

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. Requisition Number NFFM7210-12-02759	PAGE 1 OF 42	
2. Contract No. EA133F-12-CN-0035	3. Award/Effective Date April 1, 2012	4. Order Number	5. Solicitation Number EA-133F-12-RP-0058	6. Solicitation Issue Date March 13, 2012		
7. For Solicitation Information Call:	a. Name TIMOTHY WAMPLER Timothy.Wampler@noaa.gov		b. Telephone Number (No collect calls) 757.441.6563	8. Offer Due Date/Local Time March 16, 2012 3:00 PM Eastern Time		
9. Issued By NOAA/EASTERN REGION ACQUISITION 200 GRANBY STREET SUITE 815 NORFOLK, VA 23510	Code AJ930073	10. This Acquisition is		11. Delivery for FOB Destination Unless Block is Marked.	12. Discount Terms	
		<input type="checkbox"/> Unrestricted <input checked="" type="checkbox"/> Set-Aside 100 % for <input type="checkbox"/> Small Business <input type="checkbox"/> Emerging Small Business <input type="checkbox"/> HUBZone Small Business <input type="checkbox"/> Service-Disabled Veteran-Owned <input type="checkbox"/> 8(a)		<input type="checkbox"/> See Schedule		
		NAICS: 541712		13a. This contract is a rated order under DPAS (15 CFR 700)		
		Size Standard: 500		13b. Rating		
15. Deliver To Northeast Fisheries Science Center 166 Water Street Woods Hole, MA 02543-1026		Code FM721073	16. Administered By NOAA Eastern Region Acquisition 200 Granby Street Suite 815 Norfolk, VA 23510	Code AJ930073		
17a. Contractor/Offeror MRAG AMERICAS, INC. 10051 5TH ST N STE 105 SAINT PETERSBURG, FL 33702-2211 Telephone No. 727-563-9070	Code	Facility Code	18a. Payment Will Be Made By NOAA Finance Office AOD 20020 Century BLVD Germantown, MD 20874	Code AJ111012		
17b. Check if Remittance is Different and Put Such Address in Offer. <input type="checkbox"/>		18b. Submit Invoices to Address Shown in Block 18a Unless Box Below is Checked. <input type="checkbox"/> See Addendum.				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	
					24. AMOUNT	
27a. Solicitation incorporates by reference FAR 52.212-1, 52.212-4, FAR 52.212-3 and 52.212-5 are attached. Addenda <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached			27b. Contract/Purchase Order incorporates by reference FAR 52.212-4, 52.212-5 is attached. Addenda <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached			
28. Contractor is required to sign this document and return (SEE L.5) copies to Issuing Office. Contractor agrees to furnish and deliver all items set forth or otherwise identified above and on any additional sheets subject to the terms and conditions specified herein.			29. Award of Contract: Reference. MRAG America's Offer Dated March 16, 2012. Your offer on Solicitation (Block 5), including any additions or changes which are set forth herein, is accepted as to items:			
30a. Signature of Offeror/Contractor 			31a. United States of America (Signature of Contracting Officer) 			
30b. Name and Title of Signer (Type or Print) Robert J. Trumble Vice President		30c. Date Signed 3/20/2012	31b. Name of Contracting Officer (Type or Print) Brendon Johnson Contracting Officer		31c. Date Signed 3/20/2012	
32a. Quantity in Column 21 Has Been <input type="checkbox"/> Received <input type="checkbox"/> Inspected <input type="checkbox"/> Accepted, and Conforms to the Contract, Except as Noted: _____						
32b. Signature of Authorized Government Representative			32c. Date	32d. Printed Name and Title of Authorized Government Representative		
32e. Mailing Address of Authorized Government Representative			32f. Telephone Number of Authorized Government Representative			
			32g. E-mail of Authorized Government Representative			
33. Ship Number	34. Voucher Number	35. Amount Verified Correct For	36. Payment <input type="checkbox"/> Complete <input type="checkbox"/> Partial <input type="checkbox"/> Final		37. Check Number	
<input type="checkbox"/> Partial <input type="checkbox"/> Final						
38. S/R Account Number	39. S/R Voucher Number	40. Paid By				
41a. I certify this account is correct and proper for payment			42a. Received By (Print)			
41b. Signature and Title of Certifying Officer		41c. Date	42b. Received At (Location)			
			42c. Date	42d. Total Containers		

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**The Northeast Fisheries Observer Program
National Marine Fisheries Service, Northeast Fisheries Science Center
Observer Provider Contractor in Northeastern USA, 2011**

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ADDENDUM TO FAR 52.212-4 Contract Terms and Conditions – Commercial Items

B.1. CONTRACT TYPE

This is a firm-fixed-price contract for services. It includes a base period from April 1, 2012 through June 30, 2012 with nine (9) one month option periods for a total potential period of twelve (12) months of observer sea days.

B.2. SCHEDULE OF ITEMS AND PRICES

The Contractor's rates for CLIN 0001-0010 Sea Days must be fully "loaded" rates that are inclusive of all wages, fringe benefits, overhead, general and administrative expenses, profit, travel, training, and vessel meal reimbursements.

Pricing (3 month base period and up to 9 additional 1 month Option Periods) – Date of Award through twelve (12) months thereafter

Item Number	Supplies/Services	Quantity	Unit	Unit Price	Extended Amount
0001	Base Period Observer Sea Days (April 1, 2012 through June 30, 2012)	1800	DA	\$ [REDACTED]	\$ [REDACTED]
0002	Option Period 1 Observer Sea Days (July 1, 2012 through July 31, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0003	Option Period 2 Observer Sea Days (August 1, 2012 through August 31, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0004	Option Period 3 Observer Sea Days (September 1, 2012 through September 30, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0005	Option Period 4 Observer Sea Days (October 1, 2012 through October 31, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0006	Option Period 5 Observer Sea Days (November 1, 2012 through November 30, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0007	Option Period 6 Observer Sea Days (December 1, 2012 through December 31, 2012)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0008	Option Period 7 Observer Sea Days (January 1, 2013 through January 31, 2013)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0009	Option Period 8 Observer Sea Days (February 1, 2013 through February 28, 2013)	600	DA	\$ [REDACTED]	\$ [REDACTED]
0010	Option Period 9 Observer Sea Days (March 1, 2013 through March 31, 2013)	600	DA	\$ [REDACTED]	\$ [REDACTED]

B.3. PAYMENT DESCRIPTION

B.3.1 SEADAYS

The fixed price for a sea day as set forth in Items 0001-0010 in the Schedule above will be paid for each successfully observed sea day performed by the contractor. The sail date and disembarkment date will be prorated for the quarter day and any day at sea on a multi-day trip will be a full sea day.

A sea day is defined as any part of a calendar day where an observer is deployed on a vessel at sea (leaves port, is out at sea, and/or returns to port). An observer's sea day time starts when the observer arrives at the vessel, and ends when the observer leaves the vessel.

- a. One day trips will be pro-rated in quarter day increments as follows:
 - 0:01 (one minute) to 6:00 hours = 0.25 sea day
 - 6:01 (six hours and one minute) to 12:00 hours = 0.50 sea day
 - 12:01 (twelve hours and one minute) to 18:00 hours = 0.75 sea day
 - 18:01 (eighteen hours and one minute) to 24:00 hours = 1.0 sea day
- b. For multi-day trips (trips of more than 24 hours), the first day (also referred to as the "sail date") and last day (also referred to as the "disembarkment day") shall be pro-rated in quarter day increments as follows:
 - 0:01 (one minute) to 6:00 hours = 0.25 sea day

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- 6:01 (six hours and one minute) to 12:00 hours = 0.50 sea day
- 12:01 (twelve hours and one minute) to 18:00 hours = 0.75 sea day
- 18:01 (eighteen hours and one minute) to 24:00 hours = 1.0 sea day

If the contractor fails to deliver data in accordance with C.4.3 (Observer Support Services), the observed day is not considered “successful” and therefore will not be paid.

The price for each successfully observed sea day may be billed in the regular billing period after data from the trip is inspected and accepted by the Government. Data will be accepted for payment purposes and final acceptance will be made within 90 days from receipt of the data.

B.4 OPTION FOR INCREASED QUANTITY

The Government may require the contractor to perform an additional 30% of the number of days provided in the schedule at B.2. B.2 includes the Sea Day rates for CLINS 0001-0010. At the Government’s unilateral option and direction, the Government may require the Contractor to provide additional sea days as follows:

CLIN 0001 – up to an estimated additional 540 Sea Days
CLIN 0002 – up to an estimated additional 180 Sea Days
CLIN 0003 – up to an estimated additional 180 Sea Days
CLIN 0004 – up to an estimated additional 180 Sea Days
CLIN 0005 – up to an estimated additional 180 Sea Days
CLIN 0006 – up to an estimated additional 180 Sea Days
CLIN 0007 – up to an estimated additional 180 Sea Days
CLIN 0008 – up to an estimated additional 180 Sea Days
CLIN 0009 – up to an estimated additional 180 Sea Days
CLIN 0010 – up to an estimated additional 180 Sea Days

The Contracting Officer may exercise the increased quantity option by written notice to the Contractor within 2 days of required performance and delivery. Written notice may take the form of fax, email, letter, or other electronic medium. There is no limit to the number of times this increased quantity option may be exercised provided the total amount of all exercises for increased quantity does not exceed 130% of the total number of days provided in Section B.2 for the base period and all option periods.

Delivery of the added Sea Days shall continue at the same rate as the like item called for under the contract.

SECTION C

Description/Specifications/Performance Work Statement

C.1. BACKGROUND OVERVIEW

The National Oceanographic and Atmospheric Administration's (NOAA) mission is to understand and predict changes in the Earth's environment and conserve and manage coastal and marine resources to meet our Nation's economic, social, and environmental needs. NOAA's National Marine Fisheries Service (NMFS) supports the overall NOAA mission by focusing on stewardship of living marine resources through science-based conservation and management and the promotion of healthy ecosystems.

NMFS is responsible for the management, regulatory compliance, economic data and protection of living marine resources within the United States Exclusive Economic Zone. NMFS also plays a supportive and advisory role in the management of living marine resources in coastal areas under state jurisdiction. It provides scientific and policy leadership in the international arena, and implements international conservation and management measures as appropriate.

Under this mission, the goal is to optimize the benefits of living marine resources to the Nation through sound science and management. This requires a balancing of multiple public needs and interests in the sustainable benefits and use of living marine resources, without compromising the long-term biological integrity of coastal and marine ecosystems.

Many natural and human-related factors affect the status of fish stocks, protected species and ecosystems. Although these factors cannot all be controlled, available scientific and management tools enable the agency to have a strong influence on many of them. Maintaining and improving the health and productivity of these species is the heart of the NMFS mission. These activities will maintain and enhance current and future opportunities for the sustainable use of living marine resources as well as the health and biodiversity of their ecosystems.

NMFS has three objectives in its mission to protect, restore, and manage the use of coastal and oceanic resources:

- Protect and restore ocean, coastal, and Great Lakes resources
- Recover protected species
- Rebuild and maintain sustainable fisheries.

NMFS will measure its performance against these objectives using the following measures:

- 1) Increased number of coastal and marine ecosystems maintained at a healthy and sustainable level
- 2) Increased social and economic value of the marine environment and resources (e.g., seafood, recreation, and tourism)
- 3) Increased number of acres and stream-miles restored for coastal and ocean species
- 4) Increased number of protected species in a stable condition or in an upward trend
- 5) Increased number of managed species that are at optimum levels
- 6) Improved ecological conditions in coastal and ocean protected areas

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C.2. OBSERVER PROGRAM OBJECTIVES

NMFS has an extensive program to monitor and observe living marine resources and associated communities to provide information on biota, their habitats, and the human activities and actions that may impact coastal and ocean ecosystems. Data are the foundation of scientific advice, which provides information to management to support decision-making. A more consistent flow of high quality, credible information is required to improve decision-making. To collect the quantity and quality of data necessary, NMFS intends to improve its capacity to conduct surveys and to conduct research and studies for better understanding of ecosystems. These efforts rely on extensive collaboration with fisheries participants and other stakeholders in the living marine resource decision process.

Observers are the only independent data source for some types of at-sea information such as bycatch composition and mortality, and marine mammal, sea bird and sea turtle interactions. Although vessel self-reporting is often utilized, only limited data collection demands can reasonably be placed on the captain and crew. In addition, the reliability of self-reported information is a concern for scientists and policy makers, who use the data to make fishery management decisions for the purpose of maintaining the nation's marine resources.

Currently, more than 500 observers are deployed in 11 observer programs most of which are administered through NMFS 6 regional Fisheries Science Centers (FSC). Increasing NMFS observer data coverage is essential to reliably estimating catch and bycatch and helping to implement programs to reduce bycatch. Additional benefits of enhanced observer programs are near real-time monitoring of biological and environmental conditions and sampling opportunities not available from dockside sampling. This includes information on marine mammals, turtles and seabirds, resource abundance, contaminants, habitat, life history, and other basic biological information.

NMFS is required to collect scientific, management, regulatory compliance, and economic data for fisheries by placing observers aboard U.S. domestic fishing vessels. These data cannot be obtained at the dock or on Government research vessels. These data are needed for the management of fisheries occurring in the U.S. Exclusive Economic Zone (EEZ) and the high seas beyond the EEZ.

NMFS desires contractor support, as described below, to satisfy these requirements.

C.3. SCOPE AND OUTCOMES

The contractor shall provide and retain the necessary qualified personnel, material, equipment, services, and facilities (except as otherwise specified) to perform quality environmental, biological, and fisheries operations data collection, data analysis, and information dissemination for the Northeast Fisheries Science Center (NEFSC). Data quality is of the utmost importance. Quality data collection, analysis, and dissemination are expected to increase the critical information gathered for stock assessments to manage the species.

This Statement of Work (SOW) defines the requirements and services necessary to provide program continuity, integrity, and productivity.

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C.3.1 POLICIES AND REGULATIONS

In addition to the Federal Acquisition Regulation (FAR) clauses referred to and listed in Section I, the contractor shall comply with the Federal Regulations, Acts, Executive Orders, Special Publications, Guidelines, NOAA Directives and Policies and standards listed below. This listing is not all-inclusive and is not intended to relieve the contractor of its responsibilities for identification of applicable statutes, regulations and procedures and compliance therewith, when performing work under this SOW.

- Magnuson-Stevens Fishery, Management, and Conservation Act (MSA)
- Marine Mammal Protection Act (MMPA)
- Endangered Species Act (ESA)
- Data Quality Control Act (P.L. 106-514)
- Information Technology Security Policy
- Fisheries Management Plans (FMP)
- Biological Opinions (BO)
- Take Reduction Team (TRT)
- NOAA Safety Standards
- Fair Labor Standards Act (FLSA)
- Service Contract Act (SCA)
- Department of Labor Wage Determinations
- Applicable Federal and State labor laws
- Observer Health and Safety regulations
- Federal, state, and local safety regulations
- Merchant Marine Act (Jones Act) and General Maritime Law
- U.S. Longshore and Harbor Worker's Compensation Act

C.4. PERFORMANCE WORK STATEMENT

The contractor shall meet all requirements of the SOW.

C.4.1 MANAGEMENT REQUIREMENTS

C.4.1.1 Project Management

The contractor shall perform all Project Management functions including contract, technical, personnel, administrative, logistic, quality, business, and other management functions that are necessary to execute the total effort required by this SOW. The contractor shall provide all personnel and other resources, except as otherwise specified in this SOW, necessary to accomplish these functions. The contractor shall effect these management functions through an integrated management approach, including cost, schedule, and technical performance within an acceptable project management framework. The contractor shall develop and submit to NMFS a Project Management Plan (as further defined in Section F.5.2) for approval that details how the contractor will manage the contract and its observer program.

C.4.1.2 Project Manager

The contractor shall assign a Project Manager to be the focal point for communications between NMFS and the contractor. The assigned Project Manager shall be designated as Key Personnel for this contract (per Section H.8). Ensure that all key personnel attend any refresher trainings for observers. For a specific job description see Section J, Attachment 2, Labor Category Classifications and Job Descriptions.

C.4.1.3 Coordinators

The contractor shall assign coordinators as needed to coordinate observer deployment and provide observer support services. The coordinator shall be designated as key personnel under this contract

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(per section H.8). All coordinators are required to maintain current observer certification. Ensure that all key personnel attend any refresher trainings for observers. For a specific job description see Section J, Attachment 2, Labor Category Classifications and Job Descriptions.

C.4.1.4 Management Reporting and Coordination

The contractor shall prepare and submit to the Contracting Officer (CO) , Contracting Officer's Technical Representative (COTR) a monthly Status Report, as listed in Section F.5.1, that provides information on project status to include, contract award-to-date financial expenditures; observer retention status; any problems or issues encountered; and other information as may be requested by the COTR.

C.4.1.5 Performance Measures

The contractor shall monitor and meet all requirements as stated in the SOW.

C.4.1.6 Quality Assurance Management

The contractor shall develop and submit to NMFS a contractor Quality Assurance Plan, as referenced in Section F.5.3, which details how the contractor will ensure effectiveness and efficiency of collection efforts as well as the quality of data collected by its observers. The contractor shall further establish, implement, and maintain a Quality Assurance Management program to ensure consistent quality of all work products and services performed under this contract.

C.4.2 OPERATIONAL REQUIREMENTS

Observers are deployed, in accordance with sea day schedules developed by NMFS and as assigned through the Pre-Trip Notification System (PTNS), to vessels. Due to availability of funding, changes in the fishery management, such as emergency closures, court ordered closures, weather, and unforeseen events; sea day scheduling must remain flexible. Additional funding for special projects and additional sea days may be added to the contract or task order within the scope and maximum allowable sea days.

The following items define the operational services to be provided by the contractor under this contract.

C.4.2.1 Observer Recruitment and Retention Requirements

The recruitment and retention of fully qualified observers is essential to successful performance under the contract. Observers shall be employees of the contractor. The contractor shall provide sufficient qualified observers to complete the sea day coverage requirement for task orders by selecting the best candidates.

The contractor shall describe their strategy for recruiting qualified candidates and retaining their services, as referenced in Section F.5.4. The contractor shall manage its observers to retain both experienced and new observers. The contractor is encouraged to provide incentives for superior performance demonstrated by their work force.

C.4.2.2 Eligibility Requirements

C.4.2.2.1 Educational Qualifications

Collecting marine fisheries data during fishing activities requires speed and accuracy. Observers must possess the minimum educational and experience requirements and specific psychological and physical qualities cited in the Minimum Observer Qualifications for educational requirements (Section J, Attachment 3, NOAA Fisheries Observer Eligibility Requirements).

C.4.2.2.2 Non-Conflict of Interest

Section J, Attachment 4 (Statement of Non-Conflict of Interest)

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C.4.2.2.3 Physical/Medical Condition

Section J, Attachment 5 (Physical Standards & Acknowledgement of Risks)

C.4.2.2.4 Communication Skills

Observer candidates must be able to clearly and concisely communicate verbally and in writing in English.

C.4.2.2.5 Citizenship or Ability to Work Legally in the United States

Observer must be a U.S. Citizen, or a non-citizen who has a green card, TN Authorization, H1 visa, or valid work visa, and a social security card.

C.4.2.2.6 Statement of No Criminal Conviction

Section J, Attachment 6 (Statement of No Criminal Conviction)

C.4.2.2.7 CPR and First Aid Requirements

Observers shall obtain and maintain current certification for CPR by the American Red Cross or American Heart Association (AHA) or other as approved by the COTR. Completion of a basic First Aid class is also required before the start of training. A copy of CPR and First Aid certification(s) for all observers will be provided to NMFS 7 calendar days prior to the first day of training and annually thereafter.

C.4.2.2.8 Observer Standards of Conduct

At sea, observers work in a self-supervised capacity and shall maintain high standards of conduct. Observers shall maintain a professional, objective demeanor at all times. Observers shall comply with these standards and those set forth in the Standards of Conduct (Section J, Attachment 7, Observer Standards of Conduct).

C.4.2.3 Observer Duties and Data Collection Requirements

(a) General Observer Duties and Data Collection Requirements –

- i. Observers shall collect scientific, management, compliance, and other data at sea through interviews of vessel captains and crew; observations of fishing operations; sampling catch; measuring selected portions of the catch and fishing gear; and collecting samples. Observer coverage is mandated by a number of statutes and is an integral part of the regulations. These authorities empower the observer to perform certain functions aboard vessels as well as afford protection to the observer against interference and intimidation in the course of performing his/her duties.
- ii. Observers shall collect biological samples from the catch of fisheries according to detailed procedures in the Observer Program Manual and Biological Sampling Manual (copies available for specific fisheries online from links at the NMFS website: (<http://www.nefsc.noaa.gov/femad/fishsamp/fsb/>)). These data include those collected once per deployment; those collected with each change of fishing gear; those collected at the beginning and end of each tow; and those collected during the deployment cruise. These data are recorded electronically and on data sheets provided by NMFS.
- iii. Observers shall collect data on fishing effort, location, retained catch and discarded catch for each gear deployment that occurs while the observer is aboard the vessel. The Observer Sampling Manual describes data collection protocols for gear deployment that the observer sees as well as those not observed.
- iv. Observers shall collect length measurements, age, and biological samples from segments of the catch. Observer protocols, priorities, and data/sample collection procedures are detailed in the Observer Manual.
- v. Observers shall collect information on any incidentally captured sea turtles, including, but not limited to, location of take, biopsies, measurements, photos, and any other information. Observers shall also collect information on any marine mammals or other protected species interactions. When protected species are caught, the primary responsibility of the observer shall be to handle and release the protected species.
- vi. Observers shall participate in all training, briefings and debriefings as required by the COTR. Observers shall participate in port orientations, if offered by NMFS and requested by the

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COTR. Debriefing of the observer ensures that the data are complete and as accurate as possible before computer audits are run. Debriefing also provides immediate feedback to the observer in the field and errors can be corrected immediately. Debriefings shall occur on a regular basis and as frequently as possible, such as by email or phone for every trip and in person once every six months.

Debriefings shall consist of but are not limited to:

- 1) Reviewing sampling methods and answering observer questions;
 - 2) Reviewing preliminary data;
 - 3) Correcting any data errors;
 - 4) Reviewing any other past errors or changes in sampling techniques or recorded on forms;
 - 5) Reviewing any logistical problems or concerns encountered by the observer; and
 - 6) Testing observer ability to adhere to sampling protocols
 - 7) Checking gear calibration
 - 8) Providing the observer with any updates on modifications to sampling procedures or other program information.
- vii. Observers who encounter captains or vessels' owners operating in fisheries requiring mandatory observer coverage that refuses to accept the observer on their vessel for deployments shall provide documentation of the refusal to NMFS. This documentation shall be provided via e-mail or hard copy to the Branch Chief of the Fisheries Sampling Branch on the day of the event. This documentation shall be of sufficient substance and detail to be usable for NMFS enforcement actions. Narrative shall be provided to completely answer the following guideline questions: who, what, when, and where. This shall be reported on the Incident Report Form (Section J, Attachment 8, Incident Report Form).
- viii. Observers may be asked to perform various program support tasks (industry outreach activities, industry meetings, observer training sessions, port orientations, reconnaissance, other research project needs, etc.). Each observer should attend at least one (1) Fishery Council Meeting each year in their assigned area.
- ix. Observers shall send in the whole animal or take a photo of all species encountered the Species ID Verification Program quarterly to NMFS (Section J, Attachment 9, Species Verification Program). Failure to do so may result in an observer's change in status (i.e., pre-probation, probation, and decertification).

C.4.2.3.1 Data Deliverables

Electronic data entry by observers is required in addition to required paperwork, and shall be managed by the contractor in coordination with the COTR. Submission of observer data to the NMFS shall be accomplished in a timely manner. The contractor shall work with the COTR to establish the appropriate means to transfer the electronic data to the COTR and/or to establish a shared network database.

(a) Delivery of paper log data shall be received within 5 calendar days (120 hours) of the vessel landing as referenced in Section F.5.5.

(b) Delivery of electronic data shall be received within 2 calendar days (48 hours) of the vessel landing as referenced in Section F.5.6.

(c) Delivery of biological specimens shall be received within 5 calendar days (120 hours) of the vessel landing as referenced in Section F.5.7.

Observers shall submit an electronic summary of their trip at the completion of their trip. Electronic submissions must pass NMFS-programmed automated checks to be accepted into the system (i.e. all required fields must be complete, within range, and match with other databases such as with the permit number entered).

Observers shall send any written data and biological specimens directly to NMFS. The Government will provide shipping and supplies. Observers shall assure that biological samples or whole animals requiring freezing are received by the nearest NMFS freezer facility within twenty-four (24) hours of vessel landing. NMFS has freezers located in major fishing ports (Section J, Attachment 10, Freezer Locations). The transfer or transport of the frozen

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samples or animals must be received by NMFS (Observer Training Center) within 5 calendar days of the trip landing, unless a delay is authorized by the COTR.

C.4.2.3.2 Observer Communication

Observers shall maintain regular contact with their assigned NMFS editor/debriefer. All observers shall call their editor/debriefer prior to making a trip in a fishery or program covered for the first time or as requested. Observers shall return phone calls or reply to email questions as soon as realistically possible (i.e., before departing on a multi-day trip). NMFS can request that an in-person meeting occur with an observer at any time. These meetings will take priority over accomplishment of the sea day schedule.

NMFS staff will provide written memo updates to the contractor regarding any new or changed sampling protocols, data collection procedures, or other collection or reporting procedures. The contractor shall make certain that observers comply with changes, as applicable.

Require that any observer who leaves the program come into the Observer Training Center complete all exit procedures including an in-house exit interview with NMFS (Section J, Attachment 11, Exit Procedures).

Provide the primary port, contact information (full name, mailing address, residential address, e-mail address, cell phone number, home number, emergency contact name and phone number, and working status (full time or part time). If there is a change made to any variables in the list, an updated list shall be provided to NMFS immediately (Section F.5.8).

C.4.3 OBSERVER SUPPORT SERVICES

C.4.3.1 Logistic and Operation Support for Observer Deployment

The contractor shall provide complete logistical and operational support to observers throughout their employment. The contractor's approach to supporting observers shall be detailed in the proposal.

C.4.3.2 Training and Debriefings

At least 95% of new observer recruits are expected to pass the required training course (Section J, Attachment 12, NEFOP Training Standards) and the required physical examination (Section J, Attachment 5, Physical Standards & Acknowledgement of Risk).

Training costs are **NOT** reimbursable and should be considered in the cost of the seaday, and are intended to include all costs associated with observer training (both initial training and refresher trainings), including, but not limited to, salary during the training period, per diem (meals & reimbursements and lodging), miscellaneous equipment for use during training.

Observer candidates shall undergo an initial 3-week certification training session with NMFS, unless they already hold a valid NEFOP certification for the appropriate gear type to be observed. A series of tests will be administered during this training that candidates must pass prior to certification. Candidates must demonstrate their potential to collect accurate field data, and react to unfamiliar situations at sea in a professional manner. NMFS personnel as well as specialists in other areas such as vessel safety shall conduct training. Refresher training sessions will be conducted when data logs or protocols change, at the discretion of the COTR, or when there has been over six months service interruption for the observer. Observers shall be required to attend an annual refresher course for data collection, species identification, and vessel safety.

No trainings are currently scheduled for this year. The contractor shall provide NMFS with at least 45 calendar days prior notice when a training session is needed and identify any foreign nationals that may be attending training (it takes a minimum of 30 working days for foreign national clearance) as referenced in Section F.5.9. For extenuating circumstances, additional trainings may be scheduled at

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the Government's discretion. Attendance by a key personnel at training is required for at least two days each week of training.

The contractor shall submit to NMFS, at least 30 calendar days before the beginning of the training, the following information as referenced in Section F.5.10:

- a list of the potential candidates names for review by NMFS
- a hard copy (mailed to the COTR) of each candidates resume
- a hard copy (mailed to the COTR) of the candidates college transcript
- a hard copy (mailed to the COTR) of reference checks from three individuals for each candidate (name of individual providing reference, association with observer, how long they have known the candidate, contact information (phone number, e-mail), and information about the observer's past performance)

The contractor shall submit to NMFS, at least 14 calendar days before the beginning of the training, the following information as referenced in Section F.5.11:

- an updated list of candidates
- a medical report for each candidate substantiating the individual's medical qualifications for the job
- online security clearance electronic forms must be initiated by candidates (Section J, Attachment 13, Security Background Instructions)

The contractor shall submit to NMFS, at least 7 calendar days before the beginning of the training, the following information as referenced in Section F.5.12:

- final list of candidates attending upcoming training session
- CPR and First AID Certificate

NMFS may require additional information regarding observer candidates and should be consulted regarding any proposed candidate for which there is some question regarding qualifications. Should substitution of observers be required, the contractor shall also provide their pertinent information to the COTR prior to such substitution. The Government retains the right to reject any observer proposed by the contractor if his or her qualifications do not meet the qualifications specified in paragraph C.4.2.2, Qualifications, or if their work has been performed at an unsatisfactory level on previous projects, or if their behavior on other projects has been disruptive.

The contractor shall provide the status of its observer training approvals completed and in process in its Monthly Status Report (Section F.5.1).

NMFS training curriculum is detailed in the NEFOP training agenda (Section J, Attachment 14, NEFOP Training Agenda).

An observer's first 4 deployments and the resulting data shall be immediately edited and approved after each trip by NMFS prior to any further deployments by that observer (Section J, Attachment 15, NEFOP Training Trip Policy). During the observer's first 4 deployments, in order for them to go on their next trip, their data must be received, edited and the observer must be "cleared" by NMFS to sail on their next trip. This notification will be sent via e-mail to the observer's provider. The observer cannot be deployed until the e-mail notification has been sent by NMFS. If the data quality is considered acceptable the observer will become certified. If the data quality is not considered acceptable, the observer will not be certified by NMFS at that time.

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The first trip an observer takes after completing the initial 3-week training course will be accompanied by either a NMFS member or a certified trip trainer. Certified trip trainers are current observers under this contract and are certified by NMFS. In order to become a trip trainer, the contractor must request to NMFS the names of the observer they would like certified. NMFS would then assign a NMFS staff member to accompany the trip trainer candidate on a future trip. If approved by NMFS the observer would become a trip trainer. Contractor responsibilities consist of finding vessels that are willing to take two (2) observers, setting up the logistics of the trip, and communicating with NMFS regularly providing updates on the status of the trip (Section J, Attachment 16, Trip Trainer Certification Program).

NMFS determines the number of trainers needed based on how many observers are currently working, what the demand for new observers is, and what the projected training schedule looks like. NMFS currently has 12 certified observer trip trainers and would expect to maintain that level. Observers certified as trip trainers must be geographically representative of the ports NEFOP observers cover to accommodate all new trainees.

Key personnel will be expected to attend any other periodic NMFS required trainings related to the NEFOP program that could impact observer protocols, such as program manual update trainings or changes to the Pre-Trip Notification System.

Observers shall be expected to remain as active observers or serve in other capacities directly related to the Northeast Fisheries Observer Program (e.g. program management) for at least one (1) year after training.

Observers shall sign a non-disclosure statement (confidentiality agreement) at the commencement of training (Section J, Attachment 17, NEFSC Statement of Non-Disclosure) as referenced in Section F.5.25.

NMFS may request an observer be accompanied by a NMFS staff member on a future trip. The contractor shall assist with the setting up these shadow trips (Section J, Attachment 18, Shadow Trip Program).

The contractor shall make observers available to NMFS (Enforcement and FSB staff) for the purposes of routine debriefings, requested meetings regarding data quality issues, investigating circumstances of alleged refusals by vessels to take an observer or other violations of the Magnuson-Stevens Fishery Conservation Act (MSA), Marine Mammal Protection Act (MMPA), or the Endangered Species Act (ESA) recorded by the observer in the course of his/her duties. All observers shall call their editor/debriefer prior to making a trip in a fishery or program covered for the first time.

C.4.3.3 Data Quality Control

Data shall be collected and maintained in accordance with contractor's Quality Assurance Plan as incorporated in the contract (Section F.5.3).

The overall goal of quality control is to ensure the effectiveness and efficiency of collection efforts as well as the quality of data collected. Data quality is of utmost importance. As such the contractor shall ensure the highest quality in data collected by its observers. NMFS will provide a data quality rating of observers to the provider on a bi-annual basis (Section J, Attachment 19, Data Quality Rating). The contractor shall use the data quality rating of observers in their Quality Assurance Plan (F.5.3).

C.4.3.4 Observer Equipment, Operation and Maintenance

The contractor shall provide all materials and equipment necessary for the collection of data and biological sampling (Section J, Attachment 20, NEFOP Gear List). The contractor shall maintain and replace lost gear to ensure the observer is able to carry out his/her sampling duties. For items listed with a brand name, the contractor shall provide the equivalent quality to the brand listed.

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The gear and equipment, purchased and charged to the Government in the performance of the contract becomes Government property at the end of the contract. Equipment and gear should be inspected and repaired in accordance with manufacturers specification as needed and at a minimum of once per year. Newly acquired gear must be of the same quality as the originally provided Government gear. Observer gear and contractor's tracking and maintenance of such gear is subject to periodic audit by the Government. The Government retains the right to modify gear specifications and requirements to meet research collection needs.

C.4.3.5 Travel and Lodging

The contractor is responsible for all travel arrangements and expenses, appropriate lodging, and all expenses associated with training, safety meetings, briefings, debriefings, and deploying observers to assigned vessels. All expenses shall be captured in the fully loaded Sea Day Rate at CLINS 0001-0010 at Section B.

Travel costs are NOT reimbursable and should be included in the Sea Day Rate at CLINS 0001-0010 at Section B.

Coordinator and support staff travel (related to observer deployment) to and from vessels and to and from the port are NOT reimbursable.

C.4.3.6 Vessel Selection

The contractor shall strictly adhere to all sampling design requirements specified for the Northeast Fisheries Observer Program (NEFOP). NMFS will provide the contractor with a set of specific guidelines regarding vessel selection and placement considerations by various fisheries. The contractor shall make contact with vessels selected either by NMFS to arrange for observer coverage and deployment scheduling as necessary. When the contractor/observer makes initial contact with the vessel, the contractor/observer shall verify with the captain that he has sufficient life raft capacity for an additional person (observer). If not, the contractor shall immediately attempt to have one of the NMFS issued valise life rafts available for the observer for that trip. If one is not available, and the captain still intends to sail without the observer, an SDR shall be issued to the captain of the vessel (Section J, Attachment 22, Safety Deficiency Report). The contractor shall locate vessels and deploy observers to vessels. Fishing activity dictates vessel departures and arrivals. Since vessel schedules change, observers must be prepared for sudden sea assignments of extended and uncertain duration.

The contractor shall assign observers to vessels without regard to preference expressed by vessel owners or operators with respect to observer race, gender, age, religion, or sexual orientation nor shall the contractor consider observer's expressed preference. The contractor shall not assign observers who are showing symptoms of illness or who may be contagious. In the event that an observer falls severely ill or injured at sea, and the vessel must prematurely cease fishing to return the observer to port, the contractor shall propose a plan on how to work out a fair reimbursement for the vessel's fuel expenses.

Various regulated fisheries have a requirement for a vessel's representative to notify the NEFOP prior to making each fishing trip. Notification is required prior to the planned departure in a specific time frame, *e.g.*, forty-eight (48) or seventy-two (72) hours. The vessel is then randomly assigned, by NMFS, an observer or issued a waiver, relieving them of the requirement to carry an observer for that specific trip.

The contractor shall provide personnel or an automated answering service to handle notifications twenty four (24) hours a day, seven (7) days a week, for certain fisheries (*i.e.*, herring fishery). Depending on regulations enacted by the NMFS, the notification requirement may require e-mails, telephone calls, or inputting into a website from the vessel's representative. Some fisheries are required to notify NMFS, NMFS is responsible for the selection and informs the vessel and the contractor of trip details. Alternatively, some fisheries are required to notify the contractor directly, in which case the contractor is responsible for the selection and informs the vessel and NMFS of the selection status. The contractor shall be provided with guidance regarding which notification method will be used by each fishery, in addition to the method in which to correspond with the industry.

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For fisheries that notify the contractor directly, a spreadsheet shall be maintained which shall include a listing of which vessels have been assigned an observer and which have been granted a waiver as referenced in Section F.5.13. Specific information needed for each spreadsheet will vary by fishery. NMFS will provide a list of specific fields needed for each spreadsheet (for example: date sailed, trip length, gear, area fished, port). This spreadsheet will be forwarded by email each day to NMFS. NMFS will provide an email mailing list for each fishery, changes to the listing must be approved by the COTR.

For fisheries NMFS directly, the contractor will be notified of trip selection via the website. The contractor may accept or decline trips within twelve (12) hours. The reasons to decline a trip must be related to limited observer availability or reported safety concerns. The contractor must take the trip once they have claimed acceptance. If there is an unforeseen emergency that results in changing the contractor's acceptance of a trip, it shall be reported to the COTR. If a trip is accepted by a contractor, the contractor would make contact with the vessel for trip logistics. If a vessel informs the contractor that they are cancelling a trip selected to carry an observer, the contractor shall report that to NMFS twenty-four (24) hours after the scheduled sail date. The COTR shall be notified all circumstances in which observers were late or missed a scheduled trip for all fisheries as referenced in Section F.5.14.

Vessels must be covered randomly, without repeated deployments on the same vessels by the same observer, unless waived by the COTR. For trips outside closed areas and other special access fishing programs there shall be no more than two (2) back to back trips by the same observer on the same vessel AND there shall be no more than two (2) trips on the same boat within one month. A vessel selection list may be provided by NMFS which will rank vessels in the order they should be covered. In the event the vessels are difficult to locate the contractor shall send and track a NMFS approved selection letter to vessel owners who are involved in fisheries with mandatory observer coverage.

C.4.3.7 Safety Requirements

Vessels must be in compliance with the Observer Health and Safety Regulations before an observer is deployed (http://www.nefsc.noaa.gov/fsb/Misc/Obs_Health_&_Safety_Regs.FR.11.01.07.pdf). Vessels must pass the Pre-Trip Vessel Safety Checklist (Section J, Attachment 21) that will be performed by the observer with the assistance of the captain or designee prior to deployment. If the vessel fails to pass the Pre-Trip Vessel Safety Checklist, the observer shall not sail on the vessel and shall complete Safety Deficiency Report (Section J, Attachment 22, Safety Deficiency Report), which shall be provided to the captain and NMFS.

Valise life rafts will be issued to the contractor by NMFS upon award of the contract. It is expected that the contractor shall maintain the life rafts while in their care and ensure the life raft is up to date with service and inspections. When service and inspection dates are coming close to their expiration, the contractor shall contact NMFS to schedule a drop off of the raft. If there is evidence that the life raft is not treated properly while in their care (i.e., dragged on the ground resulting in holes in the raft) then the contractor will be liable for the cost of a replacement raft.

Observer safety is of paramount importance to NEFOP. If at any time an observer feels that a vessel is unsafe prior to departure, they may decline the trip and report this on the Pre-Trip Vessel Safety Checklist to NMFS.

C.4.3.8 Communication

The contractor shall provide and employ a method for observers to communicate vessel departure and arrival information; handle observer emergencies and/or problems related to observer logistics when they are at sea, in transit to the dock, or in port awaiting vessel departure. The contractor shall contact NMFS of all emergency situations, including medical, within twelve (12) hours of learning of the incident as referenced in Section F.5.15.

The contractor shall provide NMFS with access to a real time online observer tracking system for observer deployments (including vessel identifier information), leave schedules, and status (part-time vs. full-time) updates as referenced in Section F.5.16.

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The contractor shall provide NMFS with all written documents/memos that are sent their observers within 24 hours of when the document/memo is sent as referenced in Section F.5.26.

The contractor shall notify NMFS of when an observer is subject to disciplinary action by the contractor (i.e., placed on probation, performance monitoring, etc....) within 24 hours of when the disciplinary action took place as referenced in Section F.5.27.

C.4.3.9 Notification of Potential Infractions

The contractor shall immediately notify the COTR of any potential violation of the Rules and Regulations that implement the Fishery Management Plan under the Magnuson-Stevens Fishery Conservation and Management Act, Marine Mammal Protection Act or Endangered Species Act or any regulations that govern the observer program, including but not limited to: vessels failing to provide adequate notification prior to departing, failing to take an observer, incidents of observer interference, harassment, or intimidation. The contractor shall ensure that each returning observer is debriefed for incidents of intimidation, interference, or harassment within twelve (12) hours of trip landing as referenced in Section F.5.15. Reported incidents of the vessel failing to take an observer or incidences of the contractor failing to handle incidents of interference, harassment or intimidation of observers will be investigated by NMFS.

C.4.3.10 Vessel Operations and Working Conditions

Fishing vessels routinely operate out of ports from North Carolina to Maine (Section J, Attachment 23, Location of NEFOP Trips in 2010). Trips can range from 1-14 days in duration. The vessels operate in ocean waters, 3-200 miles offshore in all weather conditions. Vessels are generally 30-150 feet in length. Crew members and observers live and sleep in cramped quarters, often in damp conditions and share common facilities. On some vessels, the crew does not speak English. Observers must be willing to travel occasionally to cover locations other than their primary ports.

Crew members and observers live and sleep in cramped quarters, often in damp conditions, sharing toilet and shower facilities when available. Observer Health and Safety Regulations require sleeping areas for the observer to be equal to those of the crew. Some vessels have no shower and may lack permanent toilets or bunks. Although vessels may not have separate facilities for women, federal regulations require reasonable privacy for female observers. Female observers on a vessel with an all-male crew must be accommodated with adequate privacy which can be ensured by installing a curtain or other temporary divider, in a shared cabin. Because of the size and responsiveness of these vessels to sea conditions, motion sickness can be debilitating for some individuals and should be seriously considered in all prospective observer candidates. Most vessels carry no trained medical personnel aboard and rely upon first aid knowledge of the boat's operator in consultation with land-based physicians via radio.

Food is provided on multiday trips for the observer and must be equal to the food being served to the rest of the crew. On single day trips, observers must bring their own food and water.

C.4.3.11 Data Quality

The NMFS COTR will monitor all aspects of contractor performance as described below:

- Failure to deliver data from an observed sea day includes:
- All data must be delivered at the required time frame, as specified by NMFS.
- Data must not be fraudulent or of such poor quality as to be unusable (i.e. if determined to be fraudulent or unusable within 90 days of receipt of the data).

The contractor shall interact with vessels which have carried observers. They shall interview the captain; using NMFS issued workbooks with a pre-determined set of questions (Section J, Attachment 24, Captain Interview Questions), and determine if the observer performed his/her job in a professional manner and carried out all required tasks. Unless otherwise instructed by NMFS, a random selection of 10% of each observer's trips each quarter will have follow-up interviews. Format questions will be

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provided by NMFS. Trip Interview Reports will be provided to NMFS electronically within two working days of the interview as referenced in Section F.5.17. The contractor shall report, in writing to the COTR, all complaints made by the industry regarding observer activities, as well as any observer injuries aboard vessels or on docks to NMFS.

An observer's ability to work will be based on his/her certification. If an observer does not adhere to NMFS protocols or meet the Observer Standards of Conduct (Section J, Attachment 7, Observer Standards of Conduct), they may be placed on pre-probation, probation or decertified, as described in the NMFS policy statement regarding certification (Section J, Attachment 25, NEFOP Observer Performance Monitoring, Review, Probation and Decertification).

NMFS will provide the contractor with a data quality rating for each observer ((Section J, Attachment 19, Data Quality Rating).

C.4.3.12 Vessel Compensation for Observer Food Reimbursement

Contractors shall compensate vessels at a rate of \$40 per day to cover observer accommodation and food costs while aboard the vessel for trips lasting longer than one (1) day. This cost must be included in the fully loaded seaday prices for CLINS 0001-0010.

C.4.3.13 Contractor Standards of Conduct

Contractors must not have any direct financial interest in a fishery observed under this contract and comply with the standards set forth in the Standards of Conduct (Section J, Attachment 26, Contractor Standards of Conduct).

C.4.3.14 Observer Termination Documentation

The contractor shall notify the COTR when an observer leaves the NEFOP for any reason as referenced in Section F.5.20. Reasons for termination, whether contractor initiated or observer initiated, must be documented and provided to NMFS within 7 days of the observer's departure and shall be used to determine trends and assist in improving retention of qualified observers as referenced in Section F.5.21.

C.5 PERFORMANCE MONITORING

C.5.1 QUALITY ASSURANCE SURVEILLANCE PLAN

NMFS intends to monitor contractor performance against the Schedule of Deliverables (Section F.5.3).

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C.6 SECURITY RISK LEVEL DESIGNATIONS

The risk levels under this contract have been determined by the Program Office as shown below:

LABOR CATEGORY	SECURITY RISK
Program Manager	Low
Coordinator	Low
Observer I, II, III	Low

Investigation Packages

Observers and key personnel would be considered contractors and all undergo the required background investigation (Section J, Attachment 13, Security Background Instructions) and would be either U.S. Citizens, Naturalized Citizen, Green Card Holders (aka Permanent Resident Card), or Foreign Nationals. The following requirements will be completed prior to official hiring:

- 0 – 30 days = Security Worksheet, Finger Print Cards (FD 258 Cards)
- 31 – 179 days = Security Worksheet, SAC Form (OFI Form 86C), Finger Print Cards (FD 258 Cards)
- 180 or greater days = EQIP Package
 - Security Worksheet
 - Electronic Questionnaire (filled out after applicant has been placed in EQIP)
 - EQIP Signature pages (generated after applicant has completed Questionnaire in EQIP)
 - Declaration for Federal Employment (Optional Form 306)
 - Finger Print Cards (FD 258 Cards)
 - Fair Credit Reporting Form (filled out based on position sensitivity)

Foreign National (FN) Information (must be submitted along with Investigation Packages)

Foreign Nationals is anyone who is a non-U.S. citizen or non-green card holder (aka permanent resident card). Foreign Nationals fall into two categories: Visitors or Guests. Visitors are personnel onsite for up to 3 days; or whom will be attending a conference, workshop, or training (which can go up to 5 days). Guests are personnel who will be onsite over 3 days and who do not fall into the 5 day category listed above. All Foreign National Visitor/Guests information must be submitted through the Foreign National Registration System (FNRS) by NMFS.

C.7 CLAUSES INCORPORATED BY REFERENCE

C.7.1 CAR 1352.237-71 SECURITY PROCESSING REQUIREMENTS—LOW RISK CONTRACTS (APR 2010)

(Reference 48 CFR 1337.110-70)(c))

C.7.2 CAR 1352.237-73 FOREIGN NATIONAL VISITOR AND GUEST ACCESS TO DEPARTMENTAL RESOURCES (APR 2010)

(Reference 48 CFR 1337.110-70)(e))

**SECTION D
PACKAGING AND MARKING**

D.1 IDENTIFICATION OF DELIVERABLES

Unless otherwise specified, all documents prepared and submitted by the contractor to the Government under this contract shall include the following information on the cover page of each document:

- (a) Name and business address of the contractor;
- (b) Contract number and task order number;
- (c) Name, position, and office location of the Department of Commerce Contracting Officer's Technical Representative (COTR).

D.2 MARKING DELIVERABLES

The contract number shall be placed on or adjacent to all exterior mailing or shipping labels of deliverable items called for by the contract, except for reports.

Mark deliverables, except for reports, for:

EA133F-12-CN-0035
Attention: Nichole Rossi
NMFS, NEFSC, FSB
25 Bernard Saint Jean Drive,
East Falmouth, MA 02536

**SECTION E
INSPECTION AND ACCEPTANCE**

E.1 PERFORMANCE EVALUATION

All services provided under this contract will be evaluated on Capability Statement, Project Management Plan, Quality Assurance Plan, and Past Performance.

E.2 CAR 1352.246-70 INSPECTION AND ACCEPTANCE (APR 2010)

The Contracting Officer or the duly authorized representative will perform inspection and acceptance of supplies and services to be provided under this contract.

Inspection and acceptance will be performed at:

NMFS, NEFSC, FSB
25 Bernard Saint Jean Drive,
East Falmouth, MA 02536
Attention: Nichole Rossi

(End of clause)

**SECTION F
DELIVERIES OR PERFORMANCE**

F.1. CAR 1352.270-70 PERIOD OF PERFORMANCE (APR 2010)

(a) The contract period is from April 1, 2012 through June 30, 2012 with an additional nine one (1) month option periods under the Option to Extend Services clause at FAR 52.217-9 at Section I.

F.2 UPDATES AND VERSION CONTROL

In addition many of the deliverables require the contractor to provide periodic updates. Unless otherwise specified in F.7, the contractor is expected to initiate the update as the information contained therein changes. The changes should be delivered to the NMFS COR within 30 calendar days of when the change is known. All change pages shall be clearly marked with the version date. NMFS may provide comments on the changes. NMFS has 15 calendar days to review Draft documents. If the contractor receives no comments back from NMFS within the 15-day period, the contractor shall assume the Draft to be a Final document. If NMFS provides comments, then an updated version is due within 30 days after receiving the NMFS comments.

F.3 FORMAT

For the structure of the deliverables, the contractor's format is acceptable, unless otherwise specified in the contract.

The soft copies shall be accessible through the Microsoft Office 2007 Suite, or the current standard.

F.4 FEDERAL ACQUISITION REGULATION (FAR) 52.242-15 STOP-WORK ORDER (AUG 1989)
(Incorporated by reference; available at <https://www.acquisition.gov/far>)

**SECTION F
DELIVERIES OR PERFORMANCE**

F.5 SCHEDULE OF DELIVERABLES

Following is a schedule of all deliverables, including administrative deliverables, required during the period of performance of this contract:

Item	Description	Quantity	Due Date	Deliver to:	Reference
F.5.1	Monthly Status Report	1	Example included at proposal submission. Monthly due within 15 calendar days from the last day of the previous month	CO/COR	C.4.1.4, C.4.3.2
F.5.2	Project Management Plan	1	At proposal submission; approved plan to be incorporated into contract. Updates required annually within 30 days after the contract anniversary date.	NMFS/COR	C.4.1.1, H.10
F.5.3	Quality Assurance Plan	1	At proposal submission; approved plan to be incorporated into contract. Updates required annually within 30 days after the contract anniversary date.	NMFS/COR	C.4.1.6, C.4.3.3
F.5.4	Observer Recruitment and Retention Plan	1	At proposal submission	NMFS	C.4.2.1
F.5.5	All raw paper data collected	ALL	Received within 5 calendar days (120 hours) of the trip landing.	NMFS	C.4.2.3.1(a)
F.5.6	All electronic data collected	ALL	Received within 2 calendar days (48 hours) of the trip landing	NMFS	C.4.2.3.1(b)
F.5.7	Biological Specimens	ALL	Received within 5 calendar days (120 hours) of the trip landing.	NMFS	C.4.2.3.1(c)
F.5.8	Observer Contact Information	1	7 Calendar days before start of training and updated when needed.	COR	C.4.2.3.2
F.5.9	Request for training session and identify any foreign nationals that may be attending training	1	45 calendar days prior to when the training session is needed	COR	C.4.3.2
F.5.10	Training Requests: <ul style="list-style-type: none"> • List of the potential candidates names • Each candidates resume • Each candidates college transcript • 3 reference checks for each candidate 	1	30 calendar days before the first day of training	COR	C.4.3.2
F.5.11	Training Requests: <ul style="list-style-type: none"> • Updated list of candidates • Medical report for each candidate • Initiation of online security forms 	1	14 calendar days before the first day of training	COR	C.4.3.2
F.5.12	Training Requests: <ul style="list-style-type: none"> • Final list of candidates • CPR and First Aid Certificate 	1	7 days before the first day of training	COR	C.4.3.2
F.5.13	Daily list of data identifying which vessels have been assigned an observer and a waiver (spreadsheet will vary by fishery as specified by NMFS)	1	Every day	COR	C.4.3.6

**SECTION F
DELIVERIES OR PERFORMANCE**

F.5.14	Vessel Selection: <ul style="list-style-type: none"> • Unforeseen circumstance resulting in contractor changing a trip from being accepted to waived • Notice of a vessel cancelling a trip that was selected to carry an observer 	1	Within 24 hours after the scheduled sail date	COR	C.4.3.6
F.5.15	Documentation and Notification: <ul style="list-style-type: none"> • Notification of any emergencies, including medical • Notification of vessels failing to provide adequate notification prior to departing • Vessel refusal to accept an observer • Notification of potential infractions • Safety, inadequacy of vessel's facilities for observers • Renewals or Updates Conflict of interest 	ALL	Within 12 hours of learning of the incident	COR	C.4.3.8, C.4.3.9
F.5.16	Online observer tracking system	1	As updated	COR	C.4.3.8
F.5.17	Results of Captains Interviews	ALL	Within 2 working days of the interview	COR	C.4.3.11
F.5.18	Vessel Reimbursement Form	N/A	NOT APPLICABLE (N/A)		NA
F.5.19	Proof that meal reimbursement check has been cashed or check cancellation fees	N/A	NOT APPLICABLE (N/A)		NA
F.5.20	Notification that observer is leaving the program and	1	2 weeks prior to the scheduled exit interview	COR	C.4.3.14
F.5.21	Reason the observer is leaving the program	1	Within 7 days of the observers departure	COR	C.4.3.14
F.5.22	Invoice	ALL	Monthly	COR	G.2
F.5.23	Proof of Insurance	1	Within 10 days after contract award; within 24 hours of any change thereafter	COR	H.6
F.5.24	Request for changes to key personnel	1	At least 15 days prior to substitution	COR	H.7
F.5.25	Nondisclosure Agreements to be signed by observer	ALL	By commencement of training	COR	C.4.3.2
F.5.26	Copy of documents/ memos sent to observers	1	Within 24 hours of when the documents/memos are sent out	COR	C.4.3.8
F.5.27	Notification to NMFS that an observer is subject to disciplinary action	1	Within 24 hours of when the disciplinary action took place	COR	C.4.3.8

**SECTION G
CONTRACT ADMINISTRATION**

G.1 CAR 1352.245-70 GOVERNMENT FURNISHED PROPERTY (APR 2010)

The Government will provide the following item(s) of Government property to the contractor. The contractor shall be accountable for, and have stewardship of, the property in the performance of this contract. This property shall be used and maintained by the contractor in accordance with provisions of the “Government Property” clause included in this contract. Additional gear list is included in Section J, Attachment 20, NEFOP Gear List.

Item Number	Description	Quantity	Delivery Date	Property/Tag No. (if applicable)
0001	Satellite phone (for emergency situations only)	As Needed	As Needed	To be Determined
0002	Panasonic Rugged laptop computer (when programming is complete and tested)	As Needed	As Needed	To be Determined
0003	Peterson’s Guide to Atlantic Coast Fishes	As Needed	As Needed	To be Determined
0004	Peterson’s Guide to the Atlantic Seashore	As Needed	As Needed	To be Determined
0005	Beached Birds, A COASST Field Guide to the North Atlantic	As Needed	As Needed	To be Determined
0006	National Geographic Field Guide to Birds of North America	As Needed	As Needed	To be Determined
0007	Marel Motion Calibrated Platform Scale	As Needed	As Needed	To be Determined
0008	Fish Measuring Strips	As Needed	As Needed	To be Determined
0009	Tyvek tags, pre-printed for samples	As Needed	As Needed	To be Determined
0010	Write-in-rain notebooks	As Needed	As Needed	To be Determined
0011	Age envelopes (non-lined)	As Needed	As Needed	To be Determined
0012	Age envelope liners (cut up paper)	As Needed	As Needed	To be Determined
0013	Diaries	As Needed	As Needed	To be Determined
0014	Measuring stick (probe for determining depth of fish pile for volume estimates)	As Needed	As Needed	To be Determined
0015	Tyvek tags, blank	As Needed	As Needed	To be Determined
0016	Marine mammal yellow tags	As Needed	As Needed	To be Determined
0017	Sea turtle tags	As Needed	As Needed	To be Determined
0018	Sea turtle pliers	As Needed	As Needed	To be Determined
0019	Observer Program Manual	As Needed	As Needed	To be Determined
0020	Observer Biological Sampling Manual	As Needed	As Needed	To be Determined
0021	Observer cheat sheets Observer Training Manual Regulatory compliance folder	As Needed	As Needed	To be Determined
0022	Marine mammals and turtles field guides	As Needed	As Needed	To be Determined
0023	Requiem shark field guide	As Needed	As Needed	To be Determined
0024	Fishes of the Gulf of Maine – Bigelow (recommended by not required at sea)	As Needed	As Needed	To be Determined

**SECTION G
CONTRACT ADMINISTRATION**

0025	Copies of blank logs, worksheets, and workbooks	As Needed	As Needed	To be Determined
0026	Marine mammal digital temperature probe, 1F Taylor model #9842	As Needed	As Needed	To be Determined
0027	Marine mammal work slate	As Needed	As Needed	To be Determined
0028	Marine mammal sampling bag	As Needed	As Needed	To be Determined
0029	Scallop board measuring Strips	As Needed	As Needed	To be Determined
0030	Access to Observer Databases and Reports	As Needed	As Needed	To be Determined

(End of clause)

G.2 INVOICES

(a) Payment will be based on receipt of a proper invoice and satisfactory contract performance and guidelines in FAR 32.9, Prompt Payment.

1) Original invoices shall be mailed (via U.S. Postal Service) to the designated billing office as follows:

Attention: Nichole Rossi
NMFS, NEFSC, FSB
25 Bernard Saint Jean Drive,
East Falmouth, MA 02536

2) A copy of all invoices shall be mailed to the contract administration office as follows:

NOAA/Eastern Region Acquisition Division
Attn: Timothy Wampler
200 Granby St.
Norfolk, VA 23510
Email: Timothy.Wampler@noaa.gov

3) The designated payment office for this contract is:

NOAA
Eastern Finance Branch
NOAA Finance Office, AOD
20020 CENTURY BLVD
GERMANTOWN, MD 20874

(b) The contractor will submit invoices to the Contract Officer's Technical Representative stating the hours worked, the task and/or equipment purchases made. A final invoice should be submitted with the final report, and will be paid when the final report and all tasks are reviewed and deemed to be complete by the Agency.

(c) The contractor will include the following running totals on each invoice submitted:

1. Total Funded amount of the Task Order;
2. Total Performed and Invoiced amount for the Task Order to Date.

(c) The Government will return invoices that do not comply with these requirements.

G.3 CAR 1352.201-72 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (Apr 2010)

**SECTION G
CONTRACT ADMINISTRATION**

a. Nichole Rossi is hereby designated as the Contracting Officer's Technical Representative (COTR). The COTR may be changed at any time by the Government without prior notice to the Contractor by a unilateral modification to the Contract. The COTR is located at:

NMFS, NEFSC, FSB
25 Bernard Saint Jean Drive,
East Falmouth, MA 02536
Email: Nichole.Rossi@noaa.gov
Phone: 508-495-2128

b. The responsibilities and limitations of the COTR are as follows:

(1) The COTR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all deliverables and such other responsibilities as may be specified in the contract.

(2) The COTR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes which affect the Contract price, terms or conditions. Any Contractor request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior authorization of the Contracting Officer (CO.) The CO may designate assistant or alternate COTR(s) to act for the COTR by naming such assistant/alternate(s) in writing and transmitting a copy of such designation to the Contractor.

(End of Clause)

G.5 CAR 1352.201-70 CONTRACTING OFFICER'S AUTHORITY (APR 2010)
(Reference 48 CFR 1301.602-170)

**SECTION H
SPECIAL CONTRACT REQUIREMENTS**

H.1 INDEMNIFICATION

H.1.1 HARMLESS FROM LIABILITY

The contractor shall hold and save the Government, its officers, agents, and employees harmless from liability of any nature or kind, including costs and expenses to which they may be subject, for or on account of any or all suits or damages of any character whatsoever resulting from injuries or damages sustained by any person or persons or property by virtue of performance of this contract, arising or resulting in whole or in part from the fault, negligence, wrongful act or wrongful omission of the contractor, or any subcontractor, their employees, and agents.

H.1.2 GOVERNMENT LIABILITY

The Government shall not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence by the Government and is recoverable under the Federal Torts Claims Act, or pursuant to other Federal statutory authority.

H.2 CONFLICTS OF INTEREST

H.2.1 CAR 1352.209-74 ORGANIZATIONAL CONFLICT OF INTEREST (APR 2010)
(Reference 48 CFR 1309.507-2(d))

H.2.2 CONTRACTOR CONFLICT OF INTEREST

The contractor must provide the identification of its ownership, management, organizational structure, and identify by name and general function of all controlling management interests in its company including, but not limited to, owners, board members, officers, authorized agents and staff, addresses, physical location, telephone and fax numbers, business address for each company office and each authorized agent.

Contractors are prohibited from having any current direct financial interest, other than the provision of observer services in any commercial fishery, including, but not limited to vessels or shore-side facilities involved in the catching or processing of the products of the fishery, related interests in selling supplies or services to these vessels or shore-side facilities, or related interests in purchasing raw or processed products from these vessels or shore-side facilities.

Contractors may not solicit or accept, directly or indirectly, any gratuity, gift favor, entertainment, loan or anything of monetary value greater than \$25 US from anyone who conducts activities that are regulated by NMFS or who has interests that may be substantially affected by the performance or non-performance of the observers' official duties.

Contractors may not provide an observer to any vessel or shore-side facility owned or operated by a person or company for whom the observer previously worked.

H.2.3 OBSERVER CONFLICT OF INTEREST

As provided further in Section J, Attachment 7, (Observer Standards of Conduct) the observers must not have a Conflict of Interest.

- (1) Observers may not have current direct financial interest (see definition below), other than the provisions of observer services, in a commercial fishery, including, but not limited to, vessels or shore-side facilities involved in the catching or processing of the products of the fishery, related interests in selling supplies or services to these vessels or shore-side facilities, or related interests in purchasing raw or processed products from these vessels or shore-side facilities;
- (2) Observers may not solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of monetary value from anyone who conducts activities that are regulated by NMFS, or who has interests that may be substantially affected by the performance or nonperformance of the observers' official duties;

SECTION H SPECIAL CONTRACT REQUIREMENTS

- (3) Observers may not serve as an observer on any vessel or at any shore-side facility owned or operated by a person who previously employed the observer; and
- (4) Observer may not solicit or accept employment as a crew member or an employee of a vessel or shore-side facility in a commercial fishery while assigned as an observer to that vessel or shore-side facility or to another vessel or shore-side facility owned by the assigned vessel's owner.

Direct financial interest means any source of income to, or capital investment or other interest held by, an individual, partnership, or corporation or an individual's spouse, immediate family member or parent that could be influenced by performance or nonperformance of observer or observer provider duties.

H.3 OBSERVER RELEASE OF PERSONAL INFORMATION

Due to the critical and sensitive nature of the collected data, the contractor shall have all employees, independent contractors, subcontractor's employees complete an Authorization for Release of Information, Section J, Attachment 28, authorizing the National Marine Fisheries Service to conduct a background investigation and fulfill the required paper work for the security background check (Section J, Attachment 13, Security Background Instructions) and submit to the COTR no later than seven (7) days prior to scheduled training or briefing session.

H.4 IMPLEMENTATION OF HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD 12)

The performance of this contract requires contract employees to have physical access to the Federal Government's premises for more than one hundred and eighty (180) calendar days or to have access to a Federal Government's information system. Any items or services delivered under this contract shall comply with the Department of Commerce personal identity verification (PIV) procedures that implement HSPD-12, Federal Information FIPS PUB 201 and OMB Memorandum M-05-24. The contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally controlled facility or access to a Federal information system.

H.5 OBSERVER SEA DAY WAGE RATE AND OVERTIME

While at sea, observers work an average of 12 hours per day as the contractor's employee aboard a privately owned commercial fishing vessel. The contractor must follow all federal employment and wage guidelines as provided in the Department of Labor Wage Rate Determination and comply with overtime compensations as required by the Fair Labor Standards Act. All federal regulations regarding employment and wages must be followed regardless of whether observer work is performed inside or outside U. S. territorial waters or international waters. The contractor shall adhere to the requirements of the Service Contract Act and applicable Wage Rate Determination when paying salaries and benefits to observers.

H.6 INSURANCE

H.6.1 OBSERVER INSURANCE

The contractor shall provide accident and health insurance for the observers for the entire period the observers are performing services under this contract. The accident and health insurance requirement is to provide coverage for observers injured while on the job during the performance of their duties and need not necessarily include general health benefits. The Service Contract Act requires employees to be paid a Health and Welfare benefit if not receiving general health insurance from the employer. If contractor employees are receiving general health insurance benefits then these costs should be incorporated into the seaday price. Information on the Federal Employee's Compensation Act (FECA) can be found on the National Observer Program's web page at <http://www.st.nmfs.gov/st4/nop/index.html>

H.6.2 OTHER INSURANCE COVERAGE

In addition to observer accident and health insurance, the contractor shall provide the following insurance (Section F.5.23):

See Section I, Clause FAR 52.228-7, Insurance – Liability to Third Persons. The contractor shall secure, pay the premiums for and keep in force until the expiration of this contract, and any renewal thereof, adequate

SECTION H
SPECIAL CONTRACT REQUIREMENTS

insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract.

- (a) Maritime liability to cover “seaman’s” claims under the Merchant Marine Act (Jones Act) and General Maritime Law (\$5,000,000 minimum)
- (b) Coverage under U. S. Longshore and Harbor Worker’s Compensation Act (\$3,000,000 minimum)
- (c) Coverage as required by federal and state workers’ compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer’s liability section of the insurance policy, except when contract operations are so commingled with a contractor’s commercial operations that it would not be practical to require this coverage. Employer’s liability coverage of at least \$100,000 shall be required, except in states with exclusive or monopolistic funds that do not permit workers’ compensation to be written by private carriers.
- (d) Comprehensive bodily injury liability insurance with limits of not less than \$500,000 for each occurrence.
- (e) Property damage liability with a limit of not less than \$100,000 for each occurrence.
- (f) The contractor shall have automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract. Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.
- (g) When aircraft are used in connection with performing the contract, the contractor shall have aircraft public and passenger liability insurance. Coverage shall be at least \$500,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$500,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$500,000 multiplied by the number of seats or passengers, whichever is greater.
- (h) In the event the contractor is given the responsibility of operating any government-owned vessel, the contractor shall have Protection and Indemnity insurance that includes Jones Act coverage on the vessels. That includes Captain and Crew coverage in the amount of \$1,000,000 with \$15,000,000 in Excess coverage. The contractor shall list the Government as an additional insured party on this policy. This insurance will be required only when the task order includes a requirement for the contractor to operate and maintain a Government-owned vessel.
- (i) Government transportation will be available in some instances for local travel and for travel to some remote sites for leg changes on cruises. The contractor shall assume full liability for their employees traveling in Government vehicles. The government will not be liable for any injury or death resulting from contractor employees riding in government vehicles.

Each policy of insurance shall contain an endorsement that any cancellation or material change in the coverage adversely affecting the Government’s interest shall not be effective unless the insurer or the contractor gives written notice of cancellation or change, as required by the Contracting Officer. When the coverage is provided by self-insurance, the contractor shall not change or decrease the coverage without the Contracting Officer’s prior approval.

A certificate of each policy of insurance shall be furnished to the Contracting Officer within ten (10) days after notice of award of any base, option period, certifying, among other things, that the policy contains the aforementioned endorsement (F.5.23). The insurance company providing the above insurance shall be satisfactory to the Government. Notices of policy changes and renewals shall be furnished to the Contracting Officer within twenty four (24) hours of contractor receipt (F.5.23).

H.6.3 CAR 1352.228–72 DEDUCTIBLES UNDER REQUIRED INSURANCE COVERAGE—FIXED PRICE (APR 2010)

(Reference 48 CFR 1328.310–70(d))

**SECTION H
SPECIAL CONTRACT REQUIREMENTS**

H.7 CAR 1352.237-75 KEY PERSONNEL (APR 2010)

(a) The contractor shall assign to this contract the following key personnel:

<u>Name</u>	<u>Position Title</u>
Brian Belay	Project Manager
Bruce Lambert	Northeast Program Manager
Joe Wodjenski	Maine/New Hampshire Area Coordinator
Danielle Kane	Northern Massachusetts Area Coordinator
Bruce (Tad) Beagley	Southern Massachusetts Area Coordinator
Jorge Arias	Mid Atlantic Area Coordinator
Kevin Meyer	Virginia/North Carolina Area Coordinator

(b) The contractor shall obtain the consent of the Contracting Officer prior to making key personnel substitutions. Replacements for key personnel must possess qualifications equal to or exceeding the qualifications of the personnel being replaced, unless an exception is approved by the Contracting Officer.

(c) Requests for changes in key personnel shall be submitted to the Contracting Officer at least 15 working days prior to making any permanent substitutions. The request should contain a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. The Contracting Officer will notify the contractor within 10 working days after receipt of all required information of the decision on substitutions. The contract will be modified to reflect any approved changes.

(End of clause)

H.8 OBSERVER CANDIDATE SCREENING REQUIREMENTS

- (a) The contractor shall provide medical fitness screening for each prospective observer candidate. Medical examinations are required for each new hire and shall be redone and resubmitted each year thereafter. Supporting documentation to verify the observer candidate meets medical and psychological fitness requirements shall be provided by the contractor to NMFS 14 days prior to the beginning of training (Section J, Attachment 29, Medical Fitness Requirement).
- (b) NMFS retains the right to reject any observer proposed by the contractor that does not meet the required qualifications or standards as identified herein, or if their behavior on other NMFS projects has been disruptive. NMFS further retains the right to prohibit an observer from participating in a project if the observer violated the Observer Standards of Conduct (Section J, Attachment 7, Observer Standards of Conduct) or if the observer failed to satisfactorily perform the required duties.

H.9 OBSERVER PERFORMANCE

The NMFS COTR retains the right to prohibit an observer from participating in the Northeast Fishery Observer Program if any of the following occur:

- (a) Violation of the Observer Standards of Conduct in Section J, Attachment 7.
- (b) Failure to satisfactorily perform the duties specified in the SOW.
- (c) Failure to abide by the NEFOP Observer Performance Monitoring, Review, Probation, and Decertification standards (Section J, Attachment 25).

If NMFS deems the observer's data quality as poor, the contractor must follow the improvement steps outlined in its Quality Assurance Management Plan (Section F.5.3) to ensure correction and enable observer performance improvement. If deemed necessary by NMFS, an observer will be placed on pre-probation, probation or decertified as specified in Section J, Attachment 25, NEFOP Observer Performance Monitoring, Review, Probation, and Decertification standards. NMFS will contact the contractor and observer to inform them of their change of status within a week of their decision.

- (d) Unsatisfactory performance as an observer in a different observer program.

**SECTION H
SPECIAL CONTRACT REQUIREMENTS**

The NMFS COTR retains the right to reject any returning observer proposed by the contractor if their performance was at an unsatisfactory level on previous observer programs or if their behavior in previous observer programs was disruptive or jeopardized the credibility of the observer program.

H.10 TRAVEL

No travel reimbursements. All travel costs shall be included in the fully loaded Sea Day Rate for CLINS 0001-0010 at Section B. No travel costs, indirect rates or general and administrative costs shall be separately billed or allowable as an other direct cost (ODC). All costs for performance must be captured in the firm fixed price Sea Day Rate for CLINS 0001-0010.

H.11 NOTICE TO GOVERNMENT OF DELAYS

In the event the contractor encounters difficulty in meeting performance requirements, or when the contractor anticipates difficulty in complying with the contract delivery schedule or date, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay timely performance of the contract, the contractor shall immediately notify the Contracting Officer, in writing, giving pertinent details; provided, however, that this data shall be informational only in nature and that this provisions shall not be construed as a waiver by the government of any delivery schedule or date or of any rights or remedies provided by law or under this contract.

H.12 OTHER CONTRACTOR RESPONSIBILITIES

The contractor's personnel shall perform their duties in a cooperative, professional manner. They shall be required to project the same professionalism as the government employees with whom they work. The Government reserves the right to require the contractor's personnel to perform their duties and tasks without disruption of the work in the surrounding area. Contractor's personnel shall immediately be removed from the premises by the contractor if contractor personnel performance endangers the safety or welfare of other personnel (either Government or contractor), Government property, or on-going projects.

H.13 SAFETY PROGRAM

The contractor shall abide by the established Safety Policies at NOAA offices and those on NOAA-owned vessels and aircraft. Those Safety Policies will be provided upon written request to the Contracting Officer's Technical Representative.

H.14 PASSPORT REQUIREMENTS

Passports may be required for some travel. When they are required, the contractor shall make all arrangements for obtaining the passports for those employees. The cost of the passports must be included in the contractor's fully loaded fixed price sea day rate at CLINS 0001-0010.

H.15 GOVERNMENT-CONTRACTOR RELATIONS

- (a) The Government and the contractor understand and agree that the services to be delivered under this contract by the contractor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.
- (b) Contractor personnel under this contract shall not:
 - (1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.
 - (2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other contractors under other Government contracts, or become a part of the government organization.

**SECTION H
SPECIAL CONTRACT REQUIREMENTS**

- (3) Be used in administration or supervision of Government procurement activities.
- (c) Employee relationship.
 - (1) The services to be performed under this contract do not require the contractor or its personnel to exercise personal judgment and discretion on behalf of the Government. Rather the contractor's personnel will act and exercise personal judgment and discretion on behalf of the contractor.
 - (2) Rules, regulations, directives, and requirements that are issued by the NMFS under its responsibility for good order, administration, safety, and security are applicable to all personnel who enter the government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of government control that is inconsistent with a non-personal services contract.
- (d) Inapplicability of employee benefits. This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.
- (e) Notice. It is the contractor's, as well as the government's responsibility to monitor contract activities and notify the Contracting Officer if the contractor believes that the intent of this clause has been or may be violated.

H.16 CAR 1352.208-70 PRINTING (APR 2010)
(Reference 48 CFR 1308.802-70)

H.17 CAR 1352.209-73 COMPLIANCE WITH THE LAWS (APR 2010)
(Reference 48 CFR 1309.507-2(c))

H.18 CAR 1352.231-71 DUPLICATION OF EFFORT (APR 2010)
(Reference 48 CFR 1331.205-70)

H.19 CAR 1352.239-72 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY RESOURCES (APR 2010)
(Reference 48 CFR 1339.270(b))

H.20 ADDENDUM TO CAR 1352.239-72 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY RESOURCES (APR 2010)

The C&A requirements of CAR 1352.239-72 do not apply and a Security Accreditation Package is not required. A completed IT Security Checklist is attached (Section J, Attachment 27, IT Security Checklist).

H.21 CAR 1352.209-72 RESTRICTIONS AGAINST DISCLOSURE (APR 2010)
(Reference 48 CFR 1309.507-2(b))

H.22 COMPLIANCE WITH U. S. DEPARTMENT OF COMMERCE AND OTHER EXPORT CONTROL REGULATIONS

- (a) In performing this contract, the contractor may engage in activities – such as transfers or releases of items, technology, software, or source code – that are subject to U. S. export controls, including, but not limited to, those contained in the Department of Commerce Export Administration Regulations, 15 C.F.R. Parts 730-774 (EAR), and administered by the Bureau of Industry and Security. The contractor is responsible for compliance with U. S. export controls and associated licensing requirements that may attach to an export of “deemed export,” as defined in Paragraph (b)(1) of this Section. The contractor shall establish and maintain, throughout the period of contract performance, effective export control compliance procedures covering all contractor employees and all of the contractor's non-NOAA facilities where the contract shall be performed. Failure to establish, maintain, or adhere to such compliance procedures shall constitute grounds for default termination under this contract as well as a breach of contract by the contractor.
- (b) *Definitions.*

SECTION H SPECIAL CONTRACT REQUIREMENTS

- (1) Deemed export. The EAR defines a deemed export as any release of technology or source code subject to the EAR to a foreign national, in the United States. Such release is “deemed” to be an export to the home country of the foreign national. 15 C.F.R. § 734.2(b)(2)(ii).
- (2) Export-controlled information and technology. Export-controlled information and technology is information and technology subject to the EAR (15 C.F.R. § 730 et seq.) or the International Traffic in Arms Regulations, 22 C.F.F. §§ 120-130 (ITAR), administered by the Department of State. This category includes, but is not limited to, dual-use items, defense articles and any related assistance, services, software, source code or technical data, as defined in the EAR and ITAR>
- (c) The contractor shall prevent unauthorized access by foreign nationals to all export-controlled information and technology that it possesses or that comes into its possession in performance of this contract, to ensure that access by a foreign national is restricted, or licensed, as required by applicable Federal laws, Executive Orders, and/or regulations. If access to EAR or ITAR controlled technology is required by a foreign national, the contractor must obtain appropriate authorization.
- (d) Nothing in the terms of this contract is intended to change, supersede, or waive any of the requirements of applicable Federal laws, Executive Orders or regulations.
- (e) The contractor shall include this clause, including this paragraph (e) in all subcontracts under this contract.

H.23 EFFECTIVE PERIOD

The effective period of this contract begins on date of contract award and ends on the date of final payment under this contract.

H.24 NONDISPLACEMENT OF QUALIFIED WORKERS

- (a) Consistent with the efficient performance of this contract, the contractor and its subcontractors shall, except as otherwise provided herein, in good faith offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this contract in positions for which employees are qualified. The contractor and its subcontractors shall determine the number of employees necessary for efficient performance of this contract and may elect to employ fewer employees than the predecessor contractor employed in connection with performance of the work. Except as provided in paragraph (b) there shall be no employment opening under this contract, and the contractor and any subcontractors shall not offer employment under this contract, to any person prior to having complied fully with this obligation. The contractor and its subcontractors shall make an express offer of employment to each employee as provided herein and shall state the time within which the employee must accept such offer, but in no case shall the period within which the employee must accept the offer of employment be less than 10 days.
- (b) Notwithstanding the obligation under paragraph (a) above, the contractor and any subcontractors (1) may employ under this contract any employee who has worked for the contractor or subcontractor for at least 3 months immediately preceding the commencement of this contract and who would otherwise face lay-off or discharge, (2) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor who are not service employees within the meaning of the Service Contract Act of 1965, as amended, 41 U.S.C. 357(b), and (3) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor whom the contractor or any of its subcontractors reasonably believes, based on the particular employee's past performance, has failed to perform suitably on the job.
- (c) In accordance with Federal Acquisition Regulation 52.222-41(n), the contractor shall, not less than 10 days before completion of this contract, furnish the Contracting Officer a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list shall also contain anniversary dates of employment of each service employee under this contract and its predecessor contracts either with the current or predecessor contractors or their subcontractors. The Contracting Officer will provide the list to the successor contractor, and the list shall be provided on request to employees or their representatives.
- (d) If it is determined, pursuant to regulations issued by the Secretary of Labor (Secretary), that the contractor or its subcontractors are not in compliance with the requirements of this clause or any regulation or order of the Secretary, appropriate sanctions may be imposed and remedies invoked against the contractor or its

SECTION H
SPECIAL CONTRACT REQUIREMENTS

subcontractors, as provided in Executive Order (No.) 13495, the regulations, and relevant orders of the Secretary, or as otherwise provided by law.

- (e) In every subcontract entered into in order to perform services under this contract, the contractor will include provisions that ensure that each subcontractor will honor the requirements of paragraphs (a) through (b) with respect to the employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor contractor and its subcontractors. The subcontract shall also include provisions to ensure that the subcontractor will provide the contractor with the information about the employees of the subcontractor needed by the contractor to comply with paragraph 5(c), above. The contractor will take such action with respect to any such subcontract as may be directed by the Secretary as a means of enforcing such provisions, including the imposition of sanctions for non-compliance: provided, however, that if the contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the contractor may request that the United States enter into such litigation to protect the interests of the United States.

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

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

<https://www.acquisition.gov/far>

I.2 FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (FEB 2012)

(Reference <https://www.acquisition.gov/far>)

I.3 FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (MARCH 2012)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

___ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

X (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

___ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).

___ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

X (6) 52.209-6, Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Dec 2010) (31 U.S.C. 6101 note).

X (7) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

___ (8) 52.219-3, Notice of Total HUBZone Set-Aside or Sole-Source Award (Jan 2011) (15 U.S.C. 657a).

___ (9) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

___ (10) [Reserved]

X (11)(i) 52.219-6, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-6.

___ (iii) Alternate II (Mar 2004) of 52.219-6.

___ (12)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

___ (ii) Alternate I (Oct 1995) of 52.219-7.

- ___ (iii) Alternate II (Mar 2004) of 52.219-7.
- X (13) 52.219-8, Utilization of Small Business Concerns (Jan 2011) (15 U.S.C. 637(d)(2) and (3)).
- ___ (14)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2011) (15 U.S.C. 637(d)(4)).
- ___ (ii) Alternate I (Oct 2001) of 52.219-9.
- ___ (iii) Alternate II (Oct 2001) of 52.219-9.
- ___ (iv) Alternate III (Jul 2010) of 52.219-9.
- X (15) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).
- ___ (16) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- ___ (17)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (June 2003) of 52.219-23.
- ___ (18) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (Dec 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (19) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (20) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (15 U.S.C. 657 f).
- X (21) 52.219-28, Post Award Small Business Program Rerepresentation (Apr 2009) (15 U.S.C. 632(a)(2)).
- ___ (22) 52.219-29 Notice of Total Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Apr 2011).
- ___ (23) 52.219-30 Notice of Total Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Apr 2011).
- X (24) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- X (25) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126).
- X (26) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- X (27) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- X (28) 52.222-35, Equal Opportunity for Veterans (Sep 2010)(38 U.S.C. 4212).
- X (29) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).
- X (30) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
- X (31) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- X (32) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- ___ (33)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- ___ (34) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- ___ (35)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).
- ___ (ii) Alternate I (DEC 2007) of 52.223-16.
- X (36) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- X (37) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d).

__ (38)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (June 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).

__ (ii) Alternate I (Jan 2004) of 52.225-3.

__ (iii) Alternate II (Jan 2004) of 52.225-3.

__ (39) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

X (40) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

__ (41) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

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

__ (43) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

__ (44) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X (45) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

__ (46) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

__ (47) 52.232-36, Payment by Third Party (Feb 2010) (31 U.S.C. 3332).

X (48) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

__ (49)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

__ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

X (1) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

X (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

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

This Statement is for Information Only:

It is not a Wage Determination

Fishery Observer, Junior	\$15.00
Fishery Observer, Journeyman	\$16.73
Fishery Observer, Senior	\$18.59

X (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

__ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

__ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 351, *et seq.*).

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— (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

— (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).

— (8) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Dec 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

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

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*).

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

— Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

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(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

I.4 FAR 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MARCH 2000)

(a) If more than 5 days remain in the contract period of performance, the Government, without prior written notification, may exercise this option by issuing a contract modification. To exercise this option within the last 5 days of the period of performance, the Government must provide to the Contractor written notification 10 days prior to the expiration date of the contract period of performance. This preliminary notification does not commit the Government to exercising the option.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed one (1) year.

(End of clause)

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

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the contractor within 30 days prior to the contract expiration date.

(End of clause)

**SECTION M
AWARD EVALUATION FACTORS**

**SECTION J
ATTACHMENTS**

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