Chief Information Officer – Solutions and Partners (CIO-SP3) Small Business (Restricted)

Table of Contents

SECTION B: SUPPLIES/SERVICES AND PRICES/COST B-1
Article B.1 General B-1
Article B.2 Authority B-1
Article B.3 Task Orders Awarded Against the GWAC B-1
Article B.4 Prices and Costs B-1
B.4.1 Rate Refresher B-2
Article B.5 Maximum Program Ceiling and Minimum Contract Guarantee B-2
Article B.6 Work Outside of the Continental United States (OCONUS) B-2
Article B.7 Posting Requirements for Rates B-2

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT C-1
Article C.1 Introduction C-1
Article C.2 Scope C-2
C.2.1 Task Area 1 - IT Services for Biomedical Research, Health Sciences, and Healthcare C-3
C.2.2 Task Area 2 - Chief Information Officer (CIO) Support C-3
C.2.3 Task Area 3 - Imaging C-4
C.2.4 Task Area 4 - Outsourcing C-4
C.2.5 Task Area 5 - IT Operations and Maintenance C-5
C.2.6 Task Area 6 - Integration Services C-6
C.2.7 Task Area 7 - Critical Infrastructure Protection and Information Assurance C-6
C.2.8 Task Area 8 - Digital Government C-7
C.2.9 Task Area 9 - Enterprise Resource Planning C-8
C.2.10 Task Area 10 - Software Development C-8
Article C.3 Reporting Requirements C-9
Article C.4 IT Security Plan (IT-SP) C-9

SECTION D: PACKAGING, MARKING, AND SHIPPING D-1
Article D.1 General D-1

SECTION E: INSPECTION AND ACCEPTANCE E-1
Article E.1 General E-1
E.1.1 Clauses Incorporated by Reference, FAR 52.252-2 (February 1998) E-1
Article E.2 Place of Inspection and Acceptance E-1
Article E.3 Scope of Inspection E-1

SECTION F: DELIVERIES OR PERFORMANCE F-1
Article F.1 Clauses Incorporated by Reference, FAR 52.252-2 (February 1998) F-1
Article F.2 Period of Performance F-1
F.2.1 GWAC Period of Performance F-1
F.2.2 Task Order Period of Performance F-1

SECTION G: CONTRACT ADMINISTRATION DATA G-1
Article G.1 General G-1
Article G.2 Authorized Users G-1
Article G.3 Roles and Responsibilities G-1
G.3.1 Government Personnel G-1
G.3.2 Contractor Personnel G-2
Article G.4 Contractor Performance Assessment Reporting System (CPARS) G-3
G.4.1 Contractor Performance Evaluations G-3
G.4.2 Electronic Access to Contractor Performance Evaluations G-3
Article G.5 Task Order Procedures G-3
G.5.1 Firm-Fixed Price Task Orders G-3
G.5.2 Cost-Reimbursement Task Orders G-4
G.5.3 Time-and-Materials Task Orders G-4
G.5.4 Incentives G-5

G.5.5 Provisions Applicable to Direct Costs G-5
G.5.6 Fair Opportunity G-5
G.5.7 Service Contract Act G-5
G.5.8 Government Property G-5
G.5.9 Electronic Government Ordering System (e-GOS) G-6
Article G.6 Contract Access Fee Remittance G-6
Article G.7 Invoice Submission G-6
Article G.8 Correspondence G-7
Article G.9 Meetings and Conferences G-7

SECTION H: SPECIAL CONTRACT REQUIREMENTS H-1
Article H.1 Labor Categories H-1
H.1.1 Unique Professional Skills H-1
Article H.2 Contractor Program Manager H-1
Article H.3 Restriction on Employment of Unauthorized Alien Workers H-1
Article H.4 Non-personal Services H-2
Article H.5 Contractor Training H-2
Article H.6 Organizational Conflict of Interest H-2
Article H.7 Needle Distribution H-2
Article H.8 Press Releases H-3
Article H.9 Year 2000 Compliance H-3
H.9.1 Service Involving the Use of Information Technology H-3
H.9.2 Non-Commercial Supply Item Warranty H-3
Article H.10 Use of NITAAC Contractor Support H-4
Article H.11 Alternative Dispute Resolution (ADR) Procedures H-4
Article H.12 CIO-SP3 Small Business Ombudsman H-4
Article H.13 Reporting Matters Involving Fraud, Waste and Abuse H-4
Article H.14 Hardware/Software Acquisition H-4
Article H.15 Security Considerations H-5
H.15.1 Security Clearances H-5
H.15.2 Additional NIH Requirements H-5
Article H.16 Electronic Access to Contract H-6
Article H.17 Electronic and Information Technology Accessibility H-6
Article H.18 Cost Accounting System H-7
Article H.19 Purchasing System H-7
Article H.20 “Ramp On” H-7
Article H.21 “Ramp Off” H-8
Article H.22 Replacement of Team Members under a FAR 9.601(1) Contractor Team Arrangement (CTA) H-8
Article H.23 Privacy Act H-9

PART II – CONTRACT CLAUSES I.1

SECTION I: CONTRACT CLAUSES I-1
Article I.1 General Clauses for a Cost-Reimbursement Service Contract I-1
Article I.2 General Clauses for a Negotiated Fixed-Price Service Contract I-2
Article I.3 General Clauses for a Time and Material or a Labor Hour Contract I-4
Article I.4 Additional Contract Clauses I-6
Article I.5 Authorized Substitutions of Clauses I-7
Article I.6 Additional FAR Contract Clauses Included in Full Text I-8
Article I.7 Additional Contract Clauses Applicable to Task Orders set-aside for HUBZone Small Business Concern I-9
Article I.8 Additional Contract Clauses Applicable to Task Orders set-aside for Service-Disabled Veteran-Owned Small Business (SDVOSB) I-9
Article I.9 Additional Contract Clauses Applicable to Task Orders set-aside for Section 8(a) ConcernsI-9

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS J.1

SECTION J: LIST OF ATTACHMENTS J-1

Attachment J.1 Pricing Tables (24-Sep-10) J.1-1
Attachment J.2 Description of Labor Categories (16-Mar-12) J.2-1
Attachment J.7 List of Acronyms (16-Mar-12) J.7-1
Attachment J.8 Sample Report Templates (see Article C.3) (16-Mar-12) J.8-1

List of Tables

PART I—THE SCHEDULE

Table 1 - Contractor Site Loaded Labor Rates During the Contract J-1

Table 2 - Government Site Loaded Labor Rates During the Contract J-1

Table 3 - Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Related to Section E: .E-1

Table 4 - Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Related to Section F...F-1

PART II – CONTRACT CLAUSES

Table 5 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Cost Reimbursement Service Contract) I-1

Table 6 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Cost Reimbursement Service Contract) I-2

Table 7 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Fixed Price Service Contract) I-3

Table 8 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Fixed Price Service Contract) I-4

Table 9 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Time & Material/Labor Hour Contract) I-4

Table 10 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Time & Material/Labor Hour Contract) I-6

Table 11 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for HUBzone Small Business Concerns I-9

Table 12 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for SDVOSBs I-9

Table 13 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for Section 8(A) Concerns I-9

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

Part IV—REPRESENTATIONS AND INSTRUCTIONS

Table 14 - Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Related to Section L

SECTION B: SUPPLIES/SERVICES AND PRICES/COST

Article B.1 General

The Chief Information Officer – Solutions and Partners 3 (CIO-SP3) Small Business Government-wide Acquisition Contract (GWAC) is a ten (10) year Indefinite Delivery/ Indefinite Quantity (IDIQ) contract. This contract is intended to provide information technology (IT) solutions and services as defined in FAR 2.101(b) and further clarified in the Clinger-Cohen Act of 1996. These IT solutions and services include health and biomedical-related IT services to meet scientific, health, administrative, operational, managerial, and information management requirements. The contract also contains general IT services partly because medical systems are increasingly integrated within a broader IT architecture, requiring a systems approach to their implementation and a sound infrastructure for their operation.

Through this contract, the National Institutes of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC) will award multiple IDIQ contracts under which federal government agencies can award task orders to acquire IT services. These task orders will employ various pricing arrangements such as Firm-Fixed-Price (FFP), Cost-Plus-Fixed-Fee (CPFF), Cost-Plus- Award-Fee (CPAF), Cost-Plus-Incentive-Fee (CPIF), and Time-and-Materials (T&M), all of which are to be issued in accordance with the Federal Acquisition Regulation (FAR).

Article B.2 Authority

The Office of Management and Budget (OMB) has designated NIH as an Executive Agent for government-wide IT acquisitions pursuant to Section 5112(e) of the Clinger-Cohen Act, 40 U.S.C. Sec. 11302(e). The scope of this designation includes the award and administration of the GWAC and delegation of authority for the award and administration of the task orders as set forth in Article G.5, Task Order Procedures. The authority of the Procuring Contracting Officer (PCO), and the Agency Ordering Contracting Officer (OCO) are defined in Article G.3, Roles and Responsibilities.

Article B.3 Task Orders Awarded Against the GWAC

Upon award of the GWAC, and pursuant to FAR 16.504(a)(4)(vi), any duly warranted federal government contracting officer (as that term is defined in FAR 2.1) in good standing with the appropriate contracting authority is authorized to issue task orders under this contract. For purposes of this contract, these individuals are referred to as OCOs. Task orders may be multi-year or include options as defined in FAR Part 17 and agency-specific FAR Part 17 supplements. Refer to Article F.2.2 for task order period of performance.

Article B.4 Prices and Costs

At the time of award of this GWAC, the price schedules set forth in Table I – “Contractor Site Loaded Labor Rates During the Contract” and Table 2 – “Government Site Loaded Labor Rates During the Contract” will contain “Loaded” Hourly Labor Rates for each year of the contract for work to be performed within CONUS. These price schedules can be used on FFP and T&M task orders. See FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) for a definition of these rates. The loaded hourly rates are ceiling price rates and contractors may, at their discretion, elect to propose lower hourly rates when responding to a request for a task order proposal.

For Cost Reimbursement task orders, the contractor will provide to the OCO complete supporting schedules identifying all applicable direct and indirect costs for performance of the task order. Contractors with government-approved rates should submit the most recently approved provisional indirect billing and actual rates for both direct and indirect costs. Contractors without audited rates shall propose indirect rates in accordance with FAR Part 31. The fee will be negotiated for each task order consistent with statutory limitations. If the task order type is to be CPAF or CPIF, the fixed portion of fee and the award or incentive portion will be clearly differentiated. Refer to Article G.5.2 for further information regarding Cost Reimbursement task orders.

B.4.1 Rate Refresher

Because of the dynamic nature of IT services and potential changes in market conditions, the PCO may determine that there is a need to reassess the rates that have been negotiated and agreed upon in Section B during the contract period of performance. If warranted, rates will be renegotiated with all contractors; however, renegotiation of rates will occur no more frequently than every two years.

Article B.5 Maximum Program Ceiling and Minimum Contract Guarantee

The total contract ceiling that may potentially be awarded under the GWAC is $20 billion for the ten-year period of performance.

The minimum guarantee will be $250. During the time period between contract award and September 30, 2012, contractors that have not been awarded task orders may invoice the government for the minimum guarantee.

Article B.6 Work Outside of the Continental United States (OCONUS)

It is anticipated that there may be task orders under this contract for work outside the United States. "OCONUS" is defined as other than the 48 contiguous states plus the District of Columbia. The contractor will be compensated for work performed OCONUS based on the methodology proposed by the contractor and accepted by the OCO for award of an individual task order.

The U.S. Department of State's Bureau of Administration, Office of Allowances, (http://aoprals.state.gov/) publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances for contractors to follow when proposing on OCONUS efforts. No allowances, other than those listed by the U. S. Department of State, shall be allowed on task orders.

The Department of State Standardized Regulations (DSSR) are the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. For task orders issued under the GWAC, contractor civilians assigned to foreign areas shall not exceed the allowances and benefits in the DSSR. For OCONUS task orders where costs are not specifically addressed in the DSSR, the government will reimburse the contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures.

Article B.7 Posting Requirements for Rates

Contractors shall post their rates at their individual websites within 30 days after contract award consistent with the format shown in Table 1 through Table 2 below (see also Article H.16, Electronic Access to Contract). Upon award of the GWAC, the contractor consents to the government posting their rates and any changes thereof on the applicable government website. Attachment J.2 contains descriptions of the labor categories.

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

Article C.1 Introduction

This contract is intended to provide IT solutions and services as defined in FAR 2.101(b) and further clarified in the Clinger-Cohen Act of 1996. NITAAC intends to award multiple IDIQ contracts for acquiring a wide range of IT services and solutions for the Institutes and Centers (ICs) of the NIH, for the Department of Health and Human Services (DHHS), and for all other federal agencies. These IT services include health, health science and biomedical-related IT services to meet scientific, health, administrative, operational, managerial, and information management requirements. The contract also contains general IT services partly because healthcare systems are increasingly integrated within a broader IT architecture, requiring a systems approach to their implementation and a sound infrastructure for their operation. The focus of this contract is to provide to government agencies a mechanism for quick ordering of needed IT solutions and services at equitable and reasonable prices, to give qualified small businesses a greater opportunity to participate in these requirements, and as a result, give government agencies a mechanism to help meet their socio-economic contracting goals.

The task areas included in the contract, in particular the Task Area 1, "IT Services for Biomedical Research, Health Sciences and Healthcare," support and provide consistency with the accountability goals of the Federal Health Architecture (FHA), whereby federal agencies are to coordinate effective capital planning activities and invest in and implement interoperable health IT.

The task areas included in the contract are also designed to support the IT services described in the Federal Enterprise Architecture (FEA). Several examples follow:

1) Task Area 2 (Article C.2.2), Chief Information Officer (CIO) Support can be used to develop and maintain agency enterprise architectures, in support of the FEA.

2) For inherently IT components of the FEA, CIO-SP3 Small Business includes task areas that directly address those components. For example, the FEA includes document management as a digital asset service in the Service Reference Model (SRM) that can be addressed through Task Area 8 (Article C.2.8), Digital Government.

3) For non-IT components of the FEA, the contract includes task areas that support the automation of those components. For example, supply chain management is a business management service in the SRM. Task Area 9 (Article C.2.9), Enterprise Resource Planning includes the services needed to automate supply chain management.

4) Several FEA components provide support for the execution of IT functions, e.g., customer relationship management, a customer service in the SRM. These components can be supported through Task Area 4 (Article C.2.4), Outsourcing and Task Area 5 (Article C.2.5), IT Operations and Maintenance (O&M).

5) The FEA Technical Reference Model (TRM) includes standards and technology that would be selected and integrated into systems under specific task orders. For example, web servers are a delivery server in the TRM that could be selected and installed as part of Digital Government task area. In general, all task areas ultimately to be awarded under the contract must be compatible with the agency architecture defined by the agency's TRM. The standards and technology of the TRM will always be incorporated into the systems that are planned and developed under task orders awarded under the contract.

6) The contract can be used to award task orders that support the Performance Reference Model (PRM) by collecting agency metrics affected by the task. All task areas involve collecting applicable data for the PRM measurement category of Information and Technology Management. Task orders can also support the automation, collection, and evaluation of non-IT measurement areas.

7) The contract can be used to award task orders that require contractors to provide services that plan, implement and manage data defined in an agency's Data Reference Model (DRM).

This Statement of Work (SOW) is intended to outline the general requirements required of contractors under the contract. Specific details of task assignments, deliverables, documentation, training, applicable government/department/industry standards, etc., will be provided within individual task orders.

The contractor, acting as an independent contractor and not as an agent of the government, shall furnish all materials, personnel, facilities, support and management necessary to provide the services and solutions as set forth below in accordance with the Statement of Work. The geographic scope of this requirement includes the Continental United States (CONUS) and Outside the Continental United States (OCONUS).

Article C.2 Scope

Ten task areas constitute the technical scope of this contract:

Task Area 1: IT Services for Biomedical Research, Health Sciences, and Healthcare

Task Area 2: Chief Information Officer (CIO) Support

Task Area 3: Imaging

Task Area 4: Outsourcing

Task Area 5: IT Operations and Maintenance

Task Area 6: Integration Services

Task Area 7: Critical Infrastructure Protection and Information Assurance

Task Area 8: Digital Government

Task Area 9: Enterprise Resource Planning

Task Area 10: Software Development

Each of the task areas described below identifies examples of the types of services that may be included under each task area. The examples are not exhaustive, and other IT services, as required, may be associated with the task areas defined in this statement of work.

Task Area 1 specifically provides examples of solutions and services pertaining to biomedical research, health sciences, and healthcare. However, all other nine task areas may be used to support a health-related mission. For this reason, in addition to providing an expertise in IT services, the contractor must demonstrate that it has a domain-specific capability in a health-related mission.

C.2.1 Task Area 1 - IT Services for Biomedical Research, Health Sciences, and Healthcare

(MANDATORY TASK AREA)

the objective of this task area is to support Biomedical Research, Health Sciences and Healthcare by performing studies and analyses and providing operational, technical, and maintenance services for the systems, subsystems, and equipment, some of which interface with, and are extensions to, information systems throughout the federal government. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Health Sciences Informatic and Computational Services

b) Health Communication Support Services and Enhancements to Facilitate Integration and Data Exchange at the Federal, State, and Local Level

c) Integration of Health Systems Across Federal Agencies and Public and Private Healthcare Systems

d) Modernization and Enhancement of Existing Health IT Legacy Systems

e) Automation of Administrative and Clinical Processes

f) Biomedical Information Services

g) Biomedical Modeling, Visualization, and Simulation

h) Biosurveillance and Disease Management Support

i) Scientific Computing Services

j) IT Clinical Support Services

k) Telemedicine (e.g., mobile health/mHealth)

l) Healthcare Payment Processes and Fraud and Abuse in Medical Claims

m) Health Emergency Preparedness and Response to Include IT Support for Epidemic and Bio-Terrorism Simulations, Emergency Response Training, Exercise Support, etc.

n) Security of Healthcare and Biomedical Research Systems

o) IT Service Management

p) Healthcare Systems Studies

q) Natural Language Processing Software and Services (Biology/Medicine Focus)

r) Medical Computer-based Training

s) Standards Development for Health IT Services

C.2.2 Task Area 2 - Chief Information Officer (CIO) Support

The objective of this task area is to support Chief Information Officers (CIOs) in implementing laws, regulations, and polices and to facilitate evolving CIO practices. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) IT Governance Process Development and Management

b) Workforce Management

c) Capital Planning and Investment Control Support

d) Independent Verification and Validation

e) Agency Information Technology Architecture Support

f) IT Portfolio Analysis

g) Risk Management

h) Program Analyses and Implementation (including Business Cases Analysis, Cost/Benefit Analysis and Cost Effectiveness Analyses)

i) IT Organizational Development

j) Program Management Office Support

k) Advisory and Assistance Services

l) FEA Alignment Support Services

m) Market Research

C.2.3 Task Area 3 - Imaging

This objective of this task area addresses systems and services that support the collection, storage, and retrieval of digital images. Digital images can include scanned documents, medical images, geographical information systems, video, and photographs. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Document Management Systems

b) Image Conversion

c) Image Content Management

d) Medical Imaging, including Picture Archiving and Communication Systems

e) Document Imaging

f) Workflow Management for Digital Imaging Functions

g) Geospatial and Scientific Imaging

h) Environmental Imaging

i) Image Analysis

j) 3D Immersive Visualization

k) Imaging Related to Laboratory and Test Equipment

l) Security Imaging

m) Identity and Access Management

C.2.4 Task Area 4 - Outsourcing

The objective of this task area is to provide the Information Technology (IT) infrastructure and IT services required to assume management and operations of government IT resources and IT business functions. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Program Management

b) Management of Call Centers

c) Network Operations and Web Management Support

d) Leasing of Hardware and Software

e) Tools and Applications (including Application Service Provider)

f) Hardware/Software Maintenance

g) Transition Planning

h) A-76 Studies Specific to IT Operations or Support

i) Data Base Administration and Data Storage Management

j) Backup and Recovery Services System Console Operations

k) Production Control and Management

l) Asset Management (including Radio Frequency Identification [RFID] Tracking)

m) IT Acquisition Management

n) Desktop Computing as a Unified Service

o) Managed IT Services Support

p) IT Impact Analyses

q) Workflow Management

r) Implementation of Standards (e.g., International Organization for Standardization (ISO) 9000, Capability Maturity Model Integration (CMMI), IT Services Management)

s) Solution Leasing

t) Software-as-a-service (SaaS)

u) Cloud Computing

C.2.5 Task Area 5 - IT Operations and Maintenance

The objective of this task area is to support the operation and maintenance of IT systems, keeping IT systems viable with supported vendor releases or off-the-shelf applications software upgrades. Operations and maintenance on IT systems shall include all software and hardware associated with mainframes, client/server, web-based applications, and networking. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Operational Support

b) Software Maintenance and Upgrades

c) Telecommunications Maintenance (Data, Voice, Images, including Wireless)

d) Infrastructure Management Services (IMS)

e) Configuration Management

f) Network/Hardware Support

g) Help Desk/IT Support

h) Resource Management

i) Backup and Recovery Management

j) Installation, Configuration, and Tuning

k) Electronic Software Licensing Services including license: deployment, management, tracking, upgrading, etc.

l) System Management

m) IT Training

n) IT Operation and Maintenance Planning

o) Data Quality Management

p) Transformation Services

q) Continual Service Improvement

r) Balanced Scorecard for Operations

s) IT Infrastructure Optimization

C.2.6 Task Area 6 - Integration Services

The objective of this task area is to support the development and deployment of integrated information systems, which includes the integration of technical components, information technology components, organizational components and documentation. Integration projects can support a wide range of agency functions. In the healthcare and research domain, medical imaging systems, patient management systems, clinical management systems, and laboratory management systems are often provided via integration of commercial components with existing infrastructure. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Infrastructure Engineering, Development, Implementation, Integration

b) Enterprise Application Integration

c) Gap Analysis and Benchmarking

d) Data Migration and Integration

e) Acquisition Support

f) Risk Assessment

g) Open Source Integration

h) Enterprise Data Management

i) Collaboration Tools

j) Business Process Reengineering

k) Test and Evaluation Services

l) Financial Analysis

m) Feasibility Studies

n) Requirements Analysis

o) System Design Alternative (SDA) Studies

p) Systems Engineering

q) Architecture Validation and Verification

C.2.7 Task Area 7 - Critical Infrastructure Protection and Information Assurance

The objective of this task area is to support the protection of critical infrastructure, assurance of agency information, and operations that protect and defend information and information systems by ensuring confidentiality, integrity, availability, accountability, restoration, authentication, non-repudiation, protection, detection, monitoring, and event react capabilities. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Cyber Security

b) Critical Infrastructure Asset Identification and Configuration Management Databases

c) Information Assurance of Critical Infrastructure

d) Risk Management (Vulnerability Assessment and Threat Identification)

e) Facility Protection Planning

f) Information Systems Security

g) Security Operations Center Development and Operations Management

h) Application Security

i) Disaster Recovery

j) Critical Infrastructure Continuity and Contingency Planning

k) Incident Response Planning and Execution

l) Security Certification and Accreditation

m) Training and Awareness Programs

n) Exercises and Simulation

o) Federal Information Security Management Act (FISMA) Implementation Support

p) Health Insurance Portability and Accountability Act Implementation Support

q) Cryptographic Support and Services

r) Record Management

s) Public Key Infrastructure

t) Trusted Internet Connections implementation

u) Security Review and Analysis of Automated Information Systems

v) Identity Management and Assurance

w) Intelligent, Automated Data Collection and Analysis

x) IT Forensics and eDiscovery

C.2.8 Task Area 8 - Digital Government

The objective of this task area is to support government services that are provided through digital, electronic means, creating a transparent interaction between government and citizens (G2C – government-to-citizens), government and business enterprises (G2B – government-to-business enterprises) and government interagency relationships (G2G - government-to-government). A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Data Warehousing and Data Mining

b) Business Intelligence

c) Web Development and Support

d) Electronic Commerce and Electronic Data Interchange

e) Customer Relationship Management

f) Knowledge Management (IT-based sharing/storing of agency individuals' knowledge)

g) IT –Enhanced Public Relations

h) IT Strategic Planning

i) Records/Document Management

j) Business-to-Government (B2G) Solutions

k) Communications Management

l) Accessibility Services (508 and 504 compliance)

m) Automated Abstraction, Taxonomies, and Ontologies

n) Deep web and federated searching

o) Computational linguistics and machine-based translation

p) Telecommuting Support Services

q) Interactive Marketing

C.2.9 Task Area 9 - Enterprise Resource Planning

The objective of this task area is to support the implementation of enterprise management applications and systems in the federal environment, which are integrated software applications used to control, monitor, and coordinate key business activities across an enterprise. These applications generally fall into the following categories: Financials, Human Resources, Logistics, Manufacturing, and Projects. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) ERP Package Implementation

b) Integration of Business Systems

c) Business Consulting Services

d) Business Transformation and Business Process Reengineering

e) Business Systems Modernization

f) IT Software Package Selection

g) ERP IT Infrastructure

h) ERP Infrastructure Planning, Installation, and Tuning

i) Performance Load Testing

j) ERP End User Training

C.2.10 Task Area 10 - Software Development

The objective of this task area is to develop customized software applications, database applications, and other solutions not available in off-the-shelf modular software applications. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

a) Requirements Analysis, Design, Coding, and Testing

b) Production Deployment

c) Application Prototyping

d) Multimedia Software for Patient/Staff Education

e) Program Evaluation Software

f) Administrative and General Decision Support Software

g) Business Intelligence and Analytics

h) GIS-Enhanced Planning and Program Evaluation Software

i) Web 2.0 Development and Management

j) Database Development and Management

k) Clinical Protocol and Quality Assurance Decision Support Software

Article C.3 Reporting Requirements

All reports required herein shall be submitted in electronic format through the Electronic Government Ordering System (e-GOS) (see Article G.5.9 for further information). The contractor is responsible for the following reports at the contract level for active task orders:

1. **Quarterly Sales Report**—includes as a minimum: Contractor Name, Period covered by report, NITAAC Tracking Number, Period of Performance, Ordering Agency, Task Order Type, Task Order Award Ceiling, Task Order Funded Value (less Contract Access Fee), Contract Access Fee, Total (Total Order Value + Contract Access Fee), Change in Task Order Funded Values Since the Previous Report for each active task order, and any applicable comments the contractor may have relative to the task order.
2. **Monthly Check Report**— Provides task order-level detail for the check submitted monthly that is the sum of all contract access fees collected each month. As a minimum the report includes: Contractor Name, Period covered by report, NITAAC Tracking Number, Date of Order, Funded Sales, Access Fee, and Amount Applied.

Sample report templates are provided under Attachment J.8. Monthly reports are due by the 10th of each month following the month reported upon. Quarterly reports are due by the 15th of the month following the end of the quarter:

Quarter 1	(October 1 – December 31)	by 15 January
Quarter 2	(January 1 – March 31)	by 15 April
Quarter 3	(April 1 – June 30)	by 15 July
Quarter 4	(July 1 – 30 September)	by 15 October

3. **Security Plan** – within thirty (30) days after contract award (see Article C.4)

Article C.4 IT Security Plan (IT-SP)

HHSAR Clause 352.239-72, Security Requirements for Federal Information Technology Resources, applies to this contract and may have applicability to requirements under specific task orders that may be awarded under this contract. HHSAR Clause 352.239-72 requires the contractor to submit its IT-SP within thirty (30) days after contract award. There are aspects of this plan that apply to the GWAC, and there are aspects of the plan that may have applicability to specific task orders.

The minimal requirements that the contractor must address in order to fulfill the HHSAR Clause 352.239-72 IT-SP requirements for the GWAC is to submit a plan that addresses the integrity of any federal data maintained on the contractor website and the proper maintenance of this data integrity. Any other requirements under HHSAR Clause 352.239-72 shall be addressed under applicable task orders.

The Contractor shall review and update the IT-SP in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems and FIPS 200, on an annual basis.

SECTION D: PACKAGING, MARKING, AND SHIPPING

Article D.1 General

All deliverables required under this contract shall be packaged, marked and shipped in accordance with government specifications. At a minimum, all deliverables shall be marked with the contract number and Contractor name. The Contractor shall guarantee that all required materials shall be delivered in immediate usable and acceptable condition. Any specific requirements at the task order level will be specified in the applicable task order.

SECTION E: INSPECTION AND ACCEPTANCE

Article E.1 General

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

E.1.1 Clauses Incorporated by Reference, FAR 52.252-2 (February 1998)

This contract incorporates the following clause(s) by reference, with the same force and effect as if it were given in full text. Upon request, the PCO will make their full text available. Also, the full text of the clauses may be accessed electronically at this address: http://www.acquisition.gov/far/index.html.

Table 1 - Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Related to Section E:

NUMBER	CLAUSE TITLE	DATE
52.246-1	Contractor Inspection Requirements	APR 1984
52.246-2	Inspection of Supplies - Fixed Price	AUG 1996
52.246-3	Inspection of Supplies – Cost Reimbursement	MAY 2001
52.246-4	Inspection of Services - Fixed Price	AUG 1996
52.246-5	Inspection of Services – Cost Reimbursement	APR 1984
52.246-6	Inspection of Time-Material and Labor Hour	MAY 2001
52.246-16	Responsibility for Supplies - Fixed Price	APR 1984

Article E.2 Place of Inspection and Acceptance

Inspection and acceptance of all work performance, reports and other deliverables required under task orders shall be performed at the place of delivery or another alternate location as specified in the task order.

Article E.3 Scope of Inspection

All deliverables are subject to inspection by the Contracting Officer's Technical Representative (COTR) for content, completeness, accuracy and conformance to task order requirements. Inspection may include validation of all products and services through the use of automated tools and/or testing of the deliverables, as specified in the task order. The scope and nature of this testing should be detailed and agreed upon at the task order level to ensure the completeness, quality and adequacy of all deliverables.

The government requires a period not to exceed thirty (30) calendar days after receipt of final deliverable items for inspection and acceptance or rejection unless otherwise specified in the task order.

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

SECTION F: DELIVERIES OR PERFORMANCE

Article F.1 Clauses Incorporated by Reference, FAR 52.252-2 (February 1998)

This contract incorporates the following clause(s) by reference, with the same force and effect as if it were given in full text. Upon request, the PCO will make their full text available. Also, the full text of the clauses may be accessed electronically at this address: http://www.acquisition.gov/far/index.html.

Table 2 - Federal Acquisition Regulation (48 CFR Chapter 1) Clauses Related to Section F

NUMBER	CLAUSE TITLE	DATE
52.242 15	Stop Work Order	AUG 1989
52.242 17	Government Delay of Work (Fixed-Price Task Orders Only)	APR 1984
52.247 34	F.O.B. Destination	NOV 1991
52.247-35	F.O. B Destination, Within Consignee's Premise	APR 1984

Article F.2 Period of Performance

F.2.1 GWAC Period of Performance

The period of performance for this contract shall be from April 30, 2012 through April 29, 2022.

F.2.2 Task Order Period of Performance

The period of performance for each task order placed under the contract will be specified in the individual task order. Task orders may not exceed 120 months, inclusive of options, from the date that the task order is awarded. Task order options, if included at initial issuance of the task order, may be exercised after the expiration date of the GWAC; however, no task order (including task order options) may extend more than 60 months beyond the expiration of the GWAC. Notwithstanding anything to the contrary above, a multi-year task order placed under the GWAC must be consistent with FAR Subpart 17.1 and any applicable funding restrictions.

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SECTION G: CONTRACT ADMINISTRATION DATA

Article G.1 General

This section provides guidance regarding contract administration requirements for the contract, and where applicable, for each Task Order placed under the contract.

Article G.2 Authorized Users

This contract is for use by all federal government agencies. A listing of federal government agencies can be found at www.usa.gov under http://www.usa.gov/Agencies/federal.shtml.

Article G.3 Roles and Responsibilities

Notwithstanding the contractor's responsibility for total management during the performance of this contract and task orders thereof, the administration of the contract will require effective coordination between the government and the contractor. This section describes the roles and responsibilities of individuals and/or authorized users who will be the primary points of contact for the government and contractor on matters regarding contract administration. The government may modify the roles and responsibilities at any time during the period of performance of the contract.

G.3.1 Government Personnel

Procuring Contracting Officer (PCO)

The PCO is the only person with authority to act as agent of the government under this contract. Only the PCO has authority to:

1) direct or negotiate any changes in the statement of work;
2) modify or extend the period of performance;
3) change the delivery schedule;
4) authorize reimbursement to the Contractor for any costs incurred during the performance of this contract; and,
5) otherwise change any terms and conditions of this contract.

NITAAC Contracting Officer's Technical Representative (COTR)

The following Contracting Officer's Technical Representative (COTR) will represent the government for the purpose of this contract:

Name: (Name and Contact Information to be completed at award)
Address:
Email:
Phone:

The COTR is responsible for:

1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the PCO changes in requirements;
2) interpreting the statement of work and any other technical performance requirements;
3) performing technical evaluation as required;
4) performing technical inspections and acceptances required by this contract; and
5) assisting in the resolution of technical problems encountered during performance.

The government may unilaterally change its COTR designation.

Agency Ordering Contracting Officer (OCO)

The OCO for each task order is the sole and exclusive government official with authority to take actions which may bind the government for the task order and award and administer task orders under the contract.

Information Systems Security Officer (ISSO)

The Information Systems Security officer (ISSO) is responsible for the confidentiality, availability, and integrity of electronic information resources. The ISSO serves as the principal contact for coordination, implementation, and enforcement of Information Security (InfoSec) policies, and for implementing and maintaining federal InfoSec directives and policies. HHS Information Security Program Policy can be found at http://irm.cit.nih.gov/security/sec_policy.html.

G.3.2 Contractor Personnel

Key Personnel, HHSAR 352.270-5 (January 2006)

The key personnel specified in this contract are considered to be essential to work performance. At least 30 days prior to diverting any of the specified individuals to other programs or contracts (or as soon as possible, if an individual must be replaced, for example, as a result of leaving the employ of the Contractor), the Contractor shall notify the PCO and shall submit comprehensive justification for the diversion or replacement request (including proposed substitutions for key personnel) to permit evaluation by the government of the impact on performance under this contract. The Contractor shall not divert or otherwise replace any key personnel without the written consent of the PCO. The government may modify the contract to add or delete key personnel at the request of the contractor or government.

(End of Clause)

As a minimum, the Contractor Program Manager is considered to be essential to the work being performed hereunder:

Name	Title
	Contractor Program Manager (PM)

Contractor Program Manager

The contractor's corporate management structure shall guarantee senior, high-level, program management of the CIO-SP3 GWAC Program. The contractor shall identify the individual selected to fill the role of contractor's program manager for the GWAC. The Contractor Program Manager duties include, but are not limited to:

1) Representing the contractor as point-of-contact for the PCO to help resolve issues and perform other functions that may arise relating to the contract and task orders under the contract unless the contractor proposes different key personnel to perform this function
2) Communicating with CIO-SP3 customers regarding the technical scope of the GWAC and the overall attributes of the CIO-SP3 GWAC Program;
3) Providing all reporting information required under the contract accurately, thoroughly, and timely;
4) Resolving issues related to task order performance under the contract; and
5) Attending meetings and conferences, as necessary.

Article G.4 Contractor Performance Assessment Reporting System (CPARS)

G.4.1 Contractor Performance Evaluations

As detailed in FAR 42.1503, the government will conduct past performance assessments on the contractors. This assessment will be made by the Agency OCO upon conclusion of each task order. Interim performance evaluations may be conducted as prescribed by the customer Agency's procedures on any task order with a period of performance exceeding one year. In addition, the PCO will assess the quality of the evaluations as part of its overall management of the GWAC and conduct a past performance assessment at the conclusion of the contract. Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the contract file, and may be used to support future award decisions.

G.4.2 Electronic Access to Contractor Performance Evaluations

Contractors will be required to register in the appropriate past performance assessment systems to review and respond to past performance evaluations as prescribed by the OCO at the task order level. Contractors must be registered in Central Contractor Registration (CCR) and must have created a Marketing Partner Identification Number in the CCR profile to access their information.

Contractors that have Internet capability may access evaluations through a secure Web site for review and comment by completing the registration form that can be obtained at the following address:

http://oamp.od.nih.gov/OD/CPS/cps.asp

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

Article G.5 Task Order Procedures

The OCO is responsible for the determination of cost or price reasonableness for each task order. When adequate price competition exists (see FAR 15.403-1(c)(1)), generally no additional information is necessary to determine the reasonableness of cost or price. If adequate price competition does not exist and none of the exceptions under FAR 15.403-1(b) apply, the OCO must request a Certificate of Current Cost and Pricing Data in accordance with FAR 15.403-4.

In determining award of an individual task order, the OCO shall follow the ordering guidelines detailed under FAR 16.1 and 16.505. The OCO may use all types of Fixed-Price, Cost Reimbursement, and Time-and Materials (T&M) pricing arrangements.

Pursuant to FAR 37.102(a)(2), the OCO must use performance-based acquisition methods to the maximum extent practicable using the following order of precedence:

1) Firm-Fixed-Price Performance-Based Task Order
2) Performance-Based Task Order that is not Firm-Fixed-Price

G.5.1 Firm-Fixed Price Task Orders

For Firm-Fixed Price (FFP) task order Requests for Quotation (RFQs), the contractor will multiply the quantity of each item or labor category required against the rate listed in the pricing schedule (Tables 1 and 2 under Article B.7) or as negotiated for the task, and the cumulative extended total of all items ordered will define the FFP for the task. Travel and other-direct-cost (ODC), if applicable, may be estimated for each task order. Any amount negotiated for travel and ODCs, will be added to the extended

price of all ordered items to arrive at the total FFP for the task order. The OCO must determine fair and reasonable pricing for all fixed-price task orders following FAR 15.4, Pricing.

G.5.2 Cost-Reimbursement Task Orders

A contractor interested in participating in Cost-Reimbursement (CR) task orders as defined in FAR 16.301-1 will be required to demonstrate that they have an accounting system that is adequate for determining costs applicable to the contract by the time the task order is awarded. This is an accounting system that the Defense Contract Audit Agency (DCAA), the Defense Contract Management Agency (DCMA), or any federal civilian audit agency, or a third-part accounting firm has audited and determined adequate for determining costs applicable to this contract in accordance with FAR 16.301-3(a)(1).

The applicable task order can include use of the contractor's most recent Defense Contract Audit Agency (DCAA)-approved provisional indirect billing and actual rates for both direct and indirect costs, or if a contractor does not have DCAA-approved rates, their indirect rates in accordance with FAR Part 31. The fee will be negotiated for each task order consistent with statutory limitations. If the task order type is to be CPAF or CPIF, the fixed portion of fee and the award portion will be clearly differentiated. Such task orders will be subject to the additional clauses under FAR 16.307. The OCO must determine fair and reasonable pricing, analyze and negotiate fee for all cost-reimbursement task orders as required under FAR 15.4, Pricing, and FAR 16.3, Cost-Reimbursement Contracts. The government will reimburse the contractor for all reasonable, allowable, and allocable costs detailed in FAR 31, Contract Cost Principles and Procedures.

G.5.3 Time-and-Materials Task Orders

For Time-and-Materials (T&M) task order solicitations (including Labor Hour orders as defined by FAR 16.602), the contractor will multiply the quantity of hours required under each labor category against the rate listed in their price schedule (Tables I and 2 under Article B.7) or as negotiated, such as when the contractor elects to propose lower rates for the task order or different rates to reflect specialized labor categories/labor categories with special clearances, etc. The cumulative extended total of all labor categories ordered plus travel and ODCs will define the task order-ceiling price. The government will reimburse the contractor as provided under FAR 52.232-7, Payments under T&M and Labor-Hour Contracts (Feb 2007) (Table 9 under Article I-3).

a) "Loaded Hourly Labor Rate" equates to "hourly rates" as defined in FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) (Table 9 under Article I-3). The ceiling rates listed and any lower subsequent rates proposed in response to task order requests must be fully burdened labor rates inclusive of profit, fringe benefits, salary, and indirect costs. These hourly rates are considered fair and reasonable for most work requirements anticipated for T&M task orders issued under the GWAC for Continental United States (CONUS) locations (**Note**: CONUS is defined as the 48 contiguous states plus the District of Columbia).

b) Factors such as complexity of work, geographic locations and security clearances authorize OCOs to negotiate Loaded Hourly Labor Rates suited to meet their specific task order requirements. Contractors shall explain in their task order proposals any Loaded Hourly Labor Rates that exceed the rates in the GWAC or for new proposed labor categories (see Article H.1.1), and the OCO will determine the reasonableness of the pricing as defined in FAR 15.4, Pricing and FAR 16.601 Time and Materials Contracts. Upon request of the OCO, the contractor will be required to provide supporting documentation for such rates, which may include a cost element breakdown of each Loaded Hourly Labor Rate (including profit) in accordance with the contractor's cost accounting system, as well as any other supporting information the OCO deems necessary.

c) The government will reimburse costs in connection with subcontracts in accordance with FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) (Table 9 under Article I.3) in accordance with the terms and conditions of a subcontract or invoice,

and ordinarily within 30 days of the submission of the contractor's payment request to the government.

d) "Materials" on T&M task orders are defined under FAR 16.601, Time and Materials Contracts. For direct materials, the OCO will determine allowable costs in accordance with FAR 31.2. Materials will be reimbursed as provided under FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) (Table 9 under Article I.3). The OCO must identify a not-to-exceed materials ceiling under a separate Contract Line Item Number (CLIN) on the task order.

G.5.4 Incentives

The OCO must determine fair and reasonable pricing for all Incentive task orders and develop a plan to implement and monitor an Award-Fee result detailed in FAR Part 16.4, Incentive Contracts.

G.5.5 Provisions Applicable to Direct Costs

Travel will be reimbursed at actual cost and as limited in FAR 31.205-46. Contractors may apply indirect costs to travel if a part of the contractor's usual accounting practices and consistent with FAR 31.2. The OCO must identify a not-to-exceed travel ceiling under a separate contract line item number (CLIN) on the task order. Travel and Other Direct Costs (ODCs) will be estimated for each task order. Labor dollars will not be used to pay for ODCs nor ODC dollars used to pay for labor without a contract modification. Profit on travel and ODCs is not allowable under Time and Material task orders.

G.5.6 Fair Opportunity

At a minimum, to provide Fair Opportunity as required by Federal Acquisition Regulations (FAR Part 16.505(b)(1)), the OCO must provide all contract holders within any one of the four Contractor Groupings a fair opportunity to be considered for each order exceeding $3,000 except as provided for under FAR 16.505(b)(2). The NITAAC contract management system, eGOS, will automatically provide to the OCO sufficient information about qualifying contractors in each grouping to assist the OCO in determining whether to solicit the requirement under the Small Business Group, within the Historically Underutilized Business Zone (HUBZone) Group, the Service-Disabled Veteran-Owned Small Business (SDVOSB) Group, or within the Section 8(a) Group. Please note that although all contractors within a particular Group must be offered an opportunity to participate under a particular task order, there is no requirement to obtain 3 quotes as long as all contract holders within a Grouping were provided an opportunity to provide a quote. The OCO will insert the applicable clauses found in Sections I.7, I.8, and I.9 when setting aside a task order for the HUBZone, SDVOSB, or Section 8(a) Groups.

G.5.7 Service Contract Act

The preponderance of the GWAC's labor categories are considered bona fide executive, administrative, professional labor and generally exempt from the Service Contract Act (SCA). To the extent that any labor is subject to the SCA and is within scope of a task order and the GWAC, the OCO must identify such work under a separate CLIN on the task order and apply wages as required under FAR 22.10, Service Contract Act Wage Determinations.

G.5.8 Government Property

Any equipment, property, or facilities furnished by the government or any contractor-acquired property must be specified on that applicable task order. Agency OCOs are responsible to ensure that the applicable task orders are consistent with the policies and procedures of FAR Part 45 for providing government property to contractors, contractors' use and management of government property, and reporting, redistributing, and disposing of contractor inventory. Contractors are responsible and liable for government property in their possession pursuant to FAR 52.245-1 and 52.245-2, as applicable. In the case that the Government-furnished equipment (GFE) or Government-furnished information (GFI) are not

provided to the contractor by the specified date, the contractor will immediately notify the OCO. Upon conclusion of the applicable task order, the contractor shall return the GFE or GFI to the government as specified in the task order or as directed in writing by the OCO.

G.5.9 Electronic Government Ordering System (e-GOS)

NITAAC has developed the Electronic Government Ordering System (e-GOS), a web-based task order processing system, to allow customers to perform fair opportunity in accordance with FAR 16.5 and to integrate workflow management, electronic document management, and aspects of customer relationship management to enhance process efficiency, and improve data/information integrity. Customers, contractors, and NITAAC staff will be required to use the e-GOS in order to participate in the task order process by registering as an e-GOS user, agreeing to system usage rules of behavior, and signing an electronic signature agreement. Future e-GOS refinements may include the implementation of digital signatures and would at that time entail a nominal cost to contractors to purchase and maintain appropriate security certificates.

Article G.6 Contract Access Fee Remittance

NIH is required to collect a Contract Access Fee (CAF) from its customers to reimburse the cost of operating and administering the CIO-SP3 Small Business contract. NIH has determined this fee to be 0.75% charged against all task orders over $25,000 and applied to the total price/cost for contractor performance as billed to the government.

The formula is: Total CAF = Total Price or Costs * CAF Percentage. The total CAF collected per Order may be capped at a set amount to be determined by the NITAAC CIO-SP3 Small Business GWAC Program Office.

A $250 minimum CAF is assessed for all task orders $25,000 or less. Task order modifications resulting in additional monetary obligations are also assessed the 0.75% CAF based on the obligated amount or $250, whichever is higher.

NIH maintains the unilateral right to adjust the CAF should it experience a major change in the cost of operating its GWAC Program.

On all task orders, regardless of pricing arrangements used, contractors shall include CAF in their proposals. Under Fixed-Price and T&M task order, contractors shall add the CAF to the loaded labor rates under Table 1 or Table 2 and Other Direct Costs (ODCs) when submitting their proposals unless the OCO prefers the CAF to be priced as a separate Contract Line Item Number (CLIN) on an individual task order. On an individual task order, the OCO may require the contractor to identify the CAF as a separate contract line item on the task order or obligating document provided to the contractor.

The contractor shall remit the CAF to NITAAC on a monthly basis to reflect payments received under the respective task orders for the previous month. Where payments for multiple invoices (on one or more task orders) are due, contractors may consolidate the CAF owed into one payment. The payment shall include the Monthly Check Report (see Article C.3.2) and the sample template provided in Attachment J.8-2). Contractors shall remit the CAF either by check or by Electronic Funds Transfer (EFT) if that means becomes available at some future date. Checks shall be submitted to:

NIH, OFM
9000 Rockville Pike
Bldg 10 Room 1C-4623 Cashier's Office
Bethesda Maryland 20892

Failure to remit the CAF in a timely manner will constitute a debt to the United States Government under the terms of FAR 32.6.

Article G.7 Invoice Submission

Individual task orders will specify requirements for the preparation of vouchers and invoices.

Article G.8 Correspondence

All data and correspondence submitted to the CIO-SP3 Small Business PCO or the Customer's OCO shall reference:

1. Contract Number
2. Task Order Number
3. Task Order Title
4. Point of Contact at the Government End User Agency (preferably the OCO)

Article G.9 Meetings and Conferences

From time to time NITAAC may require attendance at conferences and meetings. This may include advisory councils established for NIH GWACs.

NITAAC may conduct up to four Program Office meetings per year including an annual conference at a location to be determined by NITAAC. These meetings are intended to provide a platform for contractors, NITAAC staff and agency representatives to communicate current issues, resolve potential problems, discuss business and marketing opportunities, review future and ongoing NIH and government-wide initiatives, and address contract fundamentals. Contractor Program Managers are required to attend these meetings.

Contractors will also be given an opportunity to join the NITAAC Industry Advisory Council that will normally meet every other month to discuss contractual, marketing, and other issues related to the contract.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

Article H.1 Labor Categories

The labor categories described in Article B.7 and Attachment J.2 represent the government's best estimate of the kinds of personnel required for successful performance of task orders that may be awarded under this contract. The government recognizes that the inventory of data processing and/or information systems, technologies, methodologies and processes ranges from obsolescent to near state-of-the-art, and that the technology presently being introduced into the information technology marketplace is revolutionary rather than evolutionary. The ability of the contractor to respond to new technologies, methodologies, and processes is both necessary and appropriate. Although the contractor is expected to map from the contract categories to the contractor's own categories, for the purpose of matching resources to requirements, the use of additional labor categories not currently contemplated may be necessary over the term of the contract and added to the contract by contract modification. If new labor categories are needed, the contractor shall contact the PCO to request that the new labor categories be added and submit a proposal that substantiates inclusion of the new labor category and the price proposed.

For FFP task orders solicitations, the contractor will multiply the quantity of each item or labor category required against the rate listed in the pricing schedule (Tables 1 and 2 under Article B.7) or as negotiated for the task, and the cumulative extended total of all items ordered will define the FFP for the task.

H.1.1 Unique Professional Skills

Certain unique labor categories, as well as consultants, may be required under specific task orders. A contractor may propose a new or different skill level category during the course of the contract or at the task order level. Unique professional skills are defined as those bona fide executive, professional, or administrative skills for which the expertise required or duties performed are within the contract's scope, but are so specialized or rare that they are not explicitly defined in any labor category description in Attachment J.2. The OCO will determine whether circumstances warrant use of unique professional skills.

Article H.2 Contractor Program Manager

The contractor's corporate management structure shall guarantee senior, high-level, program management of the CIO-SP3 Small Business GWAC Program. The contractor shall identify the individual selected to fill the role of contractor's program manager for the GWAC. The Contractor Program Manager duties include, but are not limited to:

6) Representing the contractor as point-of-contact for the PCO to help resolve issues and perform other functions that may arise relating to the contract and task orders under the contract unless the contractor proposes different key personnel to perform this function
7) Communicating with CIO-SP3 Small Business customers regarding the technical scope of the GWAC and the overall attributes of the CIO-SP3 Small Business GWAC Program;
8) Providing all reporting information required under the contract accurately, thoroughly, and timely;
9) Resolving issues related to task order performance under the contract; and
10) Attending meetings and conferences, as necessary.

Article H.3 Restriction on Employment of Unauthorized Alien Workers

The Contractor shall not use contract funds to employ workers described in section 274A(h)(3) of the Immigration and Nationality Act, which reads as follows:

> "(3) Definition of unauthorized alien - As used in this section, the term 'unauthorized alien' means, with respect to the employment of an alien at a particular time, that the alien is not at that time

either (A) an alien lawfully admitted for permanent residence, or (B) authorized to be so employed by this Act or by the Attorney General."

Article H.4 Non-personal Services

Personal services are not authorized under this contract. No contractor employee will be directly supervised by the government. Under the task orders, all individual contractor employee assignments and daily work direction shall be given by the applicable contractor employee supervisor. If the contractor believes any government action or communication has been given that would create a personal services relationship between the government and any contractor employee, the contractor shall promptly notify the PCO or OCO, as appropriate, of this communication or action.

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

The contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the government's rights in any way under any other provision of the contract, including those related to the government's right to inspect and accept the services to be performed under this contract. The contractor is required to include the substance of this clause in all subcontracts at any tier.

Article H.5 Contractor Training

NIH will provide training materials on the NITAAC website through a learning center portal that will assist customers and contractors in using the contract. NITAAC personnel will also be available to provide specific training to the contractor on the use of the NITAAC contract vehicles either at the contractor's facility or at a mutually agreeable site.

Article H.6 Organizational Conflict of Interest

The guidelines and procedures of FAR 9.5 will be used in identifying and resolving any issues of organizational conflict of interest at either the GWAC level or the task order level.

In the event that a task order requires activity that would create an actual or potential conflict of interest, the contractor shall:

1) Immediately notify the OCO of the actual or potential conflict, submit a plan for mitigation, and not commence work on any task order that involves a potential or actual conflict of interest until specifically notified by the OCO to proceed; or,

2) Identify the conflict and recommend to the OCO an alternate tasking approach which would avoid the conflict;

The OCO (or PCO as applicable at the GWAC level) will review the information provided by the contractor and make a determination whether to proceed with the task order, notwithstanding a conflict of interest, and as applicable, process a request for waiver pursuant to FAR 9.503.

Article H.7 Needle Distribution

(Applicable to Task Orders funded by NIH appropriated funds.)

The Contractor shall not use contract funds to distribute any needle or syringe for the purpose of preventing the spread of blood borne pathogens in any location that has been determined by authorities to be inappropriate for such distribution.

Article H.8 Press Releases

(Applicable to Task Orders funded by NIH appropriated funds.)

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

Article H.9 Year 2000 Compliance

(Applicable to Task Orders that involve the acquisition of information technology that will be required to perform date/time processing involving dates subsequent to December 31, 1999.)

In accordance with FAR 39.106, Information Technology acquired under this contract must be Year 2000 compliant as set forth in the following clause(s):

H.9.1 Service Involving the Use of Information Technology

(For use for task orders issued under this contract in which the task order acquires services involving the use of computer items in the performance of the requirement)

YEAR 2000 COMPLIANCE--SERVICE INVOLVING THE USE OF INFORMATION TECHNOLOGY

The Contractor agrees that each item of hardware, software, and firmware used under this contract shall be able to accurately process date data (including, but not limited to, calculating, comparing and sequencing) from, into and between the twentieth and twenty-first centuries and the Year 1999 and the Year 2000 and leap year calculations.

(End of Clause)

H.9.2 Non-Commercial Supply Item Warranty

(For use for task orders issued under this contract in which the task order acquires Custom Computer Items (e.g., Hardware, Software and Systems. NOTE: The words "Listed Below" in the clause refer to items that the contractor has identified as being Year 2000 compliant in response to the procuring agency's specifications.)

YEAR 2000 WARRANTY--NONCOMMERCIAL SUPPLY ITEMS

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

shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

YEAR 2000 COMPLIANT ITEMS

(End of Clause)

Article H.10 Use of NITAAC Contractor Support

The government may provide information from contractor reports provided under the contract to support contractors to assist the government in reviewing the information (see Article C.3). In such cases, the government will process appropriate Non-Disclosure Agreements.

Article H.11 Alternative Dispute Resolution (ADR) Procedures

Public Law 101-552, The Administrative Dispute Resolution (ADR) Act, encourages the use of alternative means of resolving disputes involving government agencies. The Act is based on Congress finding that alternative processes, including mediation, often yield decisions that are faster, less expensive and less contentious and can lead to more creative, efficient and sensible outcomes. Partnering lays the foundation for better working relations on a project including better dispute resolution. This partnership is bilateral in make-up and participation in the ADR process is totally voluntary.

Article H.12 CIO-SP3 Small Business Ombudsman

In accordance with FAR 16.505(b)(6), the following individual has been designated as the NIH Ombudsman for task order and delivery order contracts:

Dr. Richard G. Wyatt
NIH Competition Advocate for Non R&D Contracts
1 Center Drive, 160, MSC 0151
Bethesda, MD 20892-0151
Phone: (301) 496-4920
FAX: (301) 402-4273
e mail: WyattRG@mail.nih.gov

Article H.13 Reporting Matters Involving Fraud, Waste and Abuse

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

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

Article H.14 Hardware/Software Acquisition

To help ensure the ability to provide hardware/software without limitation, but not become a shopping center, CIO-SP3 Small Business is considered to be a "solutions based contract". This term refers to

contracts that encompass everything from the analysis of hardware/software implementation to ongoing operational support of an IT solution.

Inclusion of hardware/software acquisition on a task order is within the purview of the cognizant OCO. Any hardware/software included must be considered to be critical and related to the services being acquired under the task order.

The PCO reserves the right to review individual task orders to determine if the provisions of this clause are being applied appropriately.

Article H.15 Security Considerations

H.15.1 Security Clearances

The work to be performed under specific task orders may require security clearances. In that event, the contractor will be advised of the requirements in the task order Statement of Work (SOW). The contractor shall follow the security requirements identified in the task order SOW and other guidance that may be established by the OCO. Only those contractors that meet the required security clearance levels on individual task orders are eligible to compete for such task orders.

Clearances may require Special Background Investigations, Sensitive Compartmented Information access or Special Access Programs, or agency-specific access. In such cases, the contractor is responsible for providing personnel with appropriate security clearances to ensure compliance with government security regulations, as specified on the individual task order. The contractor shall fully cooperate on all security checks and investigations by furnishing requested information to verify the contractor employee's trustworthiness and suitability for the position. Task orders containing classified work will include a Contract Security Classification Specification, (DD Form 254 or agency equivalent). For informational purposes, the DD Form 254 is available at the following site: **DD Form 254.**

H.15.2 Additional NIH Requirements

PERSONNEL SECURITY RESPONSIBILITIES

In addition to any personnel security responsibilities covered under HHSAR 352.239-72, the contractor shall comply with the below personnel security responsibilities:

(a) In accordance with Paragraph (h) of HHSAR 352.239-72, the Contractor shall notify the Contracting officer and the COTR within five working days before a new employee assumes a position that requires access to HHS information systems or data, or when an employee with such access stops working on this contract. The Government will initiate a background investigation on new employees assuming a position that requires access to HHS information systems or data, and will stop pending background investigations for employees that no longer work under the contract or no longer have such access.

(b) New contractor employees who have or will have access to HHS information systems or data: The Contractor shall provide the COTR with the name, position title, e-mail address, and phone number of all new contract employees working under the contract and provide the name, position title and position sensitivity level held by the former incumbent. If an employee is filling a new position, the Contractor shall provide a position description and the Government will determine the appropriate position sensitivity level.

(c) **Departing contractor employees**: The Contractor shall provide the COTR with the name, position title, and position sensitivity level held by or pending for departing employees. The Contractor shall perform and document the actions identified in the Contractor Employee Separation Checklist (http://rcb.cancer.gov/rcb-internet/forms/Emp-sep-checklist.pdf) when a Contractor/subcontractor employee terminates work under this contract. All documentation shall be made available to the COTR upon request.

(d) **Commitment to Protect Non-Public Departmental Information and Data**. The Contractor, and any subcontractors performing under this contract, shall not release, publish, or disclose non-

public Departmental information to unauthorized personnel, and shall protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of such information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)

- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)

- Public Law 96-511 (Paperwork Reduction Act)

Each employee, including subcontractors, having access to non-public Department information under this acquisition shall complete the "Commitment to Protect Non-Public Information - Contractor Employee Agreement" located at: http://irm.cit.nih.gov/docs/public/Nondisclosure.pdf . A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer/COTR prior to performing any work under this acquisition.

Article H.16 Electronic Access to Contract

Within 30 days after contract award, the contractor shall have developed a publicly available webpage accessible via the Internet and shall maintain this website throughout the period of performance of the contract and the contractor's task orders through administrative close-out, ensuring that the information displayed remains current with any CIO-SP3 Small Business changes. The Uniform Resource Locator (URL) for the webpage shall be prominently located on the website where the contractor lists its other government contracts. The purpose of the webpage is for the contractor to communicate with potential customers regarding the contractor's ability to provide world-class professional support services under the contract. At a minimum, this webpage must include the following items: the awarded GWAC contract (including the Statement of Work and the loaded labor rates for each contract year), prompt payment terms, the contractor's program manager contact information, and a hyperlink to the NITAAC CIO-SP3 Small Business website. This webpage must conform to the relevant accessibility standards referenced in Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998, Section 1194.22, Web-based Intranet and Internet Information and Applications. The contractor's website shall be available for use on a 24 hours per day, 7 days per week basis.

Article H.17 Electronic and Information Technology Accessibility

HHSAR 352.239-73(a) (January 2010)

a. Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, and the Architectural and Transportation Barriers Compliance Board Electronic and Information (EIT) Accessibility Standards (36 CFR part 1194), require that, unless an exception applies, all EIT products and services developed, acquired, maintained, or used by any Federal department or agency permit--

1. Federal employees with disabilities to have access to and use information and data that is comparable to the access and use of information and data by Federal employees who are not individuals with disabilities; and

2. Members of the public with disabilities seeking information or services from a Federal agency to have access to and use of information and data that is comparable to the access and use of information and data by members of the public who are not individuals with disabilities.

b. Accordingly, any vendor submitting a proposal/quotations/bid in response to an applicable task order issued under the contract must demonstrate compliance with the established EIT accessibility standards. Information about Section 508 visions is available at http://www.section508.gov/. The complete text of Section 508 Final Provisions can be accessed at http://www.access-board.gov/sec508/provisions.htm.

c. The Section 508 standards applicable to this contract will be identified in the individual task order as applicable. In order to facilitate the Government's evaluation to determine whether EIT products

and services proposed under a task order issued by an HHS OCO meet applicable Section 508 accessibility standards, offerors must include a completed HHS Section 508 Product Assessment Template with its task order proposal, in accordance with its completion instructions, and provide a binding statement of conformance. The purpose of the template is to assist HHS acquisition and program officials in determining that EIT products and services proposed support applicable Section 508 accessibility standards. The template allows vendors or developers to self-evaluate their products or services and document in detail how they do or do not conform to a specific Section 508 standard. Instructions for preparing the HHS Section 508 Product Evaluation Template may be found under Section 508 policy on the HHS Office on Disability Web site (http://www.hhs.gov/od/).

d. Offerors that respond to applicable task orders issued under this contract must also provide any additional detailed information necessary for determining applicable Section 508 standards conformance, as well as for documenting EIT products or services that are incidental to the project, which would constitute an exception to Section 508 requirements. If a vendor claims its products or services, including EIT deliverables such as electronic documents and reports, meet applicable Section 508 accessibility standards in its completed HHS Section 508 Product Assessment Template, and it is later determined by the Government -- i.e., after award of a contract/order, that products or services delivered do not conform to the described accessibility standards in the Product Assessment Template, remediation of the products or services to the level of conformance specified in the vendor's Product Assessment Template will be the responsibility of the Contractor and at its expense.

(End of provision)

Article H.18 Cost Accounting System

In accordance with FAR 16.301-3(a)(1), contractors awarded cost-reimbursement task orders will be required to have an adequate cost accounting system determined adequate by their cognizant auditing agency. The contractor shall notify the appropriate OCO for ongoing task orders, in writing, if there are any changes in the status of their cost accounting system and provide the reason(s) for the change.

Article H.19 Purchasing System

In accordance with FAR 44.201-2, Advance Notification Requirements, contractors with approved purchasing systems shall notify the appropriate OCO on individual task orders, in writing, if there are any changes in the status of their approved purchasing systems and provide the reason(s) for the change.

Article H.20 "Ramp On"

Pursuant to FAR 16.504, the PCO will periodically review the total number of contractors to ensure adequate competition for task orders throughout the period of performance. Over time, the total number of contractors may fluctuate due to various reasons including industry consolidation, significant changes in the marketplace or advances in technology, general economic conditions, or other reasons.

If the PCO determines that it is in the best interest of the government to open the GWAC to new contractors, the PCO has the discretion to announce an open season at any time during the effective period of the GWAC but no earlier than three years from date of award. The PCO may consider the rerepresentation process (see Article I.4, FAR Clause 52.219-28, Post-Award Small Business Program Rerepresentation (April 2009)) in making this decision to ensure that the contract maintains a sufficient pool of small and small disadvantaged business contractors throughout the life of the GWAC.

The PCO will announce this open season by publishing a notice in Federal Business Opportunities. The open season will be subject to applicable federal procurement laws and guidance at the time the open season is announced. The Open Season announcement will provide an estimate of the number of new awards that the PCO intends to make. Under the Open Season, the PCO will issue a solicitation using substantially the same best value criteria as delineated in Section M of the solicitation. Any offeror meeting the eligibility requirements identified in the new "ramp on" solicitation may submit a proposal in response to the solicitation. However, the PCO has the discretion to award more or fewer contracts than the number anticipated in the solicitation depending upon the quality of the offers received. Incumbent

contractors may also take advantage of any Open Season to propose on additional task areas for which they were not initially qualified.

Any resulting contracts awarded under this provision will not exceed the remaining period of performance of the existing CIO-SP3 GWACs. Any contractor receiving a contract under this open season will be eligible to compete on future task orders with the same rights and obligations of any other CIO-SP3 Small Business contractor. Contracts awarded under this open season provision will share in the ceiling of the CIO-SP3 Small Business program and the overall ceiling of the basic contract will not be increased.

This provision will apply to the HubZone Group, the SDVOSB Group, and to the Section 8(a) Group in the same manner as to the Small Business Grouping, e.g., if during a "Ramp on" period HUBZone, SDVOSBs, and Section 8(a) contractors can qualify for task areas not currently covered within their respective Group, the government reserves the right to add those task areas to the HUBZone Group, the SDVOSB Group, or the Section 8(a) Group as applicable at that time.

Article H.21 "Ramp Off"

If at any point during the 10-year period of performance the contractor decides that it no longer wishes to participate in the contract, then the contractor may submit the request to the PCO requesting termination of their contract. If the PCO accepts the contractor's request, the PCO will "ramp off' the contractor using the provision under FAR 52.249-2, Termination for the Convenience of the Government. This provision is independent of any other action permitted under the contract terms and conditions. If a "ramped off" contractor is currently under contract to perform under any task order, the contractor will be required to continue to perform under the terms of the specific task order.

Article H.22 Replacement of Team Members under a FAR 9.601(1) Contractor Team Arrangement (CTA)

Contractors that are awarded a contract based on a FAR 9.601(1) Contractor Team Arrangement (CTA) are required to obtain PCO approval prior to replacing, adding, or deleting team members. If the PCO determines that a FAR 9.601(1) CTA is proposing unacceptable replacements of existing team members that could adversely affect the ability of the CTA to continue to perform under the contract, the CTA may be subject to termination under the provisions of FAR 52.249-6 or FAR 52.249-8, as applicable.

Article H.23 Privacy Act

HHSAR 352.224-70 (January 2006)

This article is applicable for task orders in which the contractor will be required to perform one or more of the following: (a) Design; (b) develop; or (c) operate a Federal agency system of records to accomplish an agency function in accordance with the Privacy Act of 1974 (Act) (5 U.S.C. 552a(m)(1)) and applicable agency regulations. The term "system of records" means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual. Violations of the Act by the Contractor and/or its employees may result in the imposition of criminal penalties (5 U.S.C. 552a(i)). The Contractor shall ensure that each of its employees knows the prescribed rules of conduct and that each employee is aware that he/she is subject to criminal penalties for violation of the Act to the same extent as Department of Health and Human Services employees. These provisions also apply to all subcontracts the Contractor awards under this contract which require the design, development or operation of the designated system(s) of records [5 U.S.C. 552a(m)(1)]. The contract work statement: (a) identifies the system(s) of records and the design, development, or operation work the Contractor is to perform; and (b) specifies the disposition to be made of such records upon completion of contract performance.

(End of clause)

45 CFR Part 5b contains additional information which includes the rules of conduct and other Privacy Act requirements and can be found at: DHHS Privacy Act Regulations.

PART II – CONTRACT CLAUSES

SECTION I: CONTRACT CLAUSES

Article I.1 General Clauses for a Cost-Reimbursement Service Contract

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the PCO 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/index.html.

Table 3 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Cost Reimbursement Service Contract)

Clause	Date	Clause Title
52.202-1	Jul 2004	Definitions (Over $100,000)
52.203-3	Apr 1984	Gratuities (Over $100,000)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over $100,000)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over $100,000)
52.203-7	Jul 1995	Anti-Kickback Procedures (Over $100,000)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over $100,000)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over $100,000)
52.203-12	Sep 2007	Limitation on Payments to Influence Certain Federal Transactions (Over $100,000)
52.204-4	Aug 2000	Printed or Copied Double-Sided on Recycled Paper (Over $100,000)
52.204-7	Apr 2008	Central Contractor Registration
52.204-10	Jul 2010	Reporting Executive Compensation and First-Tier Subcontract Awards ($25,000 or more)
52.209-6	Sep 2006	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over $30,000)
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data (Over $650,000)
52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over $650,000)
52.215-15	Oct 2004	Pension Adjustments and Asset Reversions
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
52.215-23	Oct 2009	Limitations on Pass-Through Charges
52.216-7	Dec 2002	Allowable Cost and Payment
52.216-8	Mar 1997	Fixed Fee
52.219-8	May 2004	Utilization of Small Business Concerns (Over $100,000)
52-219-14	Dec 1996	Limitations on Subcontracting
52.222-2	Jul 1990	Payment for Overtime Premium (Over $100,000) (Note: The dollar amount in paragraph (a) of this clause is $0 unless otherwise specified in the contract.)
52.222-3	Jun 2003	Convict Labor
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2006	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities

Clause	Date	Clause Title
52.222-37	Sep 2006	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over $100,000)
52.223-6	May 2001	Drug-Free Workplace
52.223-14	Aug 2003	Toxic Chemical Release Reporting (Over $100,000)
52.225-1	Feb 2009	Buy American Act - Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.227-14	Dec 2007	Rights in Data - General
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	Oct 2008	Interest (Over $100,000)
52.232-20	Apr 1984	Limitation of Cost
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Oct 2008	Prompt Payment, Alternate I (Feb 2002)
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award, Alternate I (Jun 1985)
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-3	May 2001	Penalties for Unallowable Costs (Over $650,000)
52.242-4	Jan 1997	Certification of Final Indirect Costs
52.242-13	Jul 1995	Bankruptcy (Over $100,000)
52.243-2	Aug 1987	Changes - Cost Reimbursement, Alternate I (Apr 1984)
52.244-2	Jun 2007	Subcontracts, Alternate I (June 2007)
52.244-5	Dec 1996	Competition in Subcontracting (Over $100,000)
52.244-6	Apr 2010	Subcontracts for Commercial Items
52.245-9	Jun 2007	Use and Charges
52.246-25	Feb 1997	Limitation of Liability - Services (Over $100,000)
52.249-6	May 2004	Termination (Cost-Reimbursement)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

Table 4 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Cost Reimbursement Service Contract)

Clause	Date	Clause Title
352.202-1	Jan 2006	Definitions - with Alternate paragraph (h) (Jan 2006)
352.203-70	Jan 2006	Anti-Lobbying (Over $100,000)
352.216-72	Jan 2006	Additional Cost Principles
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.233-71	Jan 2006	Litigation and Claims
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments
352.242-74	Apr 1984	Final Decisions on Audit Findings

[End of GENERAL CLAUSES FOR A NEGOTIATED COST-REIMBURSEMENT SERVICE CONTRACT-Rev. 03/2009].

Article I.2 General Clauses for a Negotiated Fixed-Price Service

Contract

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the PCO 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/index.html.

Table 5 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Fixed Price Service Contract)

Clause	Date	Clause Title
52.202-1	Jul 2004	Definitions (Over $100,000)
52.203-3	Apr 1984	Gratuities (Over $100,000)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over $100,000)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over $100,000)
52.203-7	Jul 1995	Anti-Kickback Procedures (Over $100,000)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over $100,000)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over $100,000)
52.203-12	Sep 2007	Limitation on Payments to Influence Certain Federal Transactions (Over $100,000)
52.204-4	Aug 2000	Printed or Copied Double-Sided on Recycled Paper (Over $100,000)
52.204-7	Apr 2008	Central Contractor Registration
52.204-10	Jul 2010	Reporting Executive Compensation and First-Tier Subcontract Awards ($25,000 or more)
52.209-6	Sep 2006	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over $30,000)
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data (Over $650,000)
52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over $650,000)
52.215-15	Oct 2004	Pension Adjustments and Asset Reversions
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
52.219-8	May 2004	Utilization of Small Business Concerns (Over $100,000)
52-219-14	Dec 1996	Limitations on Subcontracting
52.222-3	Jun 2003	Convict Labor
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2006	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
52.222-37	Sep 2006	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over $100,000)
52.223-6	May 2001	Drug-Free Workplace
52.223-14	Aug 2003	Toxic Chemical Release Reporting (Over $100,000)
52.225-1	Feb 2009	Buy American Act - Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Apr 2003	Federal, State and Local Taxes (Over $100,000)
52.232-1	Apr 1984	Payments

Clause	Date	Clause Title
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-11	Apr 1984	Extras
52.232-17	Oct 2008	Interest (Over $100,000)
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Oct 2008	Prompt Payment
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-13	Jul 1995	Bankruptcy (Over $100,000)
52.243-1	Aug 1987	Changes - Fixed-Price, Alternate I (Apr 1984)
52.244-6	Apr 2010	Subcontracts for Commercial Items
52.246-25	Feb 1997	Limitation of Liability - Services (Over $100,000)
52.249-4	Apr 1984	Termination for Convenience of the Government (Services) (Short Form)
52.249-8	Apr 1984	Default (Fixed-Price Supply and Service)(Over $100,000)
52.253-1	Jan 1991	Computer Generated Forms

Table 6 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Fixed Price Service Contract)

Clause	Date	Clause Title
352.202-1	Jan 2006	Definitions
352.203-70	Jan 2006	Anti-Lobbying (Over $100,000)
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.231-71	Jan 2001	Pricing of Adjustments
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments

[End of GENERAL CLAUSES FOR A NEGOTIATED FIXED-PRICE SERVICE CONTRACT- Rev. 03/2009].

Article I.3 General Clauses for a Time and Material or a Labor Hour Contract

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the PCO 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/index.html.

Table 7 - Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses (Time & Material/Labor Hour Contract)

Clause	Date	Clause Title
52.202-1	Jul 2004	Definitions (Over $100,000)
52.203-3	Apr 1984	Gratuities (Over $100,000)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over $100,000)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over $100,000)
52.203-7	Jul 1995	Anti-Kickback Procedures (Over $100,000)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over $100,000)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over $100,000)

Clause	Date	Clause Title
52.203-12	Sep 2007	Limitation on Payments to Influence Certain Federal Transactions (Over $100,000)
52.204-4	Aug 2000	Printed or Copied Double-Sided on Recycled Paper (Over $100,000)
52.204-7	Apr 2008	Central Contractor Registration
52.204-10	Jul 2010	Reporting Executive Compensation and First-Tier Subcontract Awards ($25,000 or more)
52.209-6	Sep 2006	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over $30,000)
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data (Over $650,000)
52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over $650,000)
52.215-14	Oct 1997	Integrity of Unit Prices (Over $100,000)
52.215-15	Oct 2004	Pension Adjustments and Asset Reversions
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
52.219-8	May 2004	Utilization of Small Business Concerns (Over $100,000)
52-219-14	Dec 1996	Limitations on Subcontracting
52.222-20	Dec 1996	Walsh-Healey Public Contracts Act
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2006	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
52.222-37	Sep 2006	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Over $100,000)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over $100,000)
52.223-6	May 2001	Drug-Free Workplace
52.223-14	Aug 2003	Toxic Chemical Release Reporting (Over $100,000)
52.225-1	Feb 2009	Buy American Act - Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Apr 2003	Federal, State and Local Taxes (Over $100,000)
52.232-7	Feb 2007	Payments under Time-and-Materials and Labor-Hour Contracts (with Alternate I (Feb 2007) for a Labor Hour contract)
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	Oct 2008	Interest (Over $100,000)
52.232-23	Jan 1986	Assignment of Claims

Clause	Date	Clause Title
52.232-25	Oct 2008	Prompt Payment
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-13	Jul 1995	Bankruptcy (Over $100,000)
52.243-3	Sep 2000	Changes - Time-and-Materials and Labor-Hours
52.244-2	Jun 2007	Subcontracts (Over $100,000)
52.244-6	Apr 2010	Subcontracts for Commercial Items
52.245-9	Jun 2007	Use and Charges
52.249-6	May 2004	Termination (Cost-Reimbursement), Alternate IV (Sep 1996)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

Table 8 - Department Of Health And Human Services Acquisition Regulation (HHSAR) (48 CFR Chapter 3) Clauses (Time & Material/Labor Hour Contract)

Clause	Date	Clause Title
352.202-1	Jan 2006	Definitions
352.203-70	Jan 2006	Anti-Lobbying (Over $100,000)
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.233-71	Jan 2006	Litigation and Claims
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments
352.242-74	Apr 2010	Final Decisions on Audit Findings

Article I.4 Additional Contract Clauses

This contract incorporates the following clauses by reference, (unless otherwise noted), with the same force and effect as if they were given in full text. Upon request, the PCO will make their full text available.

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

1. FAR 52.204-2, Security Requirements (August 1996) - **applicable to task orders that require contractor access to information classified as confidential, secret, or top secret.**
2. FAR Clause 52.203-13, Contractor Code of Business Ethics and Conduct (April 2010).
3. FAR Clause 52.203-14, Display of Hotline Poster(s) (December 2007).
   ".....(3) Any required posters may be obtained as follows:

Poster(s)	Obtain From"
HHS Contractor Code of Ethics and Business Conduct Poster	http://www.oig.hhs.gov/fraud/hotline/OIG_Hotline_Poster.pdf

3. FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel (September 2007).
4. FAR Clause 52.219-6, Notice of Total Small Business Set-Aside (June 2003)
5. FAR Clause 52.216-18, Ordering (October 1995).
"(a) … Such orders may be issued from date of award through 120 months thereafter."
6. FAR Clause 52.216-22, Indefinite Quantity (October 1995).
"(d) … the Contractor shall not be required to make any deliveries under this contract after 60 months following expiration of the GWAC ordering period."
7. FAR Clause 52.219-28, Post-Award Small Business Program Rerepresentation (April 2009)

   Notes:

   (a) If the contractor rerepresents that it is other than small, from that point forward, the agency may no longer include the value of options exercised or task orders issued against an individual task order in its small business prime contracting goal achievements.

   (b) A change in size status does not change the terms and conditions of a task order under this contract that had been entered into before the change in status occurred or the terms and conditions of the contract.
8. FAR Clause 52.223-5, Pollution Prevention and Right-to-Know Information (August 2003).
9. FAR Clause 52.227-14, Rights in Data - General (December 2007).
10. Alternate III (December 2007), FAR Clause 52.227-14, Rights in Data--General (December 2007). - **Any additions to or limitations on restricted rights in data will be specified in the individual task order.**
11. FAR Clause 52.232-18, Availability of Funds (April 1984).
12. FAR Clause 52.232-37, Multiple Payment Arrangements (May 1999)
13. FAR Clause 52.237-2, Protection of Government Buildings, Equipment and Vegetation (April 1984).
14. FAR Clause 52.245-1, Government Property (August 2010) as applicable under FAR Part 45.107.
15. FAR Clause 52.245-9, Use and Charges (June 2007).
16. FAR Clause 52.251-1, Government Supply Sources (April 1984).

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

1. HHSAR Clause 352.270-1, Accessibility of Meetings, Conferences and Seminars to Persons with Disabilities (January 2001).
2. HHSAR Clause 352.201-70, Paperwork Reduction Act (January 2006).
3. HHSAR Clause 352.242-71, Tobacco-Free Facilities (January 2006).

Article I.5 Authorized Substitutions of Clauses

Any authorized substitutions and/or modifications other than the General Clauses which will be based on the type of contract/Contractor will be determined during negotiations. It is expected that the following substitution(s) will be made part of the resultant contract:

a) FAR Clauses 52.215-15, Pension Adjustments And Asset Reversions (October 2004)

b) FAR Clause 52.215-21, Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data--Modifications (October 1997), Alternate IV (October 1997)

Article I.6 Additional FAR Contract Clauses Included in Full Text

This contract incorporates the following clauses in full text.

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

1. FAR Clause 52. 209-8, Updates of Information Regarding Responsibility Matters (April 2010)

(Applicable to contractors that have reached $500,000 or more in task orders under that contract and have checked the "has" block, Current Active Federal Contracts and Grants with a Total Value Greater than $10,000,000, in the Central Contractor Registration database (www.ccr.gov) under FAR Clause 52.209-7(b), Information Regarding Responsibility Matters)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by entering the required information in the Central Contractor Registration database at http://www.ccr.gov (see 52.204-7).

(b) (1) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(2) The Contractor will have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) With the exception of the Contractor, only Government personnel and authorized users performing business on behalf of the Government will be able to view the Contractor's record in the system. Public requests for system information will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

2. FAR Clause 52. 216-19, Order Limitations (October 1995)

(a) **Minimum Order.** When the Government requires supplies or services covered by this contract in an amount of less than **$250**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) **Maximum Order.** The Contractor is not obligated to honor--

(1) Any task order for a single item in excess of **$1 million**.
(2) Any task order for a combination of items in excess of **$1 million**; or

(3) A series of task orders from the same ordering office within **10** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any task order exceeding the maximum order limitations in paragraph (b), unless that task order (or orders) is returned to the ordering office within **5** days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

Article I.7 Additional Contract Clauses Applicable to Task Orders set-aside for HUBZone Small Business Concern

This contract incorporates the following clauses by reference, with the same force and effect, as if they were given in full text. Upon request, the PCO will make their full text available.

Table 9 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for HUBzone Small Business Concerns

Clause	Date	Clause Title
52-219-3	Jan 1999	Notice of Total HUBZone Set-Aside

Article I.8 Additional Contract Clauses Applicable to Task Orders set-aside for Service-Disabled Veteran-Owned Small Business (SDVOSB)

This contract incorporates the following clauses by reference, with the same force and effect, as if they were given in full text. Upon request, the PCO will make their full text available.

Table 10 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for SDVOSBs

Clause	Date	Clause Title
52.219-27	May 2004	Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside

Article I.9 Additional Contract Clauses Applicable to Task Orders set-aside for Section 8(a) Concerns

This contract incorporates the following clauses by reference, with the same force and effect, as if they were given in full text. Upon request, the PCO will make their full text available.

Table 11 - Additional Federal Acquisition Regulation (FAR) (48 CFR Chapter 1) Clauses – Applicable for Task Orders Set Aside for Section 8(A) Concerns

Clause	Date	Clause Title

Clause	Date	Clause Title
52-219-11	Feb 1990	Special 8(a) Contract Conditions
52-219-12	Feb 1990	Special 8(a) Subcontract Conditions
52-219-17	Dec 1996	Section 8(a) Award
52-219-18	Jun 2003	Notification of Competition Limited to Eligible 8(a) Concerns

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J: LIST OF ATTACHMENTS

The following documents are attached and incorporated in this contract:

Attachment J.1 Pricing Tables (24-Sep-10) J.1-1

Attachment J.2 Description of Labor Categories (24-Sep-10)..... J.2-1

Attachment J.7 List of Acronyms (24-Sep-10)..... J.7-1

Attachment J.8 Sample Report Templates (see Article C.3) (24-Sep-10)..... J.8-1

See Attachment J-1

Attachment J.2 Description of Labor Categories (11-May-12)

As noted in Article H.1, Labor Categories, the labor category descriptions provided in this attachment represent the government's best estimate of the kinds of personnel required for successful contract performance. These descriptions are neither mandatory nor exclusionary, but are provided to assist contractors in mapping their own labor categories to the ones provided under this GWAC. See Article H.1, Labor Categories, for further guidance.

Administrative Assistant (Series AA)

Level I (AA01) – Provide administrative support specifically dedicated to the requirements of the project team. Plan and produce correspondence, reports, proposals, memos, and other documentation using a personal computer. Operate spreadsheet software such as Excel to produce finished documents. Proofread completed documents. Provide copying and production support as needed. Commensurate experience and education.

Level II (AA02) – Provide administrative support specifically dedicated to the requirements of the project team. Perform a wide range of clerical and administrative duties including, for example, typing, filing, tracking of time records, word processing, dictation, and composition of correspondence. Commensurate experience and education.

Applications Engineer (Series AB)

Level I (AB01) - Analyze functional business applications and design specifications for functional activities. Translate detailed design into application systems. Test, debug, and refine applications to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance applications to improve performance and add functionality. Provide technical direction to engineers to ensure program deadlines are met.

Level II (AB02) - Analyze and study complex system requirements. Design software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manage software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimate software development costs and schedule. Review existing programs and assist in making refinements, reducing operating time, and improving current techniques. Supervise software configuration management.

Application Programmer (Series AC)

Level I (AC01) - Assist with the analysis of information requirements. Aid in the evaluation of problems with workflow, organization, and planning and help in the development of appropriate corrective action.

Level II (AC02) - Participate in the design of software tools and subsystems to support reuse and domain analysis. Assist Applications Engineer and Applications Programmer to interpret software requirements and design specifications to code, and integrate and test software components.

Level III (AC03) - Analyze functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or improve efficiency. Provide technical direction to programmers to ensure program deadlines are met. Experience in information

system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.

Application Systems Analyst (Series AD)

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

Biostatatician (Series AE)

Specialize in the application of statistics and/or computer technology to biological studies applying the use of statistical software packages such as SAS, BMDP, SPSS, or PL/1.

Business Analyst (Series AF)

Level I (AF01) - Provide expertise in business process and system analysis, design, improvement, and implementation efforts and in translating business process needs into technical requirements. Provide expertise in change management and training support. Provide organizational and strategic planning for a wide variety of technical and functional environments. Provide expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Business Analysis and Technical Analysis.

Level II (AF02) - Assist in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Support the development of functional area strategies for enhanced IT. Commensurate experience and education.

Level III (AF03) - Assist in applying common best practices for the industry to the customer using a knowledge base to create conceptual business models and to identify relevant issues and considerations in selecting application software packages. Assess the operational and functional baseline of an organization and its organizational components, and help to define the direction and strategy for an engagement while ensuring the organizational needs are being addressed. Typical areas addressed include Human Resources, Finance, Supply, and operations. Identify information technology inadequacies and/or deficiencies that affect the functional area's ability to support/meet organizational goals. Generate functional area strategies for enhanced IT operations in a cross-functional area mode throughout the organization. Participate in account strategy sessions, strategic assessments and design reviews to validate enterprise approach and associated work products, such as ERP implementations coordinating the resolution of highly complex problems and tasks. Commensurate experience and education.

Business Process Reengineering Specialist (Series AG)

Level I (AG01) - Apply process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Assist senior staff with effective transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Commensurate education and experience.

Level II (AG02) – Apply process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. May provide daily supervision and direction to other contractor business reengineering specialists and web architects. Commensurate education and experience.

Level III (AG03) – Manage use of process improvement, reengineering methodologies, and internet-related methodologies and principles to conduct process modernization projects. Responsible for transitioning of existing organizations or project teams in accomplishing the organization's goals or project activities and objectives through improved use of internet and other automated processes. Support activity and data modeling, development of modern business methods, identification of best practices, and creating and assessing performance measurements. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Key coordinator between customers and multiple project teams to ensure enterprise-wide integration of reengineering efforts and application of best practice including e-business practices. May provide daily supervision and direction to other contractor business reengineering specialists and web architects. Commensurate education and experience.

Chief Information Security Officer (Series AH)

Responsible for determining enterprise information security standards. Develop and implements information security standards and procedures. Provide tactical information security advice and examining the ramifications of new technologies. Ensure that all information systems are functional and secure.

Communications Hardware Specialist (Series AI)

Analyze network and computer communications hardware characteristics and recommends equipment procurement, removals, and modifications. Add, delete, and modify, as required, host, terminal, and network devices. Assist and coordinate with communications network specialists in the area of communication software. Analyze and implement communications standards and protocols according to site requirements.

Communications Network Manager (Series AJ)

Evaluate communication hardware and software, troubleshoot local-, metropolitan-, and wide-area networks (LAN/MAN/WAN) and other network related problems; provide technical expertise for performance and configuration of networks. Perform general LAN/MAN/WAN administration; provide technical leadership in the integration and test of complex large-scale computer integrated networks. Schedule conversions and cutovers. Oversee network control center. Supervise maintenance of systems. Coordinate with all responsible users and sites. Supervise staff.

Communications Software Specialist (Series AK)

Analyze network and computer communications software characteristics and recommend software procurement, removals, and modifications. Add, delete, and modify as required, host, terminal, and

network devices in light of discerned software needs/problems. Assist and coordinate with communications network specialists in the area of communications software.

Communications Specialist (Series AL)

Analyze network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommend procurement, removals, and modifications to network components. Design and optimize network topologies and site configurations. Plan installations, transitions, and cutovers of network components and capabilities. Coordinate requirements with users and suppliers.

Computer Data Librarian (Series AM)

Maintain library of media (tapes, diskettes, CD-ROMs, videos, CDs, cassettes) used to store record information or provide back-up for automatic data processing applications. Classify, catalog, and store items in accordance with standardized system. Issues media for processing on request. Maintain record of items received, stored, issued, and returned. Examine returned media for damage or excessive wear to determine if they need replacing.

Computer Scientist (Series AN)

Act as a senior consultant in complex or mission critical client requirements. Develop, modify, and apply computer modeling and programming applications to analyze and solve mathematical and scientific problems affecting system and program performance. Participate in all phases of scientific and engineering projects such as research, design, development, testing, modeling, simulating, training, and documentation.

Computer Security Systems Specialist (Series AO)

Level I (AO01) - Analyze and defines security requirements for Multilevel Security (MLS) issues. Design, develop, engineer, and implement solutions to MLS requirements. Gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk assessment.

Level II (AO02) - Analyze and defines security requirements for MLS issues. Design, develop, engineer, and implement solutions to MLS requirements. Guide effort to gather and organize technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Perform risk analyses which also includes risk assessment. Develop security standards.

Level III (AO03) - Design, develop, engineer, and implement solutions to MLS requirements. Perform complex risk analyses which also include risk assessment. Establish and satisfy information assurance and security requirements based upon the analysis of user, policy, regulatory, and resource demands. Support customers at the highest levels in the development and implementation of doctrine and policies. Apply know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures. Perform analysis, design, and development of security features for system architectures.

Computer Systems Analyst (Series AP)

Level I (AP01) - Analyze information requirements. Evaluate analytically and systematically problems of workflow, organization, and planning and assists Senior Computer Systems Analyst and Computer Systems Analyst develop appropriate corrective action. Help develop plans for automated information systems from project inception to conclusion. Define the problem, and develop system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Under the supervision of a Senior Computer Systems Analyst or a Computer Systems Analyst, coordinate closely with programmers to ensure proper implementation of program and system specifications. Develop, in conjunction with functional users, system alternative solutions.

Level II (AP02) - Analyze and develop computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develop plans for automated information systems from project inception to conclusion. Analyze user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, and analyze proposed system modifications, upgrades and new COTS. Analyze the problem and the information to be processed. Define the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinate closely with programmers to ensure proper implementation of program and system specifications. Develop, in conjunction with functional users, system alternative solutions.

Level III (AP03) - Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinate with the Project and/or Program Manager to ensure problem solution and user satisfaction. Make recommendations, if needed, for approval of major systems installations. Prepare milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provide daily supervision and direction to support staff.

Configuration Management Specialist (Series AQ)

Provide configuration management planning. Describe provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulate the change process so that only approved and validated changes are incorporated into product documents and related software.

Cost Analyst (Series AR)

Level I (AR01) - Perform functional economic analysis to evaluate the costs of alternative ways to accomplish functional objectives, analyze investment costs, benefits, and risks as a net change to the functional baseline cost, and the cost of doing business now and in the future, ensuring that cross-functional, security, and other integration issues are addressed. Commensurate education and training.

Level II (AR02) - Perform complex functional economic analysis to evaluate the costs of alternative ways to accomplish functional objectives, analyze investment costs, benefits, and risks as a net change to the functional baseline cost, and the cost of doing business now and in the future, ensuring that cross-functional, security, and other integration issues are addressed. Commensurate education and training.

Data Entry Clerk (Series AS)

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

Data Security Specialist (Series AT)

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

Data Standardization Specialist (Series AU)

Provide technical support in the evaluation of prime object names, data elements, and other objects. Evaluate proposed objects and their attributes. Ensure that proposed object definitions are clear, concise, technically correct, and that they represent singular concepts. Ensure that the values of object

attributes and domains are accurate and correct. Ensure that the proposed objects are consistent with data and process models.

Database Administrator (Series AV)

Analyze database requirements of assigned projects. Analyze and determine information needs and elements, database relationships and attributes, proposed manipulation, data flow and storage requirements, and data output and reporting capabilities. Apply knowledge of database management systems to coordinate maintenance and changes to databases. Test and implement changes or new database designs. Write logical and physical database descriptions, including location, space, access method, and security requirements. Provide direction to programmers and analysts as required to affect changes to database management systems. Provide answers to database questions. Knowledge of and ability to monitor databases and to analyze and organize data and apply new technology designs and programs.

Database Management Specialist (Series AW)

Level I (AW01) – Provide administrative support specifically dedicated to the requirements of the project team. Perform data entry, queries data research and reports generation activities. Knowledge of relational database environment.

Level II (AW02) – Provide highly technical expertise in the use of DBMS. Evaluate and recommend available DBMS products to support validated user requirements. Define file organization, indexing methods, and security procedures for specific user applications. Test and assist in the implementation of changes or new database designs. Monitor database usage and statistics. Knowledge of relational database environment.

Level III (AW03) – Manage the development of data base projects. Plan and budget staff and data base resources. When necessary, reallocate resources to maximize benefits. Prepare and deliver presentations on DBMS concepts. Provide daily supervision and direction to support staff. Extensive knowledge of relational database environment.

Database Specialist (Series AX)

These descriptions are similar in scope. The differences would be the type of education and experience required for the project or task complexity.

Level I (AX01) – Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education.

Level II (AX02) – Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education.

Level III (AX03) – Evaluate and recommend available DBMS products to meet user requirements. Determine file organization, indexing methods, and security procedures for specific user application. Commensurate experience and education.

Data Warehousing Administrator (Series AY)

Coordinate the data administration technical function for both data warehouse development and maintenance. Facilitate change control, problem management, and communication among data architects, programmers, analysts, and engineers. Establish and enforce processes to ensure a consistent, well managed, and well integrated data warehouse infrastructure.

Data Warehouse Analyst (Series AZ)

Design, implement and support data warehousing. Implement business rules via stored procedures, middleware, or other technologies. Define user interfaces and functional specifications.

Data Warehouse Programmer (Series BA)

Provide product support and maintenance of the data warehouse. Perform data warehouse design and construction. Prepare/implement data verification and testing methods for the data warehouse.

Disaster Recovery Specialist (Series BB)

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

Document Control Specialist (Series BC)

Level I (BC01) - Track and maintain the location of records utilizing a personal computer based tracking system. Typically scan bar coded boxes and their locations, update tracking systems as required, archive records, ship and receive records, coordinate the pickup, storage, and delivery of records, perform records searches as requested by clients, maintain logs on the receipt and shipment of records, destroy and archive documents, and prepare periodic inventories of records. Work normally requires lifting boxes of medium weight throughout the day. Commensurate experience and education.

Level II (BC02) – Track and maintain the location of records utilizing a personal computer based tracking system. Typically scan bar coded boxes and their locations, update tracking systems as required, backup databases on a daily basis, archive records, ship and receive records, coordinate the pickup, storage, and delivery of records, monitor the movement of records through all tasks from initial receipt through final destruction or archiving, perform records searches as requested by clients, maintain logs on the receipt and shipment of records, destroy and archive documents, and prepare periodic inventories of records. Prioritize various tasks, interpret specific instructions, and apply creative problem solving techniques in a variety of situations. Work normally requires lifting boxes of medium weight throughout the day. Commensurate experience and education.

Level III (BC03) – Track and maintain the location of records utilizing a personal computer based tracking system. Typically scan bar coded boxes and their locations, update tracking systems as required, backup databases on a daily basis, archive records, ship and receive records, coordinate the pickup, storage, and delivery of records, monitor the movement of records through all tasks from initial receipt through final destruction or archiving, perform records searches as requested by clients, maintain logs on the receipt and shipment of records, destroy and archive documents, and prepare periodic inventories of records. Work normally requires lifting boxes of medium weight throughout the day. Prioritize various tasks, interpret specific instructions, and apply creative problem solving techniques in a variety of situations. May supervise other document center staff. Commensurate experience and education.

Document Support Specialist (Series BD)

Level I (BD01) – Edit, type, and prepare memoranda of a technical and/or managerial nature. Maintain logs relating to work in progress, meetings, etc. Prepare specialized communications, maintain logs on communications sent and received, arrange and log special shipments of records. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc. Knowledge of the use of word processing software. Commensurate experience and education.

Level II (BD02) – Edit, type, and prepare memoranda of a technical and/or managerial nature. Maintain logs relating to work in progress, meetings, etc. Prepare specialized communications, maintain logs on communications sent and received, arrange and log special shipments of records. Documentation will often involve flow diagrams, configuration drawings, functional systems flow diagrams, graphics, etc. Knowledge of the use of word processing software and the use of advanced software features such as style sheets and macros. Commensurate experience and education.

Duplicating Machine Operator (Series BE)

Operate one or more photocopying office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Operate small binding machines. Perform clerical duties associated with the request for printing and photographic services. Prepare assembly sheets and printing requisitions with specifications for printing and binding. Track work and deliver and pick up work. Perform minor repairs and preventive maintenance. Maintain an inventory of supplies and parts needed for reproduction equipment. Coordinate repairs with vendors. Demonstrated experience operating high speed copiers including the ability to coordinate tasks and maintain accountability for vital project functions.

Electronic Data Interchange (EDI) Specialist (Series BF)

Analyze, design, and develop specifications for enhancements and extensions with Electronic Data Interchange (EDI) application interfaces and maps. Coordinate EDI testing and trading partner implementation initiatives. Provide support for EDI database analysis, design, and operations. Establish and maintain communications within organization and with partners. Conduct and manage product evaluations. Provide product installation, configuration, and training. Perform systems maintenance to update records, specifications, and operating procedures of partner systems. Maintain EDI account transaction activities.

Electronic Meeting Technographer (Series BG)

Support the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulate on-line electronic meeting software, such as GroupSystems V, for Business Reengineering or Process Improvement sessions. Catalog, maintain, and distribute customer session data files.

Enterprise Resource Planning (ERP) Specialist (Series BH)

Adapt functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, include but are not limited to: knowledge management, investment analysis, data warehousing, ecommerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.

Facilitator (Series BI)

Assist group members of teams formed in developing information system specifications and functionality to communicate their ideas, information, and opinions more effectively. Manage the team meetings and workshops. Keep the team focused on the subject at hand to achieve objectives. Assures discussions are brought to conclusion.

Financial Analyst - IT (Series BJ)

Typically determine the feasibility of automating government financial business practices. Support definition of government financial business practices and incorporate processes into an automated solution. Assist in applying sound accounting and data processing principles. Integrate government financial business practices. Identify potential problems and solutions through analysis and recommends solutions. Work with functional specialists, vendors, and customers to effectively automate requirements. Apply applications, while adhering to established accounting principles and practices.

Functional Analyst (Series BK)

Level I (BK01) – Analyze user needs to determine functional and cross-functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task.

Level II (BK02) – Analyze user needs to determine functional and cross-functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Provide daily supervision and direction to support staff.

General Clerk (Series BL)

Level I (BL01) – Perform simple repetitive tasks such as filing pre-coded documents in a chronological file or operating office equipment, e.g., photocopy, addressograph or mailing machine, microfilming, and electronic imaging. Normally requires an eye for detail in performing all document related tasks. Commensurate education and experience.

Level II (BL02) – Perform repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. May have responsibility for preparing a variety of documents for microfilming and electronic imaging using written guidelines. Work requires an eye for detail in performing all document related tasks. Commensurate education and experience.

Level III (BL03) – Perform tasks that require the selection of the appropriate methods from a wide variety of procedures that may require an interpretation and/or adaptation of guidelines. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. Often required to assist less experienced staff in the performance of office procedures. Work requires an eye for detail in performing all document related tasks. Commensurate education and experience.

Geographic Information System (GIS) Specialist (Series BM)

Develop, maintain and update Geographic Information System (GIS) databases; obtain data from city, state, federal and private sources; receive and review maps, land parcel records and engineering documents. Identify pertinent GIS information and convert data into proper GIS formats. Ensure

accuracy and completeness; enter data into databases; and update essential GIS layers and databases. Create a variety of maps and GIS related documents. Provide expertise in GIS hardware and software products. Provide technical support to GIS users.

Graphical User Interface Designer (Series BN)

Provide specialized expertise in the design and layout of graphical user interfaces, particularly, screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conduct studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Graphics Specialist (Series BO)

Conceptualize, design, and develop a wide variety of information materials (technical, promotional, informational), such as forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids. Design other visuals such as logos, mastheads, and illustrations for articles in technical manuals, health journals, and other publications using advanced desktop publishing, page layout, and/or typesetting software to design and develop high qualify textual and graphic compositions that communicate complex technical information. Develop systems for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products.

Hardware Draftsman (Series BP)

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

Hardware Installation Technician (Series BQ)

Level I (BQ01) – Conduct site surveys; assess and document current site network configuration and user requirements. Design and optimize network topologies. Analyze existing requirements and prepare specifications for hardware acquisitions. Prepare engineering plans and site installation Technical Design Packages. Develop hardware installation schedules. Prepare drawings documenting configuration changes at each site. Prepare site installation and test reports. Configure computers, communications devices, and peripheral equipment. Install network hardware. Train site personnel in proper use of hardware. Build specialized interconnecting cables.

Level II (BQ02) – Organize and direct hardware installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Analyze and develop new hardware requirements and prepare specifications for hardware acquisitions. Direct and lead preparation of engineering plans and site installation Technical Design Packages. Develop hardware installation schedules. Mobilize installation team. Direct and lead preparation of drawings documenting configuration changes at each site. Prepare site installation and test reports. Coordinate post installation operations and maintenance support.

Hardware Specialist - Information Technology (Series BR)

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

Help Desk Manager (Series BS)

Provide daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of

computer systems, and applications developed or deployed under this contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

Help Desk Specialist (Series BT)

Provide phone, email, web, and in-person support to users in the areas of e-mail, directories, computer operating systems, desktop applications for all types of computer systems, and applications developed or deployed under this contract. Serve as the first point of contact for troubleshooting hardware/software, all types of computer systems (PC and Mac), and printer problems.

Imaging Specialist/Technician (Series BU)

Level I (BU01) – Digitize images into databases for preservation and enhancement by imaging software. Use hardware and software to fine-tune original digital image for color and resolution and perform quality assurance. Store digital image files on various digital media. Maintain records of workflow, image creation and storage of digital files.

Level II (BU02) – Digitize images into databases for preservation and enhancement by imaging software. Use hardware and software to fine-tune original digital image for color and resolution and perform quality assurance. Store digital image files on various digital media. Maintain records of workflow, image creation and storage of digital files. Develop procedures for programming and execution of software to manipulate digital images.

Level III (BU03) – Digitize images into databases for preservation and enhancement by imaging software. Use hardware and software to fine-tune original digital image for color and resolution and perform quality assurance. Store digital image files on various digital media. Maintain records of workflow, image creation and storage of digital files. Develop procedures for programming and execution of software to manipulate digital images. Provide highly technical and specialized solutions to complex imaging problems. Perform analyses, studies, and reports related to imaging.

Informatic Specialist/Bioinformatician (Series BV)

Provide high level expertise in the application of technology to areas of interest to government health organizations including Medical Informatics or Public Health Informatics; statistics, bio-statistics, mathematics; specific tools and data resources relevant to the federal health mission including SAS, Epi Info, etc.; applying sound quantitative data and methods to support deployment of resources for massive public health surveillance, prevention and intervention campaigns and related health activities. Provide expertise across a wide variety of IT areas as applied to public health, including information retrieval technology, decision science, web technology, data mining, expert systems, networking, public health science, and education. Provide expertise in the integration of a variety of heterogeneous public health information systems and databases the sharing and dissemination of public health information; in the interaction of information security technology and the requirements for privacy and confidentiality of public health data; in the application of the HIPAA regulations to the use of information technology in public health; in new areas of interest to public health including the information available from managed care organizations; with national and/or international standards development activities such as HL7, X12, W3C; and in the application of advanced scientific visualization technology to public health science and practice.

Information Engineer (Series BW)

Level I (BW01) – Apply business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Apply, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assist in establishing standards for information systems procedures. Develop and apply organization-wide information models for use in designing and building integrated, shared software and database management systems and data warehouses. Construct sound,

logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

Level II (BW02) – Apply an enterprise-wide set of disciplines for the planning, analysis, design and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develop analytical and computational techniques and methodology for problem solutions. Perform enterprise wide strategic systems planning, business information planning, business and analysis. Perform process and data modeling in support of the planning and analysis efforts using both manual and automated tools; such as Integrated Computer-Aided Software Engineering tools. Apply reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. Provide technical guidance in software engineering techniques and automated support tools. Provide daily supervision and direction to staff.

Information Resource Management Analyst (Series BX)

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

Information Systems Training Specialist (Series BY)

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

IT Policy/Legislative Specialist (Series BZ)

Assist in interpreting and implementing IT public policy initiatives. Typical support includes assistance with long-term strategy development, tracking legislation, and making policy recommendations. Meet with client often on a daily basis to relay progress and establish priorities.

IT Strategic/Capital Planner (Series CA)

Provide strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provide the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assist in developing mission and vision statements, subsequent goal delineation, provide guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives. Assist in preparation of key strategic planning documentation, including Office of Management and Budget (OMB) Form 300.

Knowledge Management Specialist (Series CB)

Assist in the design, development, and implementation of Knowledge Management (KM) strategies. Apply expertise in KM tools and deploy information management and content management strategies and experience. Comprehend and recognize key barriers to KM behavioral change and develop effective change management programs. Analyze business processes, interview stakeholders, and evaluate strategic and IT plans to develop KM programs. Develop KM governance structures and processes for

implementing KM programs and systems and provide consulting thought leadership on current best practices in KM, portal design, and intellectual capital and content management.

Librarian (Series CC)

Maintain library collections of books, serial publications, documents, audiovisual, and other materials and assist groups and individuals in locating and obtaining materials. Furnish information on library activities, facilities, rules and services. Explain and assist in the use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issue and receive materials for circulation or use in library. Assemble and arrange displays of books and other library materials. Maintain reference and circulation materials. Answer correspondence on special reference subjects. Assist in the development of library policy and procedures. Plan, implement, evaluate services, and develop service standards.

Librarian Technician (Series CD)

Provide information service, such as answering questions regarding card catalogs, and assist in the use of bibliographic tools, such as Library of Congress catalog. Perform routine cataloging of library materials. File cards in catalog drawers according to system used. Answer routine inquiries, and refer people requiring professional assistance to the Librarian. Verify bibliographic information on order requests. Work or direct workers in maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

Medical Billing/Account Management Specialist (Series CE)

Provide technical analysis and verify the accuracy of invoices to ensure that full and accurate services and features are as requested. Input and validate service orders. Analyze vendor invoices, customer inventories of service and equipment, and service orders to assure rates are correct and in compliance with quoted prices and dates of service. Reconcile invoice and inventory records, ensuring accuracy of International Statistical Classification of Diseases and Related Health Problems (ICD) codes, if necessary, and advise the customer of discrepancies that could affect payment of invoices. Operate and update various data bases relative to task order and inventory maintenance.

Modeling and Simulation Specialist (Series CF)

Specify, design, develop, implement, and support projects that focus on dynamic or static modeling and simulation. Provide expertise in the application of modeling and simulation to design, engineering analysis, and control applications.

Network Administrator (Series CG)

Support the installation, implementation, troubleshooting, and maintenance of agency wide-area networks (WANs) and local-area networks (LANs). Assist in designing and managing the WAN infrastructure and any processes related to the WAN. Provide Production Support of the Network, including: day-to-day operations, monitoring and problem resolution client Networks. Provide second level problem identification, diagnosis and resolution of problems. Support the dispatch of circuit and hardware vendors involved in the resolution process. Support the escalation and communication of status to agency management and internal customers. A working knowledge is desirable in various software systems and architectures, communications protocols: and network hardware devices.

Network Draftsman (Series CH)

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

Network Installation Technician (Series CI)

Level I (CI01) – Conduct site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Follow engineering plans and site installation Technical Design Packages. Develop installation schedules. Work with network installation team. Assist in the preparation of drawing and documenting configuration changes at each site. Prepare site installation and test reports.

Level II (CI02) – Organize and direct network installations on site surveys. Assess and document current site network configuration and user requirements. Design and optimize network topologies. Direct and lead preparation of engineering plans and site installation Technical Design Packages. Develop installation schedules. Mobilize network installation team. Direct and lead preparation of drawings documenting configuration changes at each site. Prepare site installation and test reports. Coordinate post installation operations and maintenance support.

Network Support Technician (Series CJ)

Provide support to monitor, install and perform maintenance on personal computers, laptop computers, software, and networks. Provide support in responding to system user requests for assistance. Provide support for on-the-spot diagnostic evaluations, implementation of corrections, and training users in proper operation of systems and programs. Provide support to: install and provide basic support for approved PC software; perform upgrades to all computer platforms, train office staff on computers, maintain logs and inventory of equipment repairs, assist in administering all computer platforms as directed and assist in resolving any operations problems. Support the agency LAN Administrator with server maintenance and administration. Require general knowledge of network products including, but not limited to, Novell, CISCO, and UNIX.

Operations Manager (Series CK)

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

Procurement Product Specialist (Series CL)

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

Program Administration Specialist (Series CM)

Assist in the preparation of management plans and reports. Coordinate schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and in-process review preparation. Perform analysis, development, and review of program administrative operating procedures.

Program Analyst (Series CN)

Provide analytical consultative services required to administer programs throughout all phases of business requirements analysis, software design, system and performance testing, and implementation. Analyze and review budget, schedule, and other program resources. Identify resource shortfalls and make corrective recommendations. Participate in analysis sessions to provide program requirements. Review the business and system, software and system integration requirements to ensure the requirements meet the program needs. Consider alternatives and develop recommendations. Identify, communicate and resolve risks. Identify and resolve issues to eliminate or mitigate the occurrence of consequences that may impact the

success of the project. Research and analyze resource material. Monitor system tests; reviews test results; identify project issues.

Program Manager (Series CO)

Serve as the program manager typically responsible for organizing, directing, and managing all aspects of contract operational support functions involving multiple complex and inter-related project tasks that often require managing teams of contractor personnel at multiple locations. Provide overall direction of program activities. Manage and maintain contractor interface with the senior levels of the customer's organization. Consult with customer and contractor personnel to formulate and review task plans and deliverables, ensuring conformance with program and project task schedules and costs and contractual obligations. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and assume the initiative and provide support to marketing personnel in identifying and acquiring potential business.

Project Control Specialist (Series CP)

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

Project Leader (Series CQ)

Consult in a specific functional area of project. Support the development of work plans to fulfill government requirements. Support formulation of milestone schedules or other documented plans. Commensurate education and experience.

Project Manager (Series CR)

These descriptions are similar in scope. The differences would be the type of education and experience required for the project or task complexity.

Level I (CR01) – Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.

Level II (CR02) – Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.

Level III (CR03) – Typically oversee all aspects of the project, leading a team on large projects or a significant segment of large and complex projects. Analyze new and complex project-related problems and create innovative solutions that normally involve the schedule, technology, methodology, tools, solution components, and financial management of the project. Provide applications systems analysis and long and short-range plans for application selection, systems development, systems maintenance, and production activities for necessary support resources. Commensurate experience and education for the specific level.

Public Health Analyst (Series CS)

Oversee and develop data management systems, including computer programs to monitor data quality, such as SAS, MS ACCESS, MS Excel, etc. Analyze data for reports, presentations and publications; assist in the review of study data for data quality; organize study files, including data and correspondence files using common word processing software; perform scientific, medical and research literature searches and prepare slides for scientific presentations.

Quality Assurance Analyst (Series CT)

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

Quality Assurance Manager (Series CU)

Establish and maintain a process for evaluating software and associated documentation. Determine the resources required for quality control. Maintain the level of quality throughout the software life cycle. Conduct formal and informal reviews at pre-determined points throughout the development life cycle. Provide daily supervision and direction to support staff.

Quality Assurance Specialist (Series CV)

Develop and implement quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures in a large computer-based organization. Develop and define major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for an actual task order. Establish and maintain a process for evaluating hardware, software, and associated documentation and/or assist in the evaluation. Conduct and/or participate in formal and informal reviews at pre-determined points throughout the development life cycle.

Records Management Specialist (Series CW)

Coordinate and track document requests following the guidance of the National Archives and Records Administration (NARA) and Federal Records Center (FRC). Coordinate classification reviews as required. Submit documents and track in a database. Answer customer requests for documents or assistance. Prepare expired records for destruction. Record receipt and storage including indexing. Populate databases. Perform database queries. Perform quality control of box contents. Perform inventory reconciliations. Provide classified mail services if required.

Scanner Operator (Series CX)

Operate high-speed scanner or cameras and personal computers to perform imaging or microfilming following established, written procedures. Perform daily, weekly, and monthly maintenance routines including minor repair service on cameras. Meet daily production goals and quality standards. Commensurate experience and education.

Scientific Data Analyst (Series CY)

Provide high level expertise in applicable public health disciplines to collect, abstract, code, analyze, or interpret scientific data contained within information systems and databases related to public health.

Subject Matter Expert (Series CZ)

Level I (CZ01) – Provide technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation and implementation advice on moderately complex problems that require an appropriate level of knowledge of the subject matter for effective implementation. Apply principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions. Assist other senior consultants with analysis and evaluation and with the preparation of recommendations for system improvements, optimization, development, and/or maintenance efforts in the following specialties: information systems architecture, networking; telecommunications, automation; communications protocols, risk management/electronic analysis, software; lifecycle management, software development methodologies, and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

Level II (CZ02) – Analyze user needs to determine functional requirements and define problems and develop plans and requirements in the subject matter area for moderately complex to complex systems related to information systems architecture, networking; telecommunications, automation, communications protocols, risk management/electronic analysis, software, lifecycle management, software development methodologies, and modeling and simulation. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Possess requisite knowledge and expertise so recognized in the professional community that the government is able to qualify the individual as an expert in the field for an actual task order. Demonstrate exceptional oral and written communication skills. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

Level III (CZ03) – Provide technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Make recommendations and advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Commensurate experience in IT and in new and related older technology that directly relates to the required area of expertise.

System Administrator (Series DA)

Level I (DA01) – Assist with the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Assist with the optimizing of system operation and resource utilization, and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems. Commensurate experience and education.

Level II (DA02) – Perform the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Perform the optimizing of system operation and resource utilization, and perform system capacity analysis and planning. Provide assistance to users in accessing and using business systems. Commensurate experience and education.

Level III (DA03) – Supervise and manage the daily activities of configuration and operation of systems which may be mainframe, mini, or client/server based. Plan and monitor the optimizing of system operation and resource utilization, and perform systems capacity analysis and planning. Plan and monitor assistance to users in accessing and using business systems. Commensurate experience and education.

Systems Architect (Series DB)

Level I (DB01) – Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include

the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and ISO reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of information management solution of the application platform, across the Application Program Interface (API), and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

Level II (DB02) – Establish system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensure these systems are compatible and in compliance with the standards for open systems architectures, the OSI and ISO reference models, and profiles of standards - such as IEEE OSE reference model - as they apply to the implementation and specification of information management solution of the application platform, across the API, and the external environment/software application. Ensure that the common operating environment is compliant with the Agency enterprise architecture and applicable reference models. Evaluate analytically and systematically problems of workflows, organization, and planning and develop appropriate corrective action. Provide daily supervision and direction to staff.

Systems Engineer (Series DC)

Level I (DC01) – Perform additions and changes to network hardware and operating systems, and attached devices; include investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems, including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems using knowledge of hardware and software installation and maintenance in a PC/LAN_WAN environment. Maintain network infrastructure standards including network communication protocols such as TCP Transport Control Protocol/Internet Protocol (TCP/IP).

Level II (DC02) – Coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices; includes investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems, including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the government.

Level III (DC03) – Supervise, coordinate and/or perform additions and changes to network hardware and operating systems, and attached devices; including investigation, analysis, recommendation, configuration, installation, and testing of new network hardware and software. Provide direct support in the day-to-day operations on network hardware and operating systems including the evaluation of system utilization, monitoring response time and primary support for detection and correction of operational problems. Troubleshoot at the physical level of the network, working with network measurement hardware and software, as well as physical checking and testing of hardware devices at the logical level working with communication protocols. Participate in planning design, technical review and implementation for new network infrastructure hardware and network operating systems for voice and data communication networks. Maintain network infrastructure standards including network communication protocols such as TCP/IP. Provide technical consultation, training and support to IT staff as designated by the government. Diagnose and resolve complex communication problems.

System Operator (Series DD)

Monitor and support computer processing. Coordinate input, output, and file media. Distribute output and controls computer operation that may be mainframe, mini, or client/server based.

System Programmer (Series DE)

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

Technical Writer/Editor (Series DF)

These descriptions are similar in scope. The differences would be the type of education and experience required for the project or task complexity.

Level I (DF01) –Assist in writing and/or editing technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction.

Level II (DF02) – Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction.

Level III (DF03) – Write and/or edit technical documents, including business proposals, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. Develop outlines and drafts for review and approval by technical specialists and project management ensuring that final documents meet applicable contract requirements and regulations. Research and gather technical and background information for inclusion in project documentation and deliverables. Consult relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verify pertinent guidelines and regulations governing project deliverables. Commensurate experience, education, and level of supervision and direction.

Telecommunications Engineer (Series DG)

Level I (DG01) – Provide support in the translation of business requirements into telecommunications requirements, designs and orders. Provide in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts. Provide telecommunications enhancement designs for medium and large-scale telecommunication infrastructures. Provide interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Support telecommunications infrastructure using technology, and telecommunications engineering best practices; Transport Control Protocol / Internet Protocol (TCP/IP), routing protocols, LAN switching, Internet and Intranet systems, and Simple Network Management Protocol (SNMP) based network management systems. Lead design efforts that require in-depth technical knowledge of both wide area and local area

communications. Analyze network performance with tools such as Sniffers, Concord Network Health, or Network Informant; network management tools such as Hewlett Packard Openview or Tivoli; the conduct of capacity planning and performance engineering; modeling and simulation tools such as COMNET III, Netmaker Mainstation, NetRule, or OPNET products. Perform comparative analysis of systems and designs based on merit and cost (in terms of capital and ongoing operations); and/or engineering economics (engineering-related cost benefit analysis).

Level II (DG02) – Manage the translation of business requirements into telecommunications requirements, designs and orders. Provide in-depth engineering analysis of telecommunications alternatives for government agencies in support of their strategic modernization efforts. Provide telecommunications enhancement designs for medium and large-scale telecommunication infrastructures. Provide interface support to telecommunications end users, telecommunications operations personnel, and telecommunications strategic program management. Support telecommunications infrastructure using technology, and telecommunications engineering best practices; Transport Control Protocol / Internet Protocol (TCP/IP), routing protocols, LAN switching, Internet and Intranet systems, and Simple Network Management Protocol (SNMP) based network management systems. Lead design efforts that require in-depth technical knowledge of both wide area and local area communications. Analyze network performance with tools such as Sniffers, Concord Network Health, or Network Informant; network management tools such as Hewlett Packard Openview or Tivoli; the conduct of capacity planning and performance engineering; modeling and simulation tools such as COMNET III, Netmaker Mainstation, NetRule, or OPNET products. Perform comparative analysis of systems and designs based on merit and cost (in terms of capital and ongoing operations); and/or engineering economics (engineering-related cost benefit analysis). May provide daily supervision and direction to support staff.

Telecommunications Specialist (Series DH)

Level I (DH01) – Assist senior personnel in formulating and developing communications requirements and design standards. Perform complex studies to determine networking capacities and reliability, and make recommendations to augment and/or enhance existing communications networks. Provide technical problem diagnoses and resolution support for all associated subsystems, including line monitoring, modem loop-back tests, LAN performance monitoring and terminal failure determination. Provide hardware and software installation and configuration support. Commensurate experience and education.

Level II (DH02) – Formulate and develop communications requirements and design standards. Perform complex studies to determine networking capacities and reliability, and make recommendations to augment and/or enhance existing communications networks. Provide technical problem diagnoses and resolution support for all associated subsystems, including line monitoring, modem loop-back tests, LAN performance monitoring and terminal failure determination. Provide hardware and software installation and configuration support. Commensurate experience and education.

Test Engineer (Series DI)

Evaluate, recommend, and implement automated test tools and strategies. Design, implement, and conduct test and evaluation procedures to ensure system requirements are met. Develop, maintain, and upgrade automated test scripts and architectures for application products. Write, implement, and report status for system test cases for testing. Analyze test cases and provide regular progress reports. Serve as subject matter specialist providing testing know-how for the support of user requirements of complex to highly complex software/hardware applications. Direct and/or participate in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

Training Manager (Series DJ)

Provide leadership and management for training tasks that are being performed by the contractor. Prepare training documents and services that are required to support training

requirements drawing input from the researchers, test engineers, systems analysts, training specialists, logisticians, and the government and applying customer training policies. Supervise the activity of the Training Specialist(s). Maintain contact with the customer to insure that the training meets their needs.

Training Specialist (Series DK)

Level I (DK01) – Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare appropriate training catalogs. Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars. Prepare reports and monitor training tasks in support of the goals of the Contractor Program Manager and the government sponsor(s) using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. Commensurate education and experience.

Level II (DK02) – Conduct the research necessary to develop and revise training courses. Develop and revise courses and prepare appropriate training catalogs. Prepare instructor materials (course outline, background material, and training aids). Prepare student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops and seminars. Prepare reports and monitor training tasks in support of the goals of the Contractor Program Manager and the government sponsor(s) using standard training standards and software and hardware programs such as modeling and simulation and prototyping efforts. Provide input to the Project Lead and the Contractor Program Manager on which decisions for training validation and or modifications of specified items or systems can be corrected. Commensurate education and experience.

Web Content Administrator (Series DL)

Provide support for developing and providing Agency Web-site content that will motivate and satisfy government and civilian users' needs so that they will regularly access the site and utilize it as a major source for information, decision making and benefits delivery. Provide support for maintaining civil service handbook and policies/procedures on the agency Web; assisting in developing agency newsletter and civilian benefits communications; recommending new and innovative web uses as well as training and educating employees on the use and benefits of using the Web. Provide support in the location and pursuit of content and surveying internal customers to gather feedback for site improvement and enhancements. A working knowledge of several of the following are required: English (or Spanish), Journalism, graphic design or a related field, Web-site management, web servers, intranet site structures, and Web-related software (ex. - MS FrontPage, Dream Weaver, Access, HyperText Markup Language (HTML), and Web 2.0 software such as wikis, portals, and Microsoft Sharepoint).

Web Designer (Series DM)

Provide support in upgrading, maintaining and creating content for Agency web-site under the guidance of Web Project Manager. Provide day-to-day site design and creation. Experience in web design and development using HTML and Java is required. Provide on-the-job training for the development, maintenance, and updating of Web pages. Must have good communication skills and the ability to work with all levels of management and technical personnel. Must possess a working knowledge of browsers, editors, graphic design software (e.g., PhotoShop, Illustrator). Experience with animation software and image optimization is desirable.

Web Project Manager (Series DN)

Provide support in managing the development of agency Web sites. Lead team of Content Administrators, Software Developers and Designers. Preference for project management skills Web development skills. Provide leadership to a team to gather/analyze client requirements, write/edit web copy, work with internal/external resources on design, coordinate with IT Services on development, and work with Legal/Regulatory on content approvals; coordinate/document all aspects of the project; develop/manage client request/review process; track all requests/changes; and adhere to a project timeline.

Web Software Developer (Series DO)

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

Webmaster (Series DP)

Gather requirements for Web sites using graphics software applications, techniques, and tools. Update Web sites using graphics software applications, techniques, and tools using knowledge of web-based technologies and of XML, HTML, Photoshop, Illustrator, and/or other design-related applications. Support design group efforts to enhance look and feel of organization online offerings. Upgrade Web site to support organization strategies and goals relative to external communications.

Wide Area Network Administrator (Series DQ)

Maintain efficient functional systems, networks and communication connectivity for all users, keeping current on new developments for all assigned areas, including continually performing feasibility studies on how new products/technology would fit into existing system/WAN/LAN infrastructures and developing implementation plans for the changes/upgrades. Analyze, plan (including long-range planning), test, implement and trouble shoot systems, wide area network and communications network systems.

Attachment J.7 List of Acronyms (11-May-12)

API	Application Program Interface
CAF	Contract Access Fee
CAS	Cost Accounting Standard
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CIO	Chief Information Officer
CIO-SP3	Chief Information Officer – Solutions and Partners 3
CLIN	Contract Line Item Number
CMMI	Capability Maturity Model Integration
CO	Contracting Officer
CONUS	Contiguous United States
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative (also known as COR = Contracting Officer's Representative)
CPAF	Cost-Plus-Award-Fee
CPAR	Contractor Performance Assessment Report
CPFF	Cost-Plus-Fixed-Fee
CPIF	Cost-Plus-Incentive-Fee
CR	Cost-Reimbursement
CTA	Contractor Team Arrangement
DBA	Defense Base Act
DBMS	Data Base Management System
DCAA	Defense Contract Audit Agency
DD	Prefix to Department of Defense Forms
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DSSR	Department of State Standardized Regulations
DUNS	Data Universal Numbering System
e-GOS	Electronic Government Ordering System
EPEAT	Electronic Products Environmental Assessment Tool
ERP	Enterprise Resource Planning
EFT	Electronic Funds Transfer
EVMS	Earned Value Management System
FAR	Federal Acquisition Regulation
FEA	Federal Enterprise Architecture

FFP	**Firm-Fixed-Price**
FHA	**Federal Health Architecture**
FIPS PUB	**Federal Information Processing Standards Publication**
FISMA	**Federal Information Security Management Act**
FOI	**Freedom of Information**
GAO	**Government Accountability Office**
GFE	**Government-Furnished Equipment**
GFI	**Government-Furnished Information**
GIS	**Geographic Information System**
GWAC	**Government-wide Acquisition Contract**
HHS	**Department of Health and Human Services**
HHSAR	**HHS Acquisition Regulation**
HSPD	**Homeland Security Presidential Directive**
HTML	**HyperText Markup Language**
HUBZone	**Historically Underutilized Business Zones**
IA	**Information Assurance**
IBR	**Integrated Baseline Review [found in contract clause(s) only**
ICs	**Institutes and Centers (of the NIH)**
ID/IQ	**Indefinite Delivery/Indefinite Quantity**
IEEE	**Institute of Electrical and Electronic Engineers**
IG	**Inspector General**
ISO	**International Organization for Standardization**
ISSO	**Information Systems Security Officer**
IT	**Information Technology**
IT-SC&A	**Information Technology Security Certification and Accreditation**
IT-RA	**Information Technology Risk Assessment**
IT-SP	**Information Technology Security Plan**
KM	**Knowledge Management**
LAN	**Local-Area Network**
MAN	**Metropolitan-Area Network**
MLS	**Multilevel Security**
MS	**Microsoft**
NAICS	**North American Industry Classification System**
NIH	**National Institutes of Health**
NIST	**National Institutes of Standards and Technology**
NITAAC	**NIH Information Technology Acquisition and Assessment Center**
OCO	**Ordering Contracting Officer**

OCONUS	**Outside of the Continental United States**
ODC	**Other Direct Cost**
OFCCP	**Office of Federal Contract Compliance Programs**
O&M	**Operations and Maintenance**
OMB	**Office of Management and Budget**
ORCA	**Online Representations and Certifications Application**
OSE	**Open Systems Environment**
OSI	**Open Systems Interconnection**
PC	**Personal Computer**
PCO	**Procuring Contracting Officer**
PPIRS	**Past Performance Information Retrieval System**
PRM	**Performance Reference Model**
RFQ	**Request for Quote**
RFP	**Request for Proposal**
SBA	**Small Business Administration**
SDB	**Small Disadvantaged Business**
SDVOSB	**Service Disabled Veteran-Owned Small Business**
SF	**Standard Form**
SNMP	**Simple Network Management Protocol**
SOW	**Statement of Work**
TCP/IP	**Transport Control Protocol / Internet Protocol**
T&M	**Time-and-Materials**
TO	**Task Order**
VOSB	**Veteran-Owned Small Business**
WAN	**Wide-Area Network**
WOSB	**Woman-Owned Small Business**

Attachment J.8 Sample Report Templates (see Article C.3) (11-May-12)

1. QUARTERLY SALES REPORT (C.3.1)

Contractor's Name
CIO-SP3

NITAAC Tracking Number	Period of Performance		Ordering Agency	TO Type	TO Award Ceiling ($)	TO Funded Value ($) (less CAF)	Contract Access Fee ($)	Total	Change in TO Funded Values Since Previous Report ($)	Comments
	Start	End								
C-XXXX										
TOTAL										

TO: Task Order

2. MONTHLY CHECK REPORT (C.3.2)

Contractor's Name
CIO-SP3
Monthly Check Report
Period Covered From: mm/dd/yyyy **To:** mm/dd/yyyy

Check Number: _____
Check Date: _____
Check Amount: _____

NITAAC Tracking Number	Date of Order	Ordering Agency	Funded Sales	Access Fee	Amount Applied
Total			$	$	$