation, represented by the sum of the Total Estimated-Cost-Plus-Fixed Fee, will be increased as follows:

Period	Estimated Cost	Fixed Fee	Total
Base Year (09/29/06 – 09/28/07 )			
Option 1 09/29/07 – 09/28/08 )			
Option 2 09/28/08 – 09/28/09 )			
Option 3 09/29/09 – 09/28/10 )			
Option 4 09/29/10 – 09/28/11 )			
<b>Total (including options)</b>			

**b.2.5 Total Funds Currently Available**

Total funds currently allotted to and available for payment and obligated to this contract are \$ **(To Be Inserted At Time Of Award)**, of which \$ **(To Be Inserted At Time Of Award)** represents the Estimated Cost, and \$ **(To Be Inserted At Time Of Award)** represents the Fixed Fee. See the LIMITATION OF FUNDS clause incorporated herein:

Period	Estimated Cost	Fixed Fee	Total
This Action (Base Year Award)			
Total			

**b.2.6** It is estimated that the amount currently allocated to the contract will cover performance of the contract through (insert date).

**b.2.7** The Contracting Officer may allot additional funds to the contract without the concurrence of the contractor. For further provisions on funding, see the LIMITATIONS OF COST AND THE ALLOWABLE COST AND PAYMENT (AND FIXED FEE) clauses incorporated into the contract.

b2.8 Summary of Funding

<b>Period</b>	<b>Element</b>	<b>Negotiated Amount</b>	<b>Amount Funded this Action</b>	<b>Total Amount Funded</b>	<b>Remainder to be Funded</b>
Base Year (09/29/06 – 09/28/07)	Estimated Cost				
	Fixed Fee				
	Total				
<b>Base Year Total</b>					
Option 1 (09/29/07 – 09/28/08)	Estimated Cost				
	Fixed Fee				
	Total				
<b>Option 1 Total</b>					
Option 2 (09/29/08 – 09/28/09)	Estimated Cost				
	Fixed Fee				
	Total				
<b>Option 2 Total</b>					
Option 3 (09/29/09 - 09/28/10)	Estimated Cost				
	Fixed Fee				
	Total				
<b>Option 3 Total</b>					
Option 4 (09/29/10 - 09/28/11)	Estimated Cost				
	Fixed Fee				
	Total				
<b>Option 4 Total</b>					
<b>Total</b>					

**B.3. PROVISIONS APPLICABLE TO DIRECT COSTS**

a. Notwithstanding the clauses ALLOWABLE COST AND PAYMENT, incorporated in this contract, unless authorized in writing by the Contracting Officer, the costs of the following items or activities shall be unallowable as direct costs:

- (1) Acquisition, by purchase or lease, of any interest in real property;
- (2) Special rearrangement or alteration of facilities;
- (3) Accountable Government property (defined as both real and personal property with an acquisition cost of \$1,000 or more, with a life expectancy of more than two years) and "sensitive items" (defined and listed in the Contractor's Guide for Control of Government Property) regardless of acquisition value;
- (4) Purchase or lease of any personal computer, related item of hardware, or software, regardless of dollar value;
- (5) Travel to attend general professional meetings;
- (6) Foreign Travel - See paragraph b.(2);
- (7) Any costs incurred prior to the contract's effective date;
- (8) Rental of meeting space not otherwise expressly authorized by the contract;
- (9) Any formal subcontract arrangements above the simplified acquisition threshold (\$100,000), any cost-reimbursement subcontract regardless of cost, or not otherwise expressly provided for in the contract;
- (10) Consultant fees in excess of \$400/day,
- (11) Cost of delivery of any vouchers under the contract using other than the USPS Standard mail service;
- (12) Airfare in excess of \$1,000.
- (13) Cost of food and/or light refreshments for meetings, not including per diem cost.

b. **Travel Costs**

(1) Domestic Travel

(a) Contractor costs for travel, including lodging, subsistence, and incidental expenses, shall be allowable only to the extent that they do not exceed the amount allowed for under the contractor's travel policies, and further travel expenses incurred by the Contractor exclusively in direct performance under this contract shall not exceed:

1. Cost of air travel by most direct route, using "air coach" or "air tourist" (less than first class) unless it is clearly unreasonable or impracticable (e.g., not available for reasons other than avoidable delay in making reservations, would require circuitous routing or entail additional expenses offsetting the savings on fare, or would not make necessary connections); or
2. Cost of rail travel by most direct route, coach class or nearest equivalent; or
3. Cost of travel by privately owned automobile. However, reimbursement for transportation by this means shall not exceed the cost of 1. or 2. above, whichever is less.

(b) The cost of travel by privately-owned automobile shall be reimbursed at the Government mileage rate allowed Federal employees and in effect at the time incurred in lieu of actual costs. However, reimbursement for transportation by this means shall not exceed the otherwise allowable comparative costs of travel by common carrier.

(c) No funds provided under this contract shall be used for reimbursement of travel

expenses incurred by Government employees.

(d) All travel arrangements shall be made by the Contractor utilizing Government rates when that rate is the lowest available. Should the Government's rate not be the best price, in such cases as discount and/or super saver airfare, then the lowest price will dictate. Any refunds, rebates, or other benefits provided by airlines, hotels, etc., as a result of travel arrangements made under this contract shall be applied to the contract and shall not revert to the Contractor or the Contractor's affiliates. The Contractor shall cite in any claim for reimbursement of travel costs the source of the rate used.

(2) Foreign Travel

Requests for foreign travel must be submitted at least six (6) weeks in advance of anticipated date of travel, and shall contain the following: (a) meeting(s) and place(s) to be visited, with costs and dates; (b) names and titles of contractor personnel to travel and their functions in the contract project; (c) contract purposes to be served by the travel; (d) how travel of contractor personnel will benefit and contribute to accomplishing the contract project, or will otherwise justify the expenditure of SAMHSA contract funds; (e) how such advantages justify the costs for travel and absence from the project of more than one person if such are suggested; and (f) what additional functions may be performed by the travelers to accomplish other purposes of the contract and thus further benefit the project.

**B.4. ADVANCE UNDERSTANDINGS**

- a. Other provisions of this contract notwithstanding, approval of the following items within the limits set forth is hereby granted without further authorization from the Contracting Officer:

**To be negotiated.**

**SECTION C**  
**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**C.1. STATEMENT OF WORK**

- a. Independently and not as an agent of the Government, the Contractor shall be required to furnish all the necessary services, qualified personnel, material, equipment, and facilities, not otherwise provided by the Government, as needed to perform the Statement of Work, SECTION J, ATTACHMENT 1, attached hereto and made a part of this Contract.

## SECTION D - PACKAGING, MARKING AND SHIPPING

All deliverables required under this contract shall be packaged, marked and shipped in accordance with Government specifications. The Contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition.

### D.1. PACKAGING, AND MARKING

a. Slides (and other transparencies)

All slides will be delivered in person or through the mail using slide sheets, plastic containers, or slide trays for protection. Each slide will be labeled with title and/or identifying number in series and labeled with a red dot in lower left corner.

b. Audio Cassettes, Videotapes, and Film

All tapes and film will be delivered either in person or through the mail in plastic cases (tape), cardboard boxes (film) and be enclosed in padded mailing bags for protection. All tapes and film will have identifying labels on the tape/film and outside on the case/box. Labels will have SAMHSA identification and specific identifying information about the project.

c. Photographs

All photographs will be delivered either in person or using cardboard to protect the photographs from bending. Each photograph will be labeled either on the back or with the label otherwise attached to the actual photograph. Release forms will be secured for all photographs, filed, and be turned over to the SAMHSA Production Manager at the end of the contract.

d. Storyboards

All original mechanicals for storyboards will be delivered in person in protective cases for transport to the Government Printing Office.

### D.2. SHIPPING

a. Oversized envelopes and other containers

In addition to requirements stated in the Performance Work Statement, the Contractor shall be required to provide containers to accommodate oversized materials that must be transported to the Government Project Officer, or Government Printing Office, e.g., for posters, etc.

**D.3. All of the above required deliverables shall be marked "Contract No. \_\_\_\_\_", National Resource Center On Homelessness (NRCH)."** All deliverables shall be made to the Government Project Officer at the following address:

(To Be Inserted At Time Of Award)

**SECTION E - INSPECTION AND ACCEPTANCE**

**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, the Government Project Officer is the authorized technical representative of the Contracting Officer.
- c. Inspection and acceptance will be performed at:

**To Be Inserted At Time of Award**

Acceptance may be presumed unless otherwise indicated in writing by the Contracting Officer or the duly authorized representative with 30 days of receipt.

- d. This contract incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available.

**FAR Clause No. 52.246-5, INSPECTION OF SERVICES-COST REIMBURSEMENT (APR 1984)**



## SECTION F - DELIVERIES OR PERFORMANCE

### F.1. PERIOD OF PERFORMANCE

Performance of this contract shall begin on September 29, 2006, and shall not extend beyond the estimated completion date of September 28, 2007 unless the period is extended by modification of the contract. See Section H.1 regarding potential Option periods: Option 1 extends the contract through September 28, 2008, Option 2 extends the contract through September 28, 2009, Option 3 extends the contract through September 28, 2010, and Option 4 extends the contract through September 28, 2011.

### F.2. DELIVERIES

(a) Satisfactory performance of this contract shall be deemed to occur upon delivery and acceptance by the Contracting Officer, or the duly authorized representative, of the following items in accordance with the stated delivery schedule:

- (1) The items specified in Attachment 1, STATEMENT OF WORK AND DELIVERY SCHEDULE, shall be delivered in accordance with and by the date(s) specified in Attachment 1, listed in Section J [and any specifications stated in SECTION D, PACKAGING AND MARKING, of this contract]:

(To Be Inserted At Time of Award)

(b) Concurrent with submission of the required number of copies of each report to the Government Project Officer, the Contractor shall submit one (1) copy of the quarterly, annual report and final reports to the Contracting Officer at the following address:

SAMHSA/OPS/DCM  
7<sup>th</sup> Floor, 7-1050  
1 Choke Cherry Road  
Rockville, MD 20857

Hand-delivered items to Division of Contracts Management are addressed to the same building and room numbers, but must be delivered to the following street address: 1 Choke Cherry Road, Rockville, MD 20850

### F.3. STOP WORK ORDER

This contract incorporates the following clause by reference, with the same force and effect as if it were given in full text. Upon request, the Contracting Officer will make its full text available.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSE:

**FAR 52.242-15, STOP WORK ORDER (AUG 1989) with ALTERNATE I (APR 1984)**

**SECTION G - CONTRACT ADMINISTRATION DATA**

**G.1. PROJECT OFFICER**

The following project officer(s) will represent the Government for the purpose of this contract:

**For Tasks 1-8:** (Name to be inserted at time of award)

**For Task 9:** (Name to be inserted at time of award)

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

**The Contracting Officer is the only person with authority to act as 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; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the contractor of any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.**

The Government may unilaterally change its project officer designation.

**G.2. KEY PERSONNEL**

Pursuant to the Key Personnel clause incorporated in this contract, the following individual(s) is/are considered to be essential to the work being performed hereunder:

<u>NAME</u>	<u>TITLE</u>	<u>PERCENTAGE OF TIME</u>
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**To Be Inserted At Time of Award**

The clause cited above contains a requirement for review and approval by the Contracting Officer of written requests for a change of Key Personnel reasonably in advance of diverting any of these individuals from this contract. Receipt of written requests at least 30 days prior to a proposed change is considered reasonable.

**G.3. INVOICE SUBMISSION**

Invoice/Financing Request Instructions for SAMHSA Cost-Reimbursement Type Contracts are attached and made part of this contract. The Billing Instructions and the following directions for the submission of invoices/financing requests must be followed to meet the requirements of a "proper" payment request pursuant to FAR 32.9.

The Contractor agrees to provide a Contact Name and Phone Number on every invoice.

The Contractor shall submit an original and two (2) copies of its invoice(s) to:

\_\_\_\_\_, Contract Specialist  
Substance Abuse and Mental Health Services Administration  
Division of Contracts Management, OPS  
1 Choke Cherry Rd.  
Room 7-1050  
Rockville, Maryland 20857

This shall include the completed Voucher Review Sheet in Attachment 3.

3. The contractor shall submit one (1) copy of its invoice(s) to:

(To Be Inserted At Time of Award)

This shall include the completed Voucher Review Sheet in Attachment 3.

4. Inquiries regarding payment of invoices should be directed to the designated payment office:

Department of Health and Human Services  
Program Support Center (PSC)  
Accounting and Finance Branch  
Parklawn Bldg., Room 16-36  
5600 Fishers Lane  
Rockville, Maryland 20857  
(301) 443-2780  
(301) 442-2099 fax

#### **G.4. INDIRECT COST RATES**

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

(To Be Inserted At Time of Award)

b. These rates, including modifications thereto, are hereby incorporated without further action of the Contracting Officer.

If the contractor's provisional negotiated rate agreement lapses the contractor is limited to the following billing rates until such agreement is finalized:

#### **Billing Rate**

(To Be Inserted At Time of Award)

c. Notwithstanding the foregoing, the Contractor shall, in the case of an upward adjustment of the provisional rates, comply with the requirements of FAR 52.232-22 Limitation of Funds clause of the contract, and provide timely notification to the Contracting Officer, where such increase in costs causes operation of that clause.

#### **G.5. GOVERNMENT PROPERTY**

a. If this Contractor is authorized to acquire Government Property during the performance of this contract, the DHHS Publication (OS) 686, entitled, Contractor's Guide for Control of Government Property, (1990), will be incorporated by reference. The contractor is referred to <http://www.ogam2000.com/log/contractorsguide.htm> for the latest Contractor's Guide.

The Contract's Property Management Officer is:

**Mike Daniels, Leader Logistics Team**  
Division of Administrative Services, OPS, SAMHSA  
1 Choke Cherry Rd.  
Rockville, Maryland 20857

b. Upon completion of this contract, and throughout the contract as requested, the Contractor agrees to furnish to the Contracting Officer, without delay, the inventory schedule covering all Government Data furnished or acquired for use in the performance of the predecessor contract. Title to all data acquired or furnished under the predecessor contract and now accountable under this contract shall vest and remain vested in the Government.

#### **G.6. ELECTRONIC FUNDS TRANSFER PAYMENT METHOD**

The information required by FAR Clause 52.232-34, Payment by Electronic Funds Transfer - Other than Central Contractor Registration (May 1999), shall be submitted to the following address:

Program Support Center (PSC)  
Division of Financial Operations  
Accounting and Finance Branch  
Parklawn Bldg., Room 16-23  
5600 Fishers Lane  
Rockville, Maryland 20857  
(301) 443-6766

#### **G.7. PUBLICATION CLEARANCE REQUIREMENTS**

##### **1. Concept Clearance Requirement:**

The contractor shall not expend funds on the development of any specific communications product until the SAMHSA Office of Communications has issued a concept clearance or other commensurate approval for the product. For this purpose, a communications product is defined as an item of printed or audiovisual information carrying the Department's name as the publisher or in which the Department has a proprietary interest, whether written or published in the Department or outside, regardless of how it is financed. A publication or audiovisual product requires clearance through SAMHSA and DHHS communications channels if 50 or more copies of it are to be distributed outside of DHHS or if it will be posted on a Website available outside of DHHS. This applies to communications products distributed to Congress, other Federal, State, and local branches of government, contractors, grantees and intermediaries. It includes products printed or duplicated by contractors or by desktop means. Communications products include, but are not limited to, books, booklets, brochures/pamphlets, reports, newsletters, electronic/web, videos and audiotapes.

2. Writer/Editor Requirement:

Products being developed under this contract for potential dissemination by SAMHSA must be developed and/or reviewed by a senior writer/editor who has been identified among the key personnel for this project. That individual must be able to provide the necessary expertise for appropriate and accurate content and editorial review needed to achieve a high standard of excellence in content, syntax, grammar, and style, including attention to the match between target audience and content level.

3. Manuscript/Galley Requirement:

Products developed under this contract for potential dissemination by SAMHSA should (i) reflect consistent use of a consistent style manual (preferably GPO, although other manuals may be selected and used with reason), (ii) adhere to common standards of grammar and usage, and (iii) include correct form and content in use of logos, content and look of cover, title page, and acknowledgment/disclaimers, as determined by SAMHSA's Office of Communications.

## SECTION H - SPECIAL CONTRACT REQUIREMENTS

### H.1. OPTIONS

Unless the Government exercises its options pursuant to Options 1, 2, 3 and 4 described in section B, the contract consists only of one 12 month base year of the Statement of Work as defined in Sections C and F of this contract Pursuant to clause 52.217-9 set forth in paragraph b., below, the Government may, by unilateral contract modification, require the Contractor to perform Years 2, 3, 4 and 5 of the Statement of Work as also defined in Sections C and F of this contract. If the Government exercises these options, notice must be given at least 30 days prior to the expiration date of this contract, and the estimated cost of the contract will be increased as set forth in Section B.

1. 52.217-9, OPTION TO EXTEND THE TERM OF THE CONTRACT (NOV 1999)

(a) The Government may extend the term of this contract by written notice to the Contractor for up to four additional years, provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises these options, 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 five years.

2. 52.217-8, OPTION TO EXTEND SERVICES (NOV 1999)

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

### H.2. PERFORMANCE-BASED CONTRACT PLAN

a. This is a performance-based contract oriented toward outcomes and products. It gives the contractor the liberty to propose creative solutions and conceive new or alternative methods to achieve the Government's objectives. As a performance incentive, option years for the continuation of this contract will only be awarded with continued acceptable performance (Satisfactory or better). Performance that is less than Satisfactory may result in option years not being exercised.

b. Performance Evaluation

The Contractor's performance shall be evaluated on an annual basis, during the period of the contract using the Quality Assurance Surveillance Plan (QASP) criterion set forth in Attachment 2 of this contract.

The Contracting Officer, or designated representative, and the GPO shall together determine whether a product/service is delivered on time and within budget. If it is deemed to be on time and within budget, it will be further evaluated for quality.

Each member of the Group will evaluate the quality of the product/service using a numerical rating scale from 0 to 100. The scale will be defined as follows:

Definition of Rating	Adjectival Rating	Numerical Rating
<u>Superior</u> – Contractor’s performance exceeds standards by substantial margin, the monitor can cite few areas for improvement, all of which are minor.	Superior	90 - 100
<u>Excellent</u> – Contractor’s performance exceeds standard, and although there may be several areas for improvement, these are more than offset by better performance in other areas.	Excellent	80 - 89
<u>Satisfactory</u> – Contractor’s performance is standard and areas for improvement are approximately offset by better performance in other areas.	Satisfactory-Plus Satisfactory	70 - 79 61 - 69
<u>Unacceptable</u> – Contractor’s performance is less than standard by a substantial margin, and the monitor can cite many areas for improvement which are not offset by better performance in other areas. Less satisfactory performance would be unacceptable.	Unacceptable	Below 60

An aggregate rating of 60 or below may result in a determination no to exercise any or all the Options Years. This determination is solely at the discretion of the Government.

**H.3. PRIVACY ACT**

This procurement action requires the Contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 USC 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties. The Contractor shall ensure that each Contractor employee knows the prescribed Rules of Conduct and each Contractor employee knows that he/she can be subject to criminal penalties for violation of the Privacy Act.

The Privacy Act System of Records applicable to this project is 09-30-0049. This document is incorporated into this contract as Attachment 11 in Section J.

The Privacy Act is applicable to the records kept by the Contractor on paying honorarium and/or per diem to Consultants. The Contractor shall destroy these records in accordance with the provisions of the Privacy Act after contract closeout has occurred and the accounting record retention requirements of the Internal Revenue Service and the General Accounting Office have been met.

#### **H.4. SALARY RATE LIMITATION LEGISLATION PROVISIONS**

Pursuant to P.L. 109-149, no Fiscal Year 2006 (October 1, 2005 – September 30, 2006) funds may be used to pay the direct salary of an individual through this contract at a rate in excess of the direct salary rate for Executive Level I of the Federal Executive Pay Scale. That rate is \$183,000 per year for the period of January 1, 2006 through December 31, 2006. Direct salary is exclusive of overhead, fringe benefits, and general and administrative expenses. The salary limit also applies to individuals proposed under subcontracts. If this is a multi-year contract, it may be subject to unilateral modifications by the Government if any salary rate ceilings are established in future DHHS appropriation acts. P.L. 109-149 states in pertinent part:

None of the funds appropriated in this Act for the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Substance Abuse and Mental Health services Administration shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level I.

Contractors shall absorb that portion of an employee's salary (plus the dollar amount for fringe benefits and indirect costs associated with the excess) that exceeds a rate of \$183,500 a year.

#### **H.5. ADP SYSTEMS SECURITY REQUIREMENTS**

All Governmental, proprietary and potentially sensitive data will be securely collected, processed, maintained, and in general safeguarded in compliance with the requirements of the Computer Security Act of 1987, Office of Management and Budget Circular A-130, Appendix III (Security of Federal Automated Information Systems), and Part 6 of the DHHS IRM Manual (specifically, the most recent release of the AIS Security Program Handbook). The contractor shall include this clause in any subcontract award pursuant to this prime contract. The information technology security plan should conform to the documentation standards of the National Institute of Standards and Technology (see NIST special publications SP800-12, 800-14, SP800-19 at <http://csrc.nist.gov/publications/nistpubs/index.html>).

NOTE: An on-line version of the DHHS AIS Security Program Handbook is available at <http://www.oir.nih.gov/policy/aissp.html>. On-line versions of the Computer Security Act of 1987 and the Office of Management and Budget's Circular A-130, Appendix III (Security of Federal Automated Information Systems) are available at <http://www.oir.nih.gov/security/secdocs.html>.

Adequate security is essential. This means security commensurate with the risk and magnitude of the harm that could result from the loss, misuse, or unauthorized access to or modification of information. This includes assuring that systems and applications operate effectively and provides appropriate confidentiality, integrity, and availability, through the use of cost-effective management, personnel, operational, and technical controls.

Security procedures and practices must address but are not limited to:

- ❑ Administrative procedures to guard data integrity, confidentiality, and availability B these are documented, formal practices to manage the selection and execution of security measures to protect data and the conduct of personnel in relation to the protection of data, and
- ❑ Physical safeguards to guard data integrity, confidentiality, and availability B these relate to the protection of physical computer systems and related buildings and equipment from fire and other natural and environmental hazards, as well as from intrusion. Physical safeguards also cover the use of locks, keys, and administrative measures used to control access to computer systems and facilities.



- ❑ Technical security services to guard data integrity, confidentiality, and availability B these include the processes that are put in place to protect and to control and monitor information access, and
- ❑ Technical security mechanisms B these include the processes that are put in place to prevent unauthorized access to data that are transmitted over a communications network.

For data protected under the Privacy Act transmitted over the Internet, the minimum technical safeguard is secure socket layer (SSL) 128-bit certificates. Similarly, data protected under the Privacy Act residing in a workstation must be encrypted to avoid unauthorized access to the data in the event of theft or loss of the workstation. However, as security threats become more sophisticated, the security system to guard against those threats must evolve as well.

#### **H.6. EPA ENERGY STAR REQUIREMENTS**

In compliance with Executive Order 12845 (requiring Agencies to purchase energy efficient computer equipment) any microcomputers, including personal computers, monitors, and printers that are purchased using Government funds in performance of a contract shall be equipped with or meet the energy efficient low-power standby feature as defined by the EPA Energy Star Computers Program unless the equipment always meets EPA Energy Star efficiency levels. Contractors shall include Energy Star as a specification when soliciting bids for computer equipment that requires Energy Star compliance.

This low-power feature must already be activated when the computer equipment is delivered and be of equivalent functionality of similar power managed models. If the equipment will be used on a local area network, the vendor must provide equipment that is fully compatible with the network environment. In addition, the equipment will run commercial off-the-shelf software both before and after recovery from its energy conservation mode.

#### **H.7. PURCHASE OF INFORMATION RESOURCE TECHNOLOGY**

At least 30 days prior to purchase of Information Resource Technology (IRM) hardware and software, the Contractor shall submit a list of all proposed IRM equipment to the SAMHSA Contracting Office for approval by the Contracting Officer. The list shall contain: (1) name of item, (2) manufacturer, (3) part number, (4) version, (5) quantity, (6) options and (7) evidence of competition (i.e. list of vendors and equipment prices). The Contractor shall not purchase any IRM equipment until the Contracting Officer notifies the Contractor in writing that approval has been granted.

#### **H.8. SOFTWARE IMPLEMENTATION**

Software packages proposed for use by the Contractor that are not otherwise specified in the Statement of Work shall be approved by the Contracting Officer prior to implementation. The Contractor may be required to demonstrate software packages before approval is granted. This does not apply for software that is for internal use of the Contractor.

## **H.9. VIRUS PROTECTION**

The Contractor shall utilize a comprehensive virus protection software package to screen all data, information, and software provided to the Government on 3.2" and CD-ROM media. The screen shall include the identification and removal of all viruses, worms, and other forms of data information, and software infestation. The Contractor shall also utilize the virus protection software to screen all data information, and software obtained from the Government and other sources for processing on the Contractor's network(s) and personal computer(s).

The Contractor shall immediately notify the Government Project Officer of any virus, worm, or other form of data information, and software infestation found on Government provided electronic media. The Contractor shall recommend to the Government the specific virus protection software the Contractor intends to use.

## **H.10. COMPLIANCE WITH SAMHSA/DMS-IT GUIDELINES**

The Contractor is required to provide its own ADP hardware/computer equipment to fully satisfy all operational requirements of this contract. The Contractor shall use software that meets SAMHSA guidelines. Specifically, the system(s) must be PC-compatible, operate in a windows environment, and use Microsoft Office Suite (Word; Excel; PowerPoint; and Access), PowerBuilder or other software consistent with SAMHSA/Division of Management Systems-Information technology (DMS-IT) standards. The Contractor shall at all times maintain compliance with current DMS-IT standards, which may change over the duration of this contract. Any deviation from the SAMHSA standard should be negotiated with DMS-IT prior to contract award.

## **H.11. FTS 2001**

The Contractor will be assisted by the GPO in using the appropriate Federal Procedures for the initiation and use of any 800 number (a toll-free telephone number) under the Government FTS-2001 Service. The Division of Information Resources Management will coordinate the installation at the Contractor site of the FTS-2001 service. (This may take up to eight weeks).

If the Contractor will travel to different locations and place or receive only occasional domestic long distance calls exclusively for SAMHSA, the Contractor may obtain a FTS 2001 calling card through the Government Project Officer/Division of Information Resources Management (This may take up to two weeks).

For any other telecommunications requirements, the Contractor shall coordinate the request through the Government Project Officer and the Division of Information Resources Management. In order to control potential waste, fraud, and abuse of Government-provided telecommunications resources, the Government reserves the right to monitor the Contractor's usage of the FTS 2001 network.

## **H.12. OWNERSHIP OF MATERIALS AND DISPOSITION OF DATA**

All information and materials including data developed under this contract are the property of the government and shall be delivered as part of the deliverables under the contract. No information developed under this contract shall be released by the contractor without the written permission of the government.

Where automated databases are developed, maintained or regularly updated by the contractor, the Government maintains ownership of all software, manuals, data, data processing, user documentation and any other materials developed by the contractor to manage it. Any software developed to manage or enhance these data must be fully documented and the documentation provided to the Government. Any required transfer of the data will be effected in such a way that the database will be immediately available without interruption.

### **H.13. ACCESSIBILITY**

Pursuant to Section 508 of the Rehabilitation Act (29 U.S.C. 794d) as amended by P.L. 106-246, all Electronic and Information Technology (EIT) developed, procured, maintained, 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 contractor shall ensure that this technology is accessible to employees, government personnel and members of the public with disabilities to the extent it does not post an undue burden. Section 508 Standards speak to various means for disseminating information, including computers, software, and electronic office equipment. It applies to, but is not solely focused on, federal pages on the Internet or the World Wide Web. It does not apply to the web pages of private industry. The complete text of Section 508 Standards can be accessed at <http://www.section508.gov/index.cfm>.

### **H.14. CORRESPONDENCE PROCEDURE**

To promote timely and effective administration, correspondence (except for invoices, technical progress reports, deliverables) submitted under this contract shall be subject to the following procedures:

- (1) Technical Correspondence. Technical correspondence (as used herein, this term excludes technical correspondence which proposes or otherwise involves waivers, deviations, or modification to the requirements, terms or conditions of this contract) shall be addressed to the Project Officer, with an information copy of the basic correspondence to the Contracting Officer.
- (2) Other Correspondence. All other correspondence shall be addressed to the Contracting Officer, with information copies of the basic correspondence to the Project Officer.
- (3) Subject Line (s). All correspondence shall contain a subject line, commencing with the contract number as illustrated below:

**SUBJECT: Contract No. To Be Determined**  
Request for Approval of

### **H.15. INVOICE INSTRUCTIONS**

The Contractor agrees to specify a cost breakdown and detail on invoices of:

- (1) Contractor's name and invoice date. All invoices shall include the signature of a person authorized to bind your organization.
- (2) Contract Number, or other authorization for delivery of property and/or services.
- (3) Description, cost or price, period of performance and quantity of property and/or services actually delivered or rendered on a task by task basis.
- (4) Shipping and Payment terms.
- (5) Other Substantiating documentation or information as required by the contract.
- (6) Name, title, phone number, and complete mailing address of responsible official to whom payment inquiries are to be sent.
- (7) And to further specify the following line items on a task by task basis:
  - Direct Labor (List by individual and current and cumulative amount for each.)
  - Fringe Benefits (Cite rate)
  - Supplies
  - Travel (Provide detail) specify transportation costs, per diem & miscellaneous.
  - Reimbursement of travel costs shall, at a minimum, include the following, as they apply:

Individual traveling, location traveled from, location traveled to, departure time, dates of travel, mode and cost of transportation, daily per diem rate, number of days of per diem,

hotel rate (indicate whether rate is inclusive or tax or list tax separately), number of nights at hotel, rental car rate, Privately Operated Vehicle (POV) mileage rate and number of miles, honorarium rate and number of days receiving honorarium.

Other Direct Costs

Consultants (identify & cite authorization) specify rate and amount

Subcontract Costs (identify and provide detail)

Indirect Costs by Category (Cite rate)

Fee (if any)

TOTAL COSTS AND FEES

Invoices should also show the estimated totals for each line item as well as the cumulative amounts billed for each line item. Invoices shall be delivered to the Contract Specialist and Project Officer via regular mail. The cost of overnight or courier to deliver invoices is not allowed under this contract.

#### **H.16. PRINTING**

Unless otherwise specified in this contract, the Contractor shall not engage in, nor subcontract for, any printing (as that term is defined in Title I of the Government Printing and Binding Regulations in effect on the effective date of this contract) in connection with the performance of work under this contract; except that performance of a requirement under this contract involving the reproduction of less than 5,000 production units of any one page, or less than 25,000 production units in the aggregate of multiple pages will not be deemed to be printing. A production unit is defined as one sheet, size 82 by 11 inches, one side only, one color.

#### **H.17. LATE PAYMENTS TO THE GOVERNMENT**

Late payment of debts owed the Government by the Contractor, arising from whatever cause, under this contract/order shall bear interest at a rate to be established in accordance with the Treasury Fiscal Requirements Manual. For purposes of this provision, late payments are defined as payments received by the Government more than 30 days after the Contractor has been notified in writing by the Contracting Officer of:

- a. the basis of the indebtedness;
- b. the amount due;
- c. the fact that interest that will be applied if payment is not received within 30 days from the date of mailing of the notice, and;
- d. the approximate interest rate that will be charged.

### **H.18. LIMITATION ON SUBCONTRACTING**

FAR Clause No. 52.219-14 is applicable to this contract and stated below in full text:

#### **LIMITATION ON SUBCONTRACTING (DEC 1996)**

- (a) This clause does not apply to the unrestricted portion of a partial set-aside.
- (b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for -
  - (1) Services (except construction) At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.
  - (2) Supplies (other than procurement from regular dealer in such supplies) .The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.
  - (3) General construction The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.
  - (4) Construction by special trade contractors The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

### **H.19. OMB CLEARANCE**

The Contractor shall not collect or record any information calling for answers to identical questions from more than nine (9) persons or organizations. This approval must be obtained before expenditure of funds or public contacts for the actual acquisition of the information. This applies to questionnaires, electronic transmission requirements, etc., regardless of whether the information collection occurs by mail, person or telephone interview or group interviews (e.g., focus groups). It does not matter whether the response is voluntary or mandatory. Information collection may begin only after the Contracting Officer notifies the Contractor in writing that OMB clearance has been obtained.

## **H.20. PERSONNEL BACKGROUND INVESTIGATION REQUIREMENTS**

The Office of the Assistant Secretary for Administration and Management (ASAM), Department of Health and Human Services (DHHS), requires that all DHHS contractors (including subcontractors) who will be working in a DHHS-owned or leased space and/or who will have access to DHHS equipment, and non-public privileged, proprietary, or trade secret information, undergo a background investigation.

The positions on this contract are designated Level 5, medium risk public trust. Level 5 positions require a minimum of a National Agency Check with Inquiry and Credit (NACIC) investigation. Ten days prior to beginning work on this contract, each contractor must submit the following in a sealed envelope with a cover letter identifying the contract:

- SF-85P, Questionnaire for Public Trust Positions, with pages 7 and 8 signed. (Note: the unnumbered ninth page, a medical release, is not required and should be removed and discarded.)  
Obtain form from [www.opm.gov](http://www.opm.gov) (Additional information to assist in filling out the SF-85P included in Section J Attachments)
  - a. Questionnaire
  - b. Authorization for Release of Information
  - c. Authorization for Release of Medical Information (discard)
- A HHS Credit Release (included in Section J Attachments)

This information shall be mailed to:

Program Support Center  
Personnel Security and Ethics Office  
Room 4C-14  
Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

After receipt of the SF-85P and HHS Credit Release, contractors will be contacted to schedule digital fingerprinting.

Questions may be directed to 301-443-5650.

In addition, the Contractor shall mail a list of contractors to the SAMHSA Contract Specialist/Contracting Officer.

## **H.21. IDENTIFICATION CREDENTIALS**

- a. The Contractor shall ensure that every employee has a Department of Health and Human Services/SAMHSA identification/Contractor building pass before the employee enters on duty. The Contractor shall arrange with the Contracting Officer to have an identification/building pass issued. The Contractor shall ensure that all passes are returned to the Contracting Officer. All passes must contain an expiration date. The Government shall provide neck chains and pocket clips to display passes.
- b. The Contractor shall ensure that all employees display building passes in plain view and at all times during duty hours. The Contracting Officer, Project Officer or other personnel designated by him/her shall periodically verify passes of Contractor employees with their personal identification.

## **H.22. STANDARDS OF CONDUCT**

The Contractor shall request a Conflict of Interest and Confidentiality Form from the Contracting Officer. This form must be requested within 10 days of the contractor employee being on-site or on board. Failure to comply with the execution of the Confidentiality Form will result in immediate removal and disallowance of any associated costs or payments.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to employees as may be necessary. The Contractor is also responsible for ensuring that employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized.

## **H.23. CONFERENCE MATERIAL DISCLAIMER**

Where a conference is funded under this contract, the following shall be included on all conference materials:

“The views expressed in written conference materials or publications and by speakers and moderators at HHS-sponsored conferences, do not necessarily reflect the official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.”

**PART II****SECTION I – CONTRACT CLAUSES****I.1. GENERAL CLAUSES FOR A COST-REIMBURSEMENT CONTRACT - CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 2004)**

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](http://www.arnet.gov/far).

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

<b><u>FAR Clause No.</u></b>	<b><u>Title and Date</u></b>
52.202-1	Definitions (JUL 2004)
52.203-3	Gratuities (APR 1984)
52.203-5	Covenant Against Contingent Fee (APR 1984)
52.203-6	Restrictions on 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 (SEP 2005)
52.204-4	Printing or Copied Double-Sided on Recycled Paper (AUG 2000)
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (JAN 2005)
52.215-2	Audit and Records - Negotiation (JUN 1999)
52.215-8	Order of Precedence - Uniform Contract Format (OCT 1997)
52.215-10	Price Reduction for Defective Cost or Pricing Data (OCT 1997) (applicable to contract actions over \$500,000)
52.215-12	Subcontractor Cost or Pricing Data (OCT 1997) (applicable to contract actions over \$500,000)
52.215-15	Pension Adjustment and Asset Reversions (OCT 2004)
52.215-17	Waiver of Facilities Capital Cost of Money (OCT 1997)
52.215-18	Reversion or Adjustment of plans for Post retirement Benefits Other Than Pensions (PRB) (JUL 2005)
52.215-19	Notification of Ownership Changes (OCT 1997)
52.216-7	Allowable Cost and Payment (DEC 2002)
52.216-8	Fixed Fee (MAR 1997)
<b>52.219-6</b>	<b>Notice of Total Small Business Set-Aside (JUN 2003)</b>
52.219-8	Utilization of Small Business Concerns (MAY 2004)
52.219-14	Limitations on Subcontracting (DEC 1996)
52.222-2	Payment for Overtime Premiums (JUL 1990)
52.222-3	Convict Labor (JUN 2003)
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)
52.222-37	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (DEC 2001)
52.223-6	Drug Free Workplace (MAY 2001)
52.223-14	Toxic Chemical Release Reporting (AUG 2003)
52.224-1	Privacy Act Notification (APR 1984)



<u>FAR Clause No.</u>	<u>Title and Date</u>
52.224-2	Privacy Act (APR 1984)
52.225-13	Restrictions on Certain Foreign Purchase (FEB 2006)
52.227-1	Authorization and Consent (JUL 1995)
52.227-2	Notice and Assistance Regarding Patent and Copy-Right Infringement (AUG 1996)
52.227-3	Patent Indemnity (APR 1984)
52.227-14	Rights in Data - General (JUN 1987) Alt I (JUN 1987) Alt II (JUN 1987) Alt III (JUN 1987) Alt V (JUN 1987)
52.228-7	Insurance B Liability to Third Persons (MAR 1996)
52.232-9	Limitation on Withholding of Payments (APR 1984)
52.232-17	Interest (JUN 1996)
<b>52.232-20</b>	<b>(The following clause shall apply if the contract is fully funded)</b> <b>Limitation of Cost (APR 1984)</b>
<b>52.232-22</b>	<b>(The following clause shall apply if the contract is incrementally funded)</b> <b>Limitation of Funds (APR 1984)</b>
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), Alternate I (JUN 1985)
52.237-3	Continuity of Services (JAN 1991)
52.239-1	Privacy or Security Safeguards (AUG 1996)
52.242-1	Notice of Intent to Disallow Costs (APR 1984)
52.242-3	Penalties for Unallowable Costs (MAY 2001)
52.242-4	Certification of Final Indirect Costs (JAN 1997)
52.242-13	Bankruptcy (JUL 1995)
52.243-2	Changes - Cost Reimbursement (AUG 1987) - Alternate II (APR 1984)
52.244-2	Subcontracts (AUG 1998)
52.244-5	Competition in Subcontracting (DEC 1996)
52.245-5	Government Property (Cost Reimbursement, Time-and--Material, Labor-Hour Contract) (MAY 2004)
52.246-5	Inspection of Services - Cost Reimbursement (APR 1984)
52.246-25	Limitation of Liability Services (FEB 1997)
52.248-1	Value Engineering (FEB 2000)
52.249-6	Termination (Cost-Reimbursement) (MAY 2004)
52.249-14	Excusable Delays (APR 1984)
52.251-1	Government Supply Sources (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:

<b><u>HHSAR Clause No.</u></b>	<b><u>Title and Date</u></b>
352.202-1	Definitions (JAN 2001) Alternate I (JAN 2001)
352.216-72	Additional Cost Principles (Oct. 1990)
352.223-70	Safety and Health (JAN 2001)
352.228-7	Insurance - Liability to Third Persons (DEC 1991)
352.232-9	Withholding of Contract Payments (APR 1984)
352.232-75	Incremental Funding (JAN 2001)
352.233-70	Litigation and Claims (APR 1984)
352.242-71	Final Decisions on Audit Findings (APR 1984)
352.270-1	Accessibility of Meetings, Conferences, and Seminars to Persons with Disabilities (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)

**PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS****SECTION J - LIST OF ATTACHMENTS**

<b>Attachment No.</b>	<b>Title</b>	<b>No. of Pages</b>
1	Statement of Work and Delivery Schedule	39
2	Quality Assurance Surveillance Plan	6
3	Voucher Review Sheet	1
4	Packing and Delivery of Proposal	1
5	Billing Instructions	6
6	SF LL-A Disclosure of Lobbying Activities	3
7	Contact Points	1
8	Breakdown of Proposed Estimated Cost	2
9	Proposal Intent Response Sheet	1
10	Government Notice for Handling Proposals	1
11	Privacy Act – Systems Notice 09-30-0036 / 0049	7
12	IT/FIPS Cost Sheet	1
13	Example Client Letter	1
14	Contractor Performance Report	3
15	Credit Release Form	1

**PART IV - REPRESENTATIONS AND INSTRUCTIONS**

**SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS**

**ANNUAL REPRESENTATIONS AND CERTIFICATIONS (FAR.52.204-8) (JAN 2005)**

The Representations and Certifications required by this acquisition can be accessed through the Online Representations and Certification Applications (ORCA) on the Internet at the following address:

<http://orca.bpn.gov>

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

**\*\*\*OFFERORS SUBMITTING A PROPOSAL MUST COMPLETE THE REPRESENTATIONS AND CERTIFICATIONS ON-LINE.\*\*\***

**SECTION L**  
**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

**L.1. GENERAL INFORMATION**

**A. INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (FAR 52.215-1) (JAN 2004)**

(a) *Definitions.* As used in this provision—

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer’s discretion, result in the offeror being allowed to revise its proposal.

“In writing,” “writing,” or “written” means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation’s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time,” if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (*e.g.*, electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show—

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror’s behalf with the Government in connection with this solicitation; and

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(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

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

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

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

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

(3) It is the only proposal received.

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

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

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

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date.* Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

***[Note: In accordance with HHSAR 352.215-1, the following paragraph (e) is substituted for the subparagraph (e) of the provision at FAR 52.215-1.]***

- (e) *Restriction on disclosure and use of data.* (1) 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. The legend reads:

*“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 proposal 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 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 designations, etc. or other identification) ”.*

- (2) In addition, the offeror should mark each page of data it wishes to restrict with the following statement:

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

- (3) 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.

(f) Contract award.

(1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government’s interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.



(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

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

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

**Alternate I** (Oct 1997). As prescribed in 15.209(a)(1), substitute the following paragraph (f)(4) for paragraph (f)(4) of the basic provision:

(f)(4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

**B. FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)**

It is anticipated that one award will be made from this solicitation and that the award will be made on or about September 29, 2006.

It is anticipated that the award from this solicitation will be a 12-month Cost-Plus-Fixed-Fee (completion) type contract. In addition, four (4) 12-month Option periods shall be negotiated (exercisable each contract year). Incremental funding will be used (see Section L.2.C., Business Proposal Instructions).

**C. FAR 52.233-2 - SERVICE OF PROTEST (AUG 1996)**

1. Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer addressed as follows:

Contracting Officer  
Substance Abuse and Mental Health Services Administration  
Division of Contracts Management  
Office of Program Services  
1 Choke Cherry Road, Suite 7-1051  
Rockville, Maryland 20857

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

**D. COMMUNICATIONS PRIOR TO CONTRACT AWARD**

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

The technical contact for additional information and answering inquiries is the Contracting Officer. All questions regarding this solicitation shall be in writing and received by the Contracting Officer by no later than May 24, 2006. Answers to questions will be issued in the form of a solicitation amendment. Mail inquiries to:

**Mailing Address**

Division of Contract Management, OPS  
1 Choke Cherry Road  
7<sup>th</sup> Room 1051  
Rockville, MD 20857  
Attn: James Whitt

**Hand Delivery Address**

Division of Contracts Management, OPS  
1 Choke Cherry Road  
7<sup>th</sup> Room 1051  
Rockville, MD 20850  
Attn: James Whitt

**Offerors may e-mail questions to [James.Whitt@samhsa.hhs.gov](mailto:James.Whitt@samhsa.hhs.gov). The offeror is responsible for confirming receipt of electronic mail. Questions or Comments should not be sent via fax.**

**E. 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.

**F. PREPARATION COSTS**

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

**G. REFERENCE MATERIALS**

There are no Reference Materials for this RFP.

**H. RELEASE OF INFORMATION**

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to negotiated acquisition. Prompt notice will be given to unsuccessful offerors as they are eliminated from the competition, and to all offerors following award.

**L.2. INSTRUCTIONS TO OFFERORS**

**A. GENERAL INSTRUCTIONS**

Introduction

The following instructions will establish the acceptable minimum requirements for the format and contents of proposals. The Government requires a minimum acceptance period of 120 days. 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 Clauses

It is contemplated that a cost-plus-fixed-fee (completion) type contract will be awarded. (See General Information) 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 and Submission of Proposal

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, to the addresses, and marked as indicated in Attachment 4 entitled, PACKAGING AND DELIVERY OF PROPOSAL, Part III, Section J hereof. Proposals shall be typewritten, paginated, reproduced on letter size paper and be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order.

I COVER PAGE

Include RFP title, number, name of organization, identification of the proposal part, and indicate whether the proposal is an original or copy.

II. TECHNICAL PROPOSAL

The technical proposal should consist of a cover page, a table of contents, executive summary, numbered pages, and the information requested in the Technical Proposal Instructions and as specified in SECTION J, List of Attachments.

**The technical proposal shall not exceed 100 pages in length (exclusive of the cover page, table of contents and executive summary). Any Appendix to the technical proposal shall not exceed a total of 75 pages in length, including all exhibits, graphs and charts (exclusive of references, resumes, and organizational charts). Resumes should be limited to two (2) pages. Any material in excess of these restrictions will not be read or evaluated.**

III. BUSINESS PROPOSAL

It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions and as specified in SECTION J, List of Attachments. **One (1) copy of the Business Proposal shall be submitted in electronic format on 3.5-inch diskette or CD. The Business Proposal shall utilize Microsoft Word and Microsoft Excel for narratives and spreadsheets respectively.**

(3) Separation of Technical and Business Proposals

The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other. **The technical proposal shall not reference cost, however, resource information, such as data concerning estimated numbers of labor-hours and categories, materials, subcontracts, travel, etc., should be contained in the technical proposal so that the offeror's understanding of the project may be evaluated.** However, the technical proposal should not include pricing data relating to individual salary information, indirect cost rates or amounts, fee amounts (if any), and total costs. The technical proposal should disclose your technical approach in as much detail as possible within the page limit constraints, including, but not limited to, the requirements of the technical proposal instructions.

(4) Evaluation of Proposals

The Government will evaluate technical proposals in accordance with the criteria set forth in **SECTION M, Evaluation Factors for Award** of this RFP.

(5) Potential Award Without Discussions

The Government reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.

(6) 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 Government is requesting the information called for in this RFP pursuant to the authority provided by Sec. 301 (g) (7) 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, Section 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provision of the social security number is voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of SAMHSA contracting programs. Authority for requesting this information is provided by Section 301 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.

(7) Selection of Offeror

- a) The acceptability of the technical portion of your contract proposal will be evaluated by a technical review committee. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing point scores and written critiques. The committee may suggest that the Contracting Officer request clarifying information from an offeror.
- b) The business portion of your contract proposal will be subjected to a cost, cost realism and price analysis. Proposed costs, which are found to be unrealistic, may be adjusted, in order to allow better evaluation of the total price of the offer.
- c) If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of their proposal (e.g., the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.
- d) If the Government intends to conduct discussions prior to awarding a contract-
  - (1) Communications will be held with offerors whose past performance information is the determining factor preventing them from being placed within the competitive range. Such communications shall address adverse past performance information to which an offeror has not had a prior opportunity to respond. Also, communications may be held with any other offerors whose exclusion from, or inclusion in, the competitive range is uncertain.

Such communications shall not be used to cure proposal deficiencies or omissions that alter the technical or cost elements of the proposal, and/or otherwise revise the proposal, but may be considered in rating proposals for the purpose of establishing the competitive range.

- (2) The Contracting Officer will, in concert with program staff, decide which proposals are in the competitive range. The competitive range will be comprised of all of the most highly rated proposals. Oral or written discussions will be conducted with all offerors in the competitive range.

While it is SAMHSA's policy to conduct discussions with all offerors in the competitive range, SAMHSA reserves the right, in special circumstances, to limit the number of proposals included in the competitive range to the greatest number that will permit an efficient competition. All aspects of the proposals are subject to discussions, including cost, technical approach, past performance, and contractual terms and conditions. At the conclusion of discussions, each offeror still in the competitive range shall be given an opportunity to submit a written Final Proposal Revision (FPR) with the reservation of the right to conduct finalization of details with the selected source in accordance with HHSAR 315.370.

- e) The process described in FAR 15.101-1 will be employed, which permits the Government to make tradeoffs among cost or price and non-cost factors and to consider award to other than the lowest price offeror or other than the highest technically rated offeror. This process will take into consideration the results of the technical evaluation, the past performance evaluation (if applicable) and the cost analysis.
- f) The Government reserves the right to make a single award, multiple awards, or no award at all to the RFP. In addition, the RFP may be amended or canceled as necessary to meet government's requirements.

(8) Solicitation Provisions Incorporated by Reference, FAR 52.252-1 (FEB 1998)

This Solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.arnet.gov/far/>.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1):

- (1) 52.215-16 Facilities Capital Cost of Money (OCT 1997)
- (2) 52.215-8 Order of Precedence-Uniform Contract Format (OCT 1997).
- (3) 52.222-24 Pre award On-Site Equal Opportunity Compliance Evaluation, (Over \$10,000,000) (FEB1999).

**B. TECHNICAL PROPOSAL INSTRUCTIONS**

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

a. Recommended Technical Proposal Format

To assist in the expeditious and comprehensive evaluation of your proposal, the offeror should follow the guidelines and format below:

- (1) Cover Page: The name of the proposing organization, author(s) of the technical proposal, the RFP number and the title of the RFP should appear on the cover.

One (1) manually signed original copy of the proposal and the number of copies specified in the RFP cover letter are required.

- (2) Table of Contents: Provide sufficient detail so that all important elements of the proposal can be located readily.

- (3) Introduction: This should be a one or two page executive summary outlining the proposed work, your interest in submitting a proposal, and the importance of this effort in relation to your overall operation.

- (4) Technical Discussion: The offeror should prepare a technical discussion which addresses the evaluation criteria listed in Section M. The offeror shall further state that no deviations or exceptions to the SOW are taken. The technical discussion included in the technical proposal should also respond to the items set forth below:

- (a) Objectives: State the overall objectives and the specific accomplishments or key events you hope to achieve. Indicate the rationale for your plan, and relationships to comparable work in progress elsewhere. Review pertinent work already published, if any, which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

- (b) Approach: Use as many subparagraphs, appropriately title, as needed to clearly outline the general plan of work. Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for award. You must explain your proposed technical approach in conjunction with the tasks to be performed in achieving the project's objectives.

- (c) Methods: Describe in detail the methodologies you will use for the project indicating: your level of experience with each; areas of anticipated difficulties and approaches to be utilized to minimize such difficulties and any unusual expenses you anticipate.

- (d) Schedule: Provide a schedule for completion of the work and delivery of items specified in the SOW. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules



shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

- (e) **Management Plan:** The offeror shall provide an implementation plan detailing how the offeror will use personnel, facilities, and other resources in accomplishing the required effort. Appropriate flow charts and documentation shall be provided in sufficient detail to clearly describe the types of personnel to be employed, the labor hours proposed for each, their responsibilities, and how these personnel will be utilized and managed. **Flow charts and person loading charts are considered essential for clarity.**

The offeror shall also demonstrate how various contract-related administrative processes will be conducted, indicating lines of authority and the positions (individuals) who will be responsible for coordinating with Government personnel. The processes to be described should include as a minimum the following: subcontracting procedures and approval requests, vouchering, processing of contract documents and other general administrative contract actions or changes. Coordination with proposed subcontractors, including monitoring or performance, shall also be described.

A signed agreement between the offeror and any personnel other than direct employees that include dates of employment, and specific tasks to be performed shall be provided. (This applies to consultants as well as proposed subcontractors)

- (f) **Key Personnel:** Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention should be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program.

**OFFERORS SHOULD ASSURE THAT THE PROJECT DIRECTOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS FOR MORE THAN A TOTAL OF 100% OF THEIR TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.**

(1) Project Director

List the name of the Project Director responsible for overall implementation of the contract and key contact for technical aspects of the project. Although there may be co-directors, identify the Project Director who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments of the Project Director. State the estimated time (in hours and percentage) to be spent on the project, his/her proposed duties, and the areas or phases for which he/she will be responsible.

(2) Other Professionals

List all other professional personnel who will be participating in the project. Discuss the qualifications, experience, and accomplishments. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be responsible.

(3) Additional Personnel

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity will be indicated and the anticipated sources will be specified and qualified. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired contingent upon award should include:

- The specific items or expertise they will provide.
- Their availability for the project and the amount of time anticipated.
- Willingness to act as a consultant or employee.
- How rights to publications and patents will be handled (if appropriate).

(4) Resumes

Resumes of all key personnel are required. Each must indicate educational background, recent experience, and specific or technical accomplishments. Resumes should not exceed 2 pages.

**C. BUSINESS PROPOSAL INSTRUCTIONS**

1. General

Offerors shall submit as part of their proposal a separate enclosure titled "Business Management and Cost/Price Proposal." One business proposal with original signature plus the number of copies requested in the RFP cover letter shall be submitted. The proposal should list the names and telephone numbers of persons authorized to conduct negotiations and to execute contracts. The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements shall include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, ODC's, indirect costs and rate, and fee.

**SPECIAL NOTE: PLEASE PROVIDE BUDGETS AS FOLLOWS: A 12-MONTH BUDGET FOR EACH YEAR OF THE CONTRACT (INCLUDING OPTIONS), AND A CUMULATIVE BUDGET**

2. Business Proposal Data

**There are two (2) budget line items in the statement of work that must be accounted for separately. The business proposal must include separate budgets for each of these budget line items, according to the following activities in the statement of work:**

- ❑ **Activity items denoted as Tasks 1 through 8 in the statement of work should be included together as a budget line item.**
- ❑ **Activity items denoted in Task 9 in the statement of work should be included together as a budget line item.**

***Offerors' business proposals must demonstrate the ability to maintain an accounting system for each budget line item included in the contract.***

A cover sheet must be completed and submitted together with a detailed breakdown of estimated costs for each year. Offerors should furnish a breakdown, by cost element, as indicated below. In addition, a cover sheet and cost breakdown should be furnished for contract summary total amounts. As appropriate, cost breakdowns should be provided for the following cost elements:

(i) Direct Labor

The estimated cost for all personnel who will be assigned for direct work on this project should be included. **Give the name, title, hours, percent of effort, salary and fringe benefits for each employee.**

Salary increases that are anticipated during performance of a resultant contract should be proposed as a cost. **If escalation is included, state the degree (percent) and methodology (e.g., annual flat rate applied to a base rate as of a specific date or a mid-pointed rate for the period of performance).** State whether any additional direct labor (new hires) will be required during the performance period of this

procurement. If so, state the number required and anticipated date of hire. Also, specify the month and day on which your fiscal year commences.

(ii) Supplies and Equipment

Include description, unit price, quantity, total price, justification for purchasing or leasing items and the basis for estimate (vendor quotes, invoice prices, etc.).

(iii) Travel

The amount proposed for travel should be supported with a breakdown that includes purpose, destination, duration, and estimated cost (transportation, lodging and per diem) for each proposed trip. If travel costs are proposed on the basis of your organization's established travel policy, a copy of the policy must be provided.

(iv) Consultants

This element should include names(s) of consultant, number of days, and daily rate. **The method of obtaining each consultant, either sole source or competitive, and the degree of competition or the rationale for sole source shall be explained.**

(v) Subcontract(s)

If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:

- a) Willingness to perform as a subcontractor for specific duties (list duties).
- b) What priority the work will be given and how it will relate to other work.
- c) The amount of time and facilities available to this project.
- d) Information on their cognizant field audit offices.
- e) How rights to publications and patents are to be handled.
- f) A complete cost proposal in the same format as the offeror's cost proposal.
- g) 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 result of review and evaluation of subcontract proposals when required by FAR 15.806.

(vi) Other Direct Costs

Any proposed other direct costs should be supported with breakdown outlining the separate costs proposed and details supporting the formulation of the costs proposed. The basis of estimate for these costs should be provided.

(vii) Indirect Costs

Indicate how you have computed and applied indirect costs, and provide a basis for evaluating the reasonableness of the proposed rates. Where a rate agreement exists, provide a copy. If no rate agreement exists, please indicate the cognizant contracting officer, name, address and phone number.

(viii) ADP Costs

You are required to complete the **IT/FIPS Cost Sheet (by Year) Form** that is included as Attachment 12 to the solicitation. Costs referenced on this form have to be reconciled with ADP costs/effort in your proposal in order that this office can readily identify one with the other.

3 Property:

- (a) 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 additional equipment is proposed to be acquired, the offeror shall include the description, estimated cost of each item.
- (b) Offerors should identify Government-owned property already in their possession that is proposed to be used in the performance of the prospective contract.

4 Royalties:

Offerors should furnish information concerning royalties that are anticipated to be paid in connection with the performance of work under the proposed contract.

5 Financial Capacity:

Offerors should indicate if they have 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. (Financial data such as balance sheets, profit and loss statements, cash forecasts, and financial histories of your organization's affiliated concerns should be utilized.)

6 Incremental Funding:

An incrementally funded contract is one in which a total work effort is to be performed over a multiple year period and funds are allotted as they become available to cover increments of performance. The incremental funding technique allows for contracts to be awarded for periods in excess of one year even though the total estimated amount of funds expected to be obligated for the contract are not available at the time of the contract award. **Offerors shall submit a complete cost proposal for each year.** In addition, the following provision is applicable:

**HHSAR 352.232-75 Incremental Funding (JAN 2001)**

- (1) It is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds. Under the clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover the first year of performance. Additional funds are intended to be allotted to the contract-by-contract modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this contract over the entire period of performance up to and including the full estimated cost, the Government will not be obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated

to perform in excess of the amount allotted.

- (2) The Limitation of Funds clause to be included in the resultant contract shall supersede the Limitation of Cost clause found in the General Provisions.

7. Representations and Certifications:

Contractor and subcontractors must acknowledge completion of electronic Certifications and Representations as part of the **Original Business Proposal only.**

8. Commitments

You shall list other commitments with the Government relating to the specified work or services and indicate whether these commitments will or will not interfere with the completion of work and/or services contemplated under this proposal.

9. Performance Capability

Offerors shall provide acceptable evidence of their "ability to obtain" equipment, facilities, and personnel necessary to perform the requirements of this project. If these are not represented in the offeror's current operations, they should normally be supported by commitment or explicit arrangement, which is in existence at the time the contract is to be awarded, for the rental, purchase, or other acquisition of such resources, equipment, facilities, or personnel. In addition, the offeror shall indicate his/her ability to comply with the required or proposed delivery or performance schedule taking into consideration all existing business commitments, commercial as well as Government.

10. Section 508 Compliance:

**[Section 508 Compliance information should be included in the BUSINESS PROPOSAL.]**

Section 508 of the Rehabilitation Act requires agencies and their contractors to utilize Electronic and Information Technology (EIT) that is accessible to people with disabilities.

On June 25, 2001, accessibility requirements for Federal Electronic and Information Technology took effect under Section 508 of the Rehabilitation Act. This law requires that such technology be accessible according to standards developed by the Access Board, which are now part of the Federal government's procurement regulations (Ref. to the Section 508 Federal Acquisition Regulations (FAR) Final Rule published on April, 2001 in the Federal Register).

These standards, as issued by the Board, cover a variety of products, including computer hardware and software, web sites, phone systems, fax machines, copiers, and similar technologies. Provisions in the standards spell out what makes these products accessible to people with disabilities, including those with vision, hearing, and mobility impairments. The Board included both technical criteria specific to various types of technologies and performance-based requirements, which focus on a product's functional capabilities.

The law relies strongly on the procurement process to ensure compliance with the new standards. Compliance with the standards is required, except where it would pose an "undue burden" (as defined in the standards) or where no complying product is commercially available.

*Offerors must propose goods and/or services that meet the applicable provisions of the Access Board's standards as identified by the agency. Alternatively, offerors may propose goods or services that provide equivalent facilitation. Such offers will be considered to have met the provisions of the Access Board's standards for the feature or component providing equivalent facilitation.*

**D. PAST PERFORMANCE INFORMATION**

Offerors should complete and send Attachment 13 (Example Client Letter) to at least five (5) clients who they have performed, or are currently performing, contracts for during the past three (3) years that are similar in nature to the solicitation work scope. Offerors should include a copy of Attachment 14 (Contractor Performance Report) so the client can complete the form and mail to SAMHSA, as specified in the client letter. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments, and commercial concerns. Offerors that are newly formed entities without prior contracts should request client information for contracts and subcontracts as required above for all key personnel.

**E. PROPOSALS FROM SUBCONTRACTORS OR OTHER COLLABORATIVE PARTNERS**

The organization identified as the Offeror in a proposal is the Prime Offeror that is responsible for all aspects of the proposal submitted and any contract awarded as a result of that proposal. This is true regardless of any contractual arrangement between the Prime Offeror and any proposed subcontractor, or any proposed partner in a Joint Venture or other collaborative arrangement between two or more organizations. Consequently, the Prime Offeror must include in its proposal, all technical and business information pertaining to any subcontract or collaborative arrangement. Separate submission of proposals by subcontractors or collaborative partners is not permitted, and proposals submitted in that manner will not be accepted or further considered by the Government.

## SECTION M - EVALUATION FACTORS FOR AWARD

### M. 1. GENERAL

- A. Selection of an offeror for contract award will be based on an evaluation of proposals against four (4) factors. The factors are as follows: technical, section 508 compliance, past performance, and cost. Although technical factors are of paramount consideration in the award of the contract, section 508 compliance, past performance, and cost are also important to the overall contract award decision. In any case, the Government reserves the right to make an award to that offeror whose proposal provides the best overall value to the Government.
- B. All proposals will be reviewed in accordance with the governing regulations and SAMHSA policies and procedures. Each proposal will be evaluated on the likelihood of meeting the Government's requirements. The evaluation will be based on the technical and administrative capabilities in relation to the needs of the program and each task and the reasonableness of costs shown in relation to the work to be performed.

### M. 2. EVALUATION CRITERIA

The following criteria are those that will be applied in the evaluation of your technical proposal. The assigned weight of each factor is shown below.

**OFFERORS PLEASE NOTE: The following Evaluation Criteria 1 through 4., for a total of 100 points, will be evaluated by an ad hoc technical review committee, who will also recommend technical acceptability or unacceptability of each proposal. Criterion 5, Section 508 Compliance, for an additional 10 points will be evaluated by SAMHSA staff. Criterion 6, Past performance, will be evaluated by SAMHSA staff on those technically acceptable proposals which have been determined to be included in the competitive range.**

#### EVALUATION CRITERIA

#### ASSIGNED WEIGHT

##### 1. Understanding the Problem and/Technical Objectives

**30 Points**

Proposals will be evaluated based on: (1) the degree of demonstrated understanding of the objectives, goals and purposes as described in the Statement of Work (SOW); (2) how well they reflect an understanding of the difficulties or potential problems that may occur in the performance of the SOW tasks described, and the appropriateness of proposed approaches to address these concerns; and (3) the demonstrated familiarity with current SAMHSA-sponsored initiatives to address homelessness and their awareness of current government initiatives related to monitoring and assessing program performance.

Note: Proposals should reflect an understanding of the goals and functions of the National Resource Center on Homelessness (NRCH) and the PATH program which funds services to persons who are homeless and have serious mental illnesses. This requires proposals to reflect a firm understanding of the issues around chronic homelessness, serious mental illness and substance abuse, training and technical assistance, customer service, evaluation research methodology and design, data analysis and synthesis, in addition to the public health, psychological, social, familial, and community perspectives that influence the well-being of individuals and web design.



**EVALUATION CRITERIA**

**ASSIGNED WEIGHT**

**2. Technical Approach**

**35 Points**

Proposals will be evaluated based on: (1) the demonstrated completeness, reasonableness, feasibility, and soundness of the proposed approach for accomplishing the requirements of the SOW, including proper sequencing to meet project schedules and the feasibility of proposed methods for resolving anticipated problems; and (2) the demonstrated ability to collaborate with Federal Agencies outside of HHS, other contractors, consumers and families of individuals who are homeless and may be experiencing mental and substance use disorders.

Note: The proposed technical approach must include a Plan of Performance detailing the basic strategies approaches and methods to create and implement a national resource center on homelessness, as well as provide technical assistance on the complex issues facing people who are homeless and have a serious mental and substance use disorder, to conducting successful training workshop, to conduct national meetings, and to prepare reports, papers, and other documents. The content of the technical approach should clearly address how the offeror: (1) plans to develop and implement a collaborative process for creating a comprehensive NRCH; (2) plans to collaborate with other Federal, State, private and consumer-driven service providers; (3) envisions organizing the structure of the NRCH and technical assistance to PATH providers and State PATH Contacts; (4) will incorporate outcome measures that address program performance; (5) will create a competency focused plan for evaluation technical assistance and training; (6) will coordinate providing technical assistance and training efforts with other groups or individuals providing other training and technical assistance; and (7) anticipates ensuring the sustainability of the work performed.

Proposals must also include quality control mechanisms that track and monitor project milestones, the existence of contingency plans, provisions for backup should targets not be realized, and procedures for resolution of problems that will assure that project tasks will be completed in a timely, efficient, and effective manner.

**3. Qualifications of Proposed Personnel**

**15 Points**

Proposals will be evaluated based on the demonstrated: (1) adequacy of key personnel with regard to education levels, and experience and abilities to direct, manage, and control the NRCH project; (2) qualifications, competence, experience, and availability of proposed personnel to perform the tasks, as demonstrated by resumes, lists of commitments and statements of availability from key personnel; (3) qualifications and experience of proposed personnel relevant to the NRCH and PATH programs, mental health service programs, and knowledge development and dissemination programs; (4) technical assistance and training expertise on issues of homelessness, mental and substance use disorders, as well as experience with logistical and administrative support services related to undertaking a national resource center effort; and (5) ability of proposed personnel to train, provide technical assistance, design curricula, design and web-enable complex programs, and conduct comprehensive analysis of both quantitative and qualitative information; and to develop high quality, professional summary reports, documents, concept papers, presentations, and manuscripts; and to provide quality and cost-effective logistical support for national meetings as described in the SOW.

Note: Resumes of proposed personnel should be current and complete and clearly demonstrate each individual's qualifications and experience related to the project. The proposed person-hours should be provided in a staff-loading chart, by task.

**EVALUATION CRITERIA**

**ASSIGNED WEIGHT**

**4. Management Plan/Utilization of Personnel and Resources**

**20 Points**

Proposals will be evaluated based on: (1) the proposed Management Plan’s overall soundness, demonstration of clear lines of authority and responsibility, and the feasibility of proposed plans for completion of project tasks; (2) the offeror’s demonstrated capability to manage projects of similar size, scope, and content, including documentation of experience with similar related projects; and (3) the availability and adequacy of facilities and equipment (e.g., computer hardware, computer software, communications equipment, including phones and FAX machines, copying machines and other equipment) necessary to perform the contract.

Note: The management plan must include a proposed staffing plan (by hour, year, and task), and an organization chart and a chart scheduling all tasks and contract deliverables. The plan must clearly show how all staff will be assigned to achieve contract objectives in the most efficient manner possible.

**Subtotal: 100 Points**

**5. Section 508 Compliance**

**10 points**

Proposals will be evaluated based upon the offeror’s demonstrated commitment to complying with the provisions of Section 508 of the Rehabilitation Act, which requires agencies and their contractors to buy Electronic and Information Technology (EIT) that is accessible to people with disabilities.

At a minimum, proposals must:

- (1) Identify the offeror’s point of contact responsible for implementing and monitoring the firm’s compliance with Section 508 of the Rehabilitation Act;
- (2) Describe any Section 508-related training the offeror’s point of contact has completed and/or intends to complete in the next year; and
- (3) Include a detailed Section 508 Implementation Plan describing the specific steps the offeror intends to take over the next year to implement and maintain compliance with the provisions of Section 508.

**Total Possible Points:**

**110 Points**

**6. Past Performance**

Past Performance will be evaluated on all offerors in the competitive range. In evaluating past performance, the Government will consider the offeror’s effectiveness in quality or product or services; timeliness or performance; cost control, business practices; customer (end user) satisfaction; and key personnel past performance (see also Section L.2.D.).

The criteria for a rating of “Outstanding” are described with each subfactor. Past performance will be evaluated as follows:

- (a) Quality of Product or Service—Compliance with contract requirements; accuracy of reports and publications; technical excellence. Outstanding = There are no quality problems.

- (b) Timeliness of Performance—Met interim milestones; reliable; responsive to government project officer; responsive to technical direction; completed on time, including wrap-up and contract administration; no liquidated damages assessed. Outstanding = There were no unexpected delays.
- (c) Cost Control—Stayed within budget; current, accurate and complete billings; relationship of negotiated costs to actual costs; cost efficiencies. Outstanding = There were no cost issues.
- (d) Business Relations—Effective management; reasonable/cooperative behavior; flexible/responsive; effective contractor-recommended solutions; business-like concern for government’s interests. Outstanding = Response to inquiries, technical/service/administrative issues was effective and responsive.
- (e) Customer Satisfaction—Satisfaction of end users with the contractor’s service. Outstanding = 80 percent or more of end users rated the service as excellent or better.

**M.3. 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 interest, 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 options.

**M.4. COST EVALUATION**

Proposals will be evaluated for the reasonableness and realism of the proposed cost. The Government may adjust the proposed cost for evaluation purposes based upon an assessment of the proposal’s overall cost realism. Cost realism analyzes whether the costs in an offeror’s proposal are realistic for the work to be performed, reflect a clear understanding of the requirements, and are consistent with various elements of the offeror’s technical proposal.

**M.5. BASIS FOR AWARD**

Award will be made to the offeror whose proposal represents the greatest overall value to the Government, from both a technical and cost standpoint. The technical factor is more important than the cost factor. If two or more proposals are determined to be approximately equal technically, cost may become the determining factor in selecting the awardee. In any event, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.