

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1 136	
2. CONTRACT NO.		3. SOLICITATION NO. N6264523R0004		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 18 Jan 2023	
7. ISSUED BY NAVAL MEDICAL LOGISTICS COMMAND 693 NEIMAN STREET FORT DETRICK MD 21702-9239		CODE N62645		8. ADDRESS OFFER TO (If other than Item 7) See Item 7		CODE	
TEL:		FAX:		TEL:		FAX:	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ no hand carry _____ until 04:00 PM local time 17 Feb 2023
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME CHERYL R. VENDEMA	B. TELEPHONE (Include area code) (NO COLLECT CALLS) 301-619-8419	C. E-MAIL ADDRESS cheryl.r.vendemia.civ@health.mil
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO (Include area code)	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)() <input type="checkbox"/> 41 U.S.C. 253(c)()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)	
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) TEL: EMAIL:		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Section A - Solicitation/Contract Form

SECTION A

THIS IS A SEVERABLE SERVICE EFFORT AND SPECIAL REPORTING REQUIREMENTS EXIST UNDER 10 U.S.C. §3133 AND IN ACCORDANCE WITH FAR 32.703-3(b).

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001	NSMRL R&D Support Services CFFF SATO IDIQ for non-personal severable Research and Development (R&D) services in support of Naval Submarine Medical Research Laboratory (NSMRL), including travel and Other Direct Costs (ODCs).	1	Lot		
	SATO IDIQ travel and ODCs for the five year ordering period will be outlined in CLIN 0001 of the award document and CLIN 0001 at the task order level (including any limitations regarding the application of indirect rates and fixed fee based on the Offeror's proposal).				
	FOB: Destination PSC CD: AN42				
				MAX COST FIXED FEE	
					TOTAL MAX COST + FEE

Section C - Descriptions and Specifications

SATO IDIQ PWS

NAVAL SUBMARINE MEDICAL RESEARCH LABORATORY R&D SUPPORT SERVICES SATO IDIQ PERFORMANCE WORK STATEMENT

1. BACKGROUND

1.1 The Naval Submarine Medical Research Laboratory (NSMRL) is a Navy Medicine Research and Development Command charged with providing innovative human-centric research solutions, aligned with the Submarine Force strategic direction, to sustain superiority in the undersea domain. The Navy's unique human performance research area is Undersea Medicine, A National Naval Responsibility. NSMRL is the only Department of Defense laboratory dedicated to research in Submarine Medicine.

2. SCOPE OF WORK

2.1 The purpose of this contract is to provide support to Naval Submarine Medical Research Laboratory (NSMRL) research and development (R&D) investigations of medical, psychological, physiological, and other issues associated with the health and performance of Naval personnel in operational and non-operational settings. Research and testing conducted under this contract will be broad in scope, and encompass a wide range of disciplines, covering all aspects of Submariner Wellness, Submariner Psychological Factors, Shipboard and Diving Force Health Protection, Human Factors, and Undersea Warfighter Health and Performance. This includes Submarine Medicine, Operational and Ship Safety, Hearing Conservation and Force Health Protection, Underwater Bio-Effects, Epidemiological Studies, Informational Display and Processing, Submarine Escape and Rescue, Submarine Atmosphere Health Assessment, Physiology, Psychological Selection and Resilience, Biomedical Research, administrative and operational support services incidental to NSMRL research activities and in support of NSMRL's mission. The Government will augment (within scope) the technical requirements of the PWS through the issuance of task orders.

3. CONTRACT REQUIREMENTS

3.1 Assumptions and Constraints

3.1.1 Task orders issued under the resulting single source indefinite delivery indefinite quantity (SATO IDIQ) contract will be incrementally-funded cost-plus-fixed-fee (CPFF) task orders. A CPFF arrangement addresses the unpredictability of the R&D level of support and is suited for services, which are directed toward objectives for which the work cannot be precisely described in advance.

3.1.2 The Offeror shall have an approved accounting and purchasing system suitable for cost reimbursement awards.

3.1.3 This effort is not considered a new requirement; the legacy contract number is N6264518D5049.

3.1.4 Human use research is expected under task orders issued under the SATO IDIQ award. Research with human subjects requires a Federalwide Assurance (FWA) of protection for human subjects issued by the Department of Health and Human Services (DHHS); the contractor and proposed subcontractors performing Human Subjects Research shall each possess their own and maintain their own valid, not expired, FWA throughout the performance of task orders under the SATO IDIQ. All research will be approved by an Institutional Review Board (IRB) named in the Assurance application before the research commences. A Human Research Protection Officer (HRPO) review must be in place before any human use research can be supported.

3.1.5 Travel is expected in support of the research efforts at NSMRL. Travel approval shall be processed in accordance with NSMRL procedures, in accordance with Joint Travel Regulations, documented and submitted with the Quarterly Status Report, and correlated with a corresponding line item in the invoice for payment. The number

of Contractor personnel required will be determined at the discretion of COR. All travel will be approved by the COR in writing via e-mail prior to incurring costs.

The Government will provide an estimated travel amount at the task order level, if applicable. The estimated travel amount is an estimated amount and is before contractor burdens. Contractor burdens must be applied in accordance with the offeror's accounting system and Forward Pricing Rate Agreement(s) (if applicable).

3.1.6 Other Direct Costs (ODC) are expected in support of the research efforts at NSMRL. All ODCs shall be approved by the COR in writing via e-mail prior to incurring costs.

An estimated ODC amount (prior to contractor burdens) will be delineated at the task order level. Contractor burdens shall be applied in accordance with the offeror's accounting system, Forward Pricing Rate Agreement(s), (if applicable).

3.1.7 It is anticipated that task orders issued under the SATO IDIQ will require indemnification and medical liability insurance. The Federal Tort Claims act does not apply.

3.1.8 All services provided under task orders issued under the SATO IDIQ contract are non- personal, severable, and are performance based.

3.1.9 There are no known Organizational Conflicts of Interest (OCI) within this effort.

4. TECHNICAL REQUIREMENTS: The contractor shall provide personnel and ODCs, if applicable, to support the following research efforts. Government recommended personnel and support required will be outlined at the task order level.

4.1 Warfighter Capabilities

4.1.1 The contractor shall support research studies and analyses to determine the biomedical and cognitive response of humans to stressors identified in the special warfare, surface, undersea, diving, and submarine environments. The contractor shall provide services in support of the design, development, testing and evaluation of procedures, guidance, equipment, and systems to enhance human performance in these environments. R&D areas will include submariner cognitive performance and psychological selection, resilience and attrition, submariner work, rest, and watch-standing schedules, attentional and perceptual processes as they relate to submariners' performance, recognition of constituents of breathing gas, accelerated decompression states associated with hypo- and hyperbaric exposure, methods to preserve and enhance individual physical and cognitive performance in temperature, pressure, and fatigue extremes. The contractor shall also support epidemiological studies to determine how the health and rate of illness and death of the submariner population differs from that of the non-submariner naval population.

4.1.2 The contractor shall support research to develop guidelines for underwater noise/blast exposure, measurement techniques to assess noise hazards, epidemiological studies of diver hearing, evaluation of underwater auditory capabilities and whole-body sound exposure, to include effects on cardiopulmonary function, on central nervous system, vestibular function and other medical hazards as identified. The contractor shall provide technical support of the accumulation and analysis of data on noise/blast exposed subjects to determine the physiological response of human and non-human organisms, including, but not limited to, the amount of auditory threshold shift and psychological stress due to noise. The contractor shall support investigation of means for prevention or mitigation of diving-related stressors and injuries.

4.1.3 The contractor shall also support new initiatives in the area of Undersea Warfighter Capabilities, including, but not limited to, development of hyperbaric fMRI devices, devices for sound source localization using Ultra High Frequency (UHF) characteristics.

4.2. Shipboard Health Protection and Submariner Wellness

4.2.1 The contractor shall support research to determine and monitor the composition of the atmosphere of operational U.S. Navy nuclear submarines. The contractor shall support studies and research on problems associated with a disabled submarine (DISSUB), including the assessment of procedures and strategies. The studies shall evaluate new biomedical technologies and search and rescue devices to enhance Navy operational decisions and capability in disabled submarine survival, escape and rescue, and thermal protection and regulation in cold and warm water.

4.2.2 The contractor shall also perform work in support of epidemiologic studies examining whether any health outcomes are associated with submarine or diving service, including, but not limited to, supporting the creation and maintenance of a relational database for use in epidemiologic research.

4.2.3 The contractor shall support research to determine whether otoacoustic emissions: 1) can be used to predict and accurately measure changes in behavioral auditory thresholds; 2) are a more sensitive measure of auditory damage from noise exposure than current pure-tone audiograms; 3) can predict an individual's susceptibility to hearing loss; 4) and to determine which aspects of Evoked Oto-Acoustic Emissions (EOAEs) are related to threshold and supra-threshold auditory abilities in noise-exposed ears. The contractor shall support studies on the application of database analyses to audiograms from hearing conservation programs including software development, and value-added implementation of the necessary hardware in addition to statistical analyses using the database.

4.2.4 The contractor shall support hearing conservation research studies to evaluate the effectiveness of hearing protection for reducing noise-induced hearing loss (NIHL); examine the life cycle costs of hearing loss to the US Navy; develop, build, and test hearing-loss simulation as a means of training active-duty military members on the effects and impact of hearing loss, and good hearing conservation practices. This research may include providing active support to hearing conservation programs and equipment testing/evaluation held in operational environments. This research effort will require the accumulation and analysis of data, computer programming, and statistical analysis. Preparation of survey and assessment materials, conducting literature reviews and preparation of Institutional Review Board (IRB) materials shall also be required in support of these programs.

4.2.5 The contractor shall support research to determine the impact of submarine deployments on the gut microbiome and metabolome and determine its significance for the host metabolome and submariner health.

4.2.6 The contractor shall also support new initiatives in the area of Shipboard Force Health Protection and Submariner Wellness.

4.3 Submariner Psychological Factors

4.3.1 The contractor shall support studies to evaluate multiple medical conditions affecting submarine qualifications as well as the effectiveness of resiliency training. The studies shall assess and enhance the psychological screening of prospective warfighters and test and evaluation of attrition risk. This includes various data entry and database management services and statistical analyses and coordination of such with other Navy commands when necessary. Work also includes assisting in the preparation of grant applications for other psychological, medical, and performance studies. Contractor shall support studies on the psychological health, including prevention and recovery of psychological trauma and/or illness.

4.3.2. The contractor shall also support new initiatives in the area of Submariner Psychological factors.

4.4. Human Factors

4.4.1 The contractor shall support studies that assess and enhance human systems integration to ensure that the design and implementation of submarine systems, training programs, and culture combine to increase the effectiveness of operator performance. Some examples of studies that may be included in this research area are the examination of the current human-machine, human-automated interfaces, examination of methods for enhanced communications, development of auditory and visual process models and cueing strategies, investigation of improvements to training methods, and examination of changes in the culture that may improve team performance under extreme operational conditions.

4.5 General Project Support

4.5.1 The contractor shall provide requisite administrative, acquisition, graphic, logistic and technical writing associated with NSMRL research and development, test and evaluation (RDT&E) activities under this contract and resulting task orders. The contractor shall provide non-inherently governmental services in support of acquisition and audit readiness tasks, technical support such as responses to workshops, coordination of technical review meetings and the preparation and presentation of point papers and other briefings, and will prepare fact sheets and newsletters related to the technical research. The contractor shall write and adapt text for Institutional Review Board (IRB) protocols, presentation of work at scientific meetings, writing peer-reviewed articles, and technical reports. The contractor shall support the development of research proposals or grant applications to fund research efforts. The contractor shall also draft and prepare survey and psychological assessment materials, provide data entry and database management services, and coordinate these with other Navy commands when necessary for all supported research. As directed, contractor shall act as scientific liaison and engineering point of contact to facilitate business, technical and research relationships, and delivery of new technologies to the fleet.

4.5.2 Contractor shall provide information services including research, planning, scheduling, and overseeing the operations of the library information center, creating and maintaining various project databases including a database for library information management, as well as designing, managing, and maintaining internal and external websites.

4.6. General Qualifications

4.6.1 The contractor shall have in-depth knowledge of Department of Defense and Federal research and administrative policy relevant to this requirement as outlined below:

4.6.1.1 The contractor shall possess the ability to provide fully qualified individuals who have an understanding of the Navy Medicine Research vision, mission, programs, personnel, and facilities.

4.6.1.2 Knowledge and experience working within the Department of Defense, including detailed knowledge of Bureau of Medicine and Surgery (BUMED) R&D policies and procedures.

4.6.1.3 Technical writing expertise and expertise in development of briefings and briefing materials.

4.6.1.4. Expert ability to evaluate the latest applicable reports from the worldwide medical community.

4.6.1.5. Personnel fluent in the English language as exemplified by their written and verbal skills.

4.6.1.6. The contractor shall have the ability to provide personnel, either assigned to or utilized by the contractor in the performance of this requirement, meeting, as a minimum, the experience, educational, or other background requirements set forth herein and in resulting task orders and shall be fully capable of performing in an efficient, reliable, and professional manner.

4.7. Reporting Requirements

4.7.1 Progress updates will be required in the form of monthly reporting. These reports shall contain, at a minimum, the status of any actions resulting from technical direction given during the reporting period, discussion of any significant issues, and a short report/status of each task. A final report will also be required at the end of each 12 month period of performance and shall contain significant accomplishments for the 12 month period highlighting research project progress on data collections, data analysis, summary reports, briefing, presentations, and publications. Additional Reporting Requirements may be delineated at the task order level.

5. WORK LOCATION

5.1 Efforts defined at the task order level shall be performed primarily on a Government installation. The normal work week for Government employees at the Naval Submarine Medical Research Laboratory (NSMRL) Groton, CT

is Monday through Friday with flexible working hours from 0600 to 1800. NSMRL core hours, during which all personnel must be working or on approved leave, are 0930 to 1430.

6. GOVERNMENT-FURNISHED PROPERTY/MATERIAL

6.1 Naval Submarine Medical Research Laboratory (NSMRL) will provide offices, computers, paper, and necessary supplies and materials to perform tasks on a daily basis.

6.2. Additional Government Furnished Property (GFP), if applicable, will be delineated at the task order level.

7. PERFORMANCE STANDARDS

7.1 Tasks will be evaluated for completeness, timeliness, utility, and accuracy. Positive and negative performance will be documented in the Contractor Performance Assessment Report System (CPARS).

7.2 Performance. The Contracting Officer's Representative (COR) will measure the contractor's performance by assessing the quality of the services delivered by the contractor as evaluated by the NSMRL staff. Examples of services to be provided include research, studies, and reports provided in accordance with the tasks in the performance work statement. The quality standards are defined as follows:

7.2.. Successful services are defined as those that conform to the task description provided in the Performance Work Statement (PWS), with little or no rework required of the contractor by the Government.

7.2.2 Unsuccessful services are defined as those that do not conform to the task description provided in the PWS, thereby requiring significant rework by the contractor at the direction of the Government.

7.3 Schedule. The Contracting Officer's Representative (COR) will determine whether the contractor has met the schedule using the due dates for receipt of deliverables. The quality standards are defined as follows:

7.3.1 Successful delivery is defined as delivery of data and accomplishment of the metrics at least 95% of the time.

7.3.2 Unsuccessful delivery is defined as delivery of data and accomplishment of the metrics less than 95% of the time.

7.4 Cost. The COR will review monthly cost vouchers to monitor the contractor's expenditures in comparison to the contractor's proposed budget (submitted under the Monthly Progress Reports) throughout the contract performance. The quality standards are defined as follows:

7.4.1 Successful cost control is defined as performance of the tasks within the amount of funds allotted. If the contractor's actual expenditures on a monthly basis exceed the budgeted amount for expenditures, the contractor must provide an explanation as to why this occurred and what changes have been made to ensure completion of the work within the ceiling in order to still receive a successful assessment of performance.

7.4.2 Unsuccessful cost control is defined as exceeding the funding allotted for the tasks or exceeding the original ceiling of the contract for reasons not attributable to the Government. Furthermore, if the Government is not notified of why budgetary overruns have occurred on a monthly basis and what steps the contractor is taking to ensure completion of the work within the ceiling, the contractor will receive an unsuccessful assessment of performance.

8. QASP

8.1 Objective: This Quality Assurance Surveillance Plan (QASP) serves as the principal basis for assessing overall performance quality by the contractor. This document will be used by the Government to assess the effectiveness of the Contractor's performance. This QASP provides the methodology by which the Contractor's performance will be monitored to determine compliance with established performance objectives and to establish performance benchmarks that ensure a quantifiable basis for measuring effectiveness. The plan is designed so that surveillance is

limited to that which is necessary to verify the Contractor is performing satisfactorily and relates directly to performance objectives of the performance objectives delineated in the PWS.

8.2. Performance Objectives Summary Matrix:

TASK/ DELIVERABLE	PERFORMANCE STANDARD	PERFORMANCE INDICATOR/ ACCEPTABLE LEVEL OF PERFORMANCE	METHOD OF SURVEILLANCE	PERFORMANCE RATING
<p>Compliance of products, services, documents. Related deliverables and overall quality of work performance.</p>	<p>Contract requirements met with few minor and no significant problems encountered.</p> <p><i>Performance meets all technical and functional requirements in the PWS, and contains pertinent, useful and informative data and information.</i></p>	<p>Contractor's technical performance meets all contract requirements. Problems that are encountered are minor in nature, and are as follows:</p> <ul style="list-style-type: none"> • Does not cause a delay in schedule; • Does not cause costs to increase • Involves minimal effort to fix; and • Does not affect overall contractor performance. <p>All matters shall be resolved in a satisfactory and timely manner.</p>	<p>Random inspection (by reviewing monthly report).</p> <p>Are study reports complete and are they compliant with various government regulations?</p>	<p>Assignment of performance rating and criteria:</p> <p><u>Excellent</u> <i>Performance meets all and exceeds contract requirements. Performance delivered with no required re-performance /rework; problems that are encountered are minor and resolved in a highly effective manner.</i></p> <p><u>Acceptable</u> <i>Performance and deliverables meet all contract requirements. Performance delivered with no re-performance/rework; problems that are encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>Unacceptable</u> <i>Many contract requirements require re-performance/rework. Substantial problems were encountered and were resolved in a less than satisfactory manner.</i></p>
<p>Timeliness of Performance and Services and Product Deliverables, including Administrative aspects of Performance</p>	<p>Contract requirements met with few minor and no significant problems encountered.</p> <p><i>Performance meets all technical and functional requirements</i></p>	<p>Contractor's technical performance meets all contract requirements. Problems that are encountered are minor in nature, and are as follows:</p> <ul style="list-style-type: none"> • does not cause a delay in schedule; • does not 	<p>Random Inspection (by reviewing monthly report).</p> <p>Is the contractor meeting established timeframes?</p>	<p>Assignment of performance rating and criteria:</p> <p><u>Excellent</u> <i>Performance meets all and exceeds contract requirements. Performance delivered with no required re-performance /rework; problems that are</i></p>

	<p><i>in the PWS, and contains pertinent, useful, and informative data and information.</i></p>	<p>cause costs to increase;</p> <ul style="list-style-type: none"> • involves minimal effort to fix; and <p>does not affect overall contractor performance</p> <p>All matters shall be resolved in a satisfactory and timely manner.</p>		<p><i>encountered are minor and resolved in a highly effective manner.</i> <u>Acceptable</u> <i>Performance and deliverables meet all contract requirements. Performance delivered with no re-performance/rework; problems that are encountered are minor and resolved in a satisfactory manner.</i> <u>Unacceptable</u> <i>Many contract requirements require re-performance/rework. Substantial problems were encountered and were resolved in a less than satisfactory manner.</i></p>
<p>Commitment to Customer Satisfaction and Business- like concern for its Customers' interest including responsiveness to internal and external clients.</p>	<p>Contract requirements met with few minor and no significant problems encountered.</p> <p><i>Performance meets all technical and functional requirements in the PWS, and contains pertinent, useful, and informative data and information</i></p>	<p>Contractor's technical performance meets all contract requirements. Problems that are encountered are minor in nature, and are as follows:</p> <ul style="list-style-type: none"> • does not cause a delay in schedule; • does not cause costs to increase; • involves minimal effort to fix; and • does not affect overall contractor performance <p>All matters shall be resolved in a satisfactory and timely manner.</p>	<p>Random Sampling (by reviewing monthly report).</p> <p>Is the contractor committed to high customer satisfaction? How contractor proactive is to contractor? Is the contractor providing positive value to the government?</p>	<p>Assignment of performance rating and criteria: <u>Excellent</u> <i>Performance meets all and exceeds contract requirements. Performance delivered with no required re-performance /rework; problems that are encountered are minor and resolved in a highly effective manner.</i> <u>Acceptable</u> <i>Performance and deliverables meet all contract requirements. Performance delivered with no re-performance/rework; problems that are encountered are minor and resolved in a satisfactory manner.</i> <u>Unacceptable</u> <i>Many contract requirements required re-performance/rework. Substantial problems were encountered and were resolved in a less than satisfactory manner.</i></p>

<p>Overall Satisfaction</p>	<p>Contract requirements met with few minor and no significant problems encountered.</p> <p><i>Performance meets all technical and functional requirements in the PWS, and contains pertinent, useful, and informative data and information.</i></p>	<p>Contractor's technical performance meets all contract requirements. Problems that are encountered are minor in nature, and are as follows:</p> <ul style="list-style-type: none"> • does not cause a delay in schedule; • does not cause costs to increase; • involves minimal effort to fix; and • does not affect overall contractor performance <p>All matters shall be resolved in a satisfactory and timely manner.</p>	<p>Random Sampling (by reviewing monthly report).</p> <p>What is the governments overall satisfaction with the contractor?</p>	<p>Assignment of performance rating and criteria:</p> <p><u>Excellent</u> <i>Performance meets all and exceeds contract requirements. Performance delivered with no required re-performance /rework; problems that are encountered are minor and resolved in a highly effective manner.</i></p> <p><u>Acceptable</u> <i>Performance and deliverables meet all contract requirements. Performance delivered with no re-performance/rework; problems that are encountered are minor and resolved in a satisfactory manner.</i></p> <p><u>Unacceptable</u> <i>Many contract requirements require re-performance/rework. Substantial problems were encountered and were resolved in a less than satisfactory manner.</i></p>
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ATTACHMENT I - ITO

INITIAL TASK ORDER (ITO) PERFORMANCE WORK STATEMENT (PWS)

NAVAL SUBMARINE MEDICAL RESEARCH LABORATORY
R&D SUPPORT SERVICES

1. BACKGROUND

1.1 The purpose of this Task Order PWS is to supplement the PWS contained in the base contract and further define what is required for each of the positions being executed. The base PWS remains in effect and the requirements listed in this PWS provide further elaboration and clarification pertaining to duties, tasks, work schedule, work location, and any additional requirements that may be necessary for each of the required positions on this task order.

1.2 The Government anticipates that travel and subcontract(s) cost(s)/other direct costs (ODCs) will be required to provide the services outlined herein. The Government provides the following estimates to be included in the Offeror's proposal.

Travel: \$125,000.00

ODCs/Subcontracts: \$1,561,526.75

1.2.1. Travel and ODC estimates exclude contractor burdens. Contractor burdens shall be applied in accordance with the Contractor's accounting system and Forward Pricing Rate Agreement(s) (if applicable).

1.2.2. Travel and ODCs shall be approved in advance and in writing by the COR.

1.3 The POP for this effort is 12 months.

1.4 Human use research is expected under this task order. Research with human subjects may not begin until the contractor (and all subcontractors) obtains a Federal Wide Assurance (FWA) issued by the Department of Health and Human Services (DHHS). Additionally, all research must be approved by an Institutional Review Board (IRB) named in the Assurance application before the research commences. A HRPO review must be in place before any human use research can be supported.

1.5 This task order is for non-personal severable services.

1.6 This task order will be issued as Cost-Plus-Fixed-Fee (CPFF).

1.7 Contract personnel shall meet the background investigation and security requirements outlined in SUPTXT 204-9400(4-22) Contractor Unclassified Access to Federally Controlled Facilities, Sensitive Information, Information Technology, or Protected Health Information (April 2022).

1.8 This task order requires indemnification and medical liability insurance. The Federal Tort Claims act does not apply.

1.9 The following position is considered Key Personnel and requires a resume to be provided with the Offeror's technical approach:

Cognitive Modeling SME (Research Scientist I (Eng/HF/IH/Chem); reference Section 2.0.32 below.

2. POSITION/OBJECTIVE DESCRIPTIONS

2.0.1 Administrative Acquisition Support

1. Scope: In accordance with section 4.5.1 of the base contract PWS, the contractor shall provide administrative support to the NSMRL Acquisitions Manager:
2. Assist with supporting the provision and securing of resources or services required to execute research and development activities.
3. Assist with drafting Government approved research agreements, Memorandum of Understanding, Memorandum of Agreement, Intergovernmental Personnel Act agreements, technology transfer arrangements, and technical reports; route internally for final Government approval of the Commanding Officer.
4. Assist with preparation, review, tracking, and dissemination of various internal or external communications and official correspondences.
5. Participate in technical discussions on various topics.
6. Conduct literature searches on relevant research topics.
7. Generate reports using software such as Microsoft Excel, Word, and PowerPoint.
8. Provide technical analyses and make recommendations on relevant topics.
9. Assist with administrative duties such as, but not limited to: organizing paper and electronic files/documents;

- provide planning and scheduling support (on-site and via telecommunication); relating to R&D activities.
10. Subject to prior Government approval, assist in preparation, routing for required approvals and maintaining accurate record of Government appointments and terminations of appointments (DD Form 577 Appointment/Termination Record) in accordance with current policy. Contractors shall not issue or be issued a DD577 or otherwise perform with apparent authority delegated thereunto by a DD577.
 11. Shall not approve or create contractual documents, or determine if contract costs are reasonable, allocable, and allowable.

2.0.2 Operations Administration

1. Provide support to routing and processing of Defense Travel System (DTS) science funded travel as required by Operations Department Head.
2. Assist with administrative functions supporting the procurement or processing of supply requests for scientific departments such as, but not limited to: photocopying, compiling printouts (briefing packages, audit readiness support, etc.), scanning document, and uploading completed procurement documents to digital warehousing.
3. Assist with organizing, documenting and scheduling submittals for various scientific projects or audit requests.
4. Support scientific departments' logistics requirements by ensuring NSMRL, ISIC and higher authority requirements are met for procurement submissions.
5. Maintain a master log of the purchase and procurement requests (PRs) for NSMRL science personnel visibility (related to purchases under NSMRL's procurement authority)
6. Provide NSMRL science departments, as requested, with status of NSMRL PRs (i.e. tracking orders and status of deliveries).
7. Ensure NSMRL documentation is accurate, complete, and in satisfactory audit readiness status following Government approved standard operating procedures for audit readiness and quality control.

Reporting Requirements: The contractor shall prepare and submit Progress Reports with each invoice detailing the results accomplished during the period, future plans and any problems encountered.

2.0.3 Diving Hyperbaric Support

1. Provides assistance in maintaining and operating hyper/hypobaric systems.
2. Provides support executing administrative and maintenance on Hyper/Hypobaric systems.
3. Provides support executing assigned research protocols.
4. Provides support to Diving department operations aboard afloat research vessel.

Additional Factors: The performer must have the ability to routinely lift and carry up to 25 pounds and climb stairs. Work may involve bending, stooping, and working in confined areas, potential exposure to low-level hazardous agents that may be of a physical, chemical or biological nature. Microsoft Office skills are a plus. The performer must be capable of performing work independently.

2.0.4 Research Library Support

1. Assist with the maintaining the library's collection and services including shelving, shelf-reading, shifting, archiving and weeding of collection as needed. Assist with maintaining a database for library information management systems. Suggest sources to acquire services, materials and subscriptions from vendors and provide appropriate payment documentation. Prepare written documentation on current library policies and procedures for promulgation by Chair of the Library Committee.
2. Assist library users by providing tools, instruction, and expertise to perform research, find library materials, internal and external sources or to retrieve information from the databases and other sources.
3. Submit request for library materials as directed by the Government or at the request of the Science Department Heads to the Operations Department Coordinator
4. Upon receipt, process new materials for circulation: check receipt of journals and deliver to interested departments; notify Purchasing Agent and subscription agency of non-receipt of issues; follow-up on

continuing problems with vendors providing information on dates of receipt of back issues, claims and other pertinent information such as; missing supplements and late publications dates, noting inconsistencies and dissimilarities, such as; title changes and frequency changes.

5. Perform cataloging duties which involves filing cataloged and shelf list cards, processing duplicate titles, reinstating or dropping titles from catalog; enter the cataloging information into the Library's computer system. Review records for errors and omissions; make corrections and additions in cataloging data.
6. Research availability of materials may be borrowed when not available in the Technical Library. Perform interlibrary loan transactions using online communications systems, fax, telephone or individual basis. Provide suggestions to the requestor for other possible sources for borrowing material where the Library either does not have the item or the item does not circulate.
7. Maintain circulation files of books and reports. Maintain system of circulation controls, such as reserves, renewals, overdue items and interlibrary loans, applying circulation procedures and policies.
8. Assist with maintenance of files of overdue items, interlibrary loans, purchase requests, and other correspondence as required. Photocopy interlibrary loans and articles upon request and for the shelf maintenance of collection.
9. Assist with cataloguing, documenting and maintaining of Command's archives including historical photos, correspondence, publications and artifacts.
10. Perform research topic analysis as requested and new topic areas are identified.
11. Assist with developing operating budget for the library and present to the Government library committee for review and approval.

2.0.5 Mathematical and Fleet Liaison Support

1. Provide services in support of the design, development, test, and evaluation of procedures, guidance, equipment, and systems to enhance human performance in submarine environments.
2. Participate in multi-disciplinary teams conducting test and evaluation, developing and evaluating procedures for submarine escape and rescue, extending survival on a disabled submarine, submarine medicine and researching thermal protection and regulation in cold and warm water.
3. Provide assistance with heat/humidity nomograms and formulae and modeling techniques that will provide guidance on when conditions mandate heat mitigation and initiation of escape.
4. Participate with evaluating and consultation on research proposals, and review protocols and manuscripts for publication.
5. Participate with briefings to sponsors, customers, and professionals as required.
6. Participate in analysis/preparation of research projects requiring submarine expertise, as required.

Additional Considerations: Due to the nature of the support being requested and provided under position requirement, the contractor may be required to sign Data Sharing/Use Agreements (DSAs/DUAs) and/or Nondisclosure Agreements (NDAs) for each data source/data set being used for Epidemiological Studies.

2.0.6 Psychology Research Assistant

1. Interact with and assist Principal Investigator (PI) at the NSMRL in all aspects of non-human subject experimental planning, data collection, and data analysis.
 - a. Interact with and assist Principal Scientists at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (under IRB protocol number NSMRL.2018.0006 only).
 - b. Interact with and assist principal scientists at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (inactive).
2. Assist with conducting literature searches and prepare bibliographies; assist Principal Scientists with the preparation of research protocols, analyses, and briefing packages.
3. Apply precise experimental methods to acquire human-subjects data (under IRB protocol number NSMRL.2018.0006 only).
 - a. Apply precise experimental methods to acquire human-subjects data (inactive).
4. Prepare necessary support documentation and purchase requisitions on approved purchases
5. Prepare, review, and disseminate various internal or external communications.

6. Provide planning and research support to various projects or studies as directed.
7. Maintain contacts to keep abreast of developments in field or areas of interest.
8. Assist Government PI with preparing and/or edit technical or periodic reports, records, documents, and correspondence.
9. Coordinate activities and schedules of the extended research team.

Reporting Requirements: The contractor shall prepare and submit Progress Reports detailing the results accomplished during the period, future plans, and any problems encountered with each invoice.

2.0.7 Psychology Research Post-Doctoral Support

1. Participate with consultation to the Bureau of Medicine and Surgery (BUMED), cognizant fleet commands, the Chief of Naval Operations, Naval Sea Systems Command and other DOD agencies as directed.
2. Assist with identifying Navy-relevant research topics in the areas of sensory physiology, optimization of human performance, selection and classification, or social/behavioral dynamics. Write research pre-proposals, research protocols, formal technical reports, and journal publications addressing the above topics.
3. Support the development and execution of research projects and required documentation including development of Memoranda of Agreement/Understanding or CRADA to work with collaborator, subject to review by cognizant legal counsel and final Government (Commanding Officer) approval.
4. Support execution of approved work units/research projects by determining requirements, obtaining/developing and fabricating laboratory equipment and materials, develop and monitor progress and financial plans, develop documentation and coordinate approval of related Institutional Review Board documents, and manage resources necessary to meet project goals.
5. Assist with developing and evaluating appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently on approved studies and research projects.
6. Support NSMRL staff and other professional entities on current and future research projects.
7. Assist with recruiting and monitoring experimental subjects, and arrange for necessary support staff and equipment to monitor experimental subjects. (inactive)
8. Perform tests, surveys, investigations, and/or experiments in collaboration with the Government Principal Investigator (PI). Obtain raw data and assemble analytic data sets, and gather test/survey/experiment results (inactive).
9. Demonstrate expert working knowledge in behavioral statistical software (e.g., LISREL, SPSS, and MATLAB).
10. Prepare summaries and publications for non-research technical and general audiences, subject to final Government approval and submission.
11. Post-Government approval and clearance, report findings, outcomes, and recommendations to the fleet through formal meetings, presentations, briefings and publications with approval of Government PI. As directed, present briefs to technical commands up to and including four-star flag level, and to international and conferences. Coordinate approval of publication of technical information with PI.

Additional Requirements: This support requires willingness to be exposed to a broad research and management experience in the human performance domain, including experimental psychology, Industrial/Organizational, psychophysics, cognitive, social or a related field to conduct the multi-disciplinary research needed. Specific requirements include a Doctorate (Ph.D.) degree in one of the fields above from an accredited university in the United States or an international University of equivalent standard, ability to extend and apply the knowledge of behavioral research to the missions of the command and the Navy, evidence of scientific achievement as shown by the publication of articles and reports, and membership in scientific societies, knowledge of and experience in writing and editing technical and scientific research information, as well as the ability to speak well and concisely, and confer with professional colleagues on a peer basis.

2.0.8 Research Associate

1. Provide planning support for various research efforts.
2. Assist with conducting literature searches and draft literature reviews and bibliographies for the development of research proposals.
3. Support the execution of non-human subjects research protocols.
4. Support the execution of human subject research protocols (under IRB protocol numbers NSMRL.2011.0003 and NSMRL.2018.0007 only).
5. Assist with performing elementary statistical analysis and evaluation of data.
6. Assist with performing psychoeducational assessments at the Qualification Level C or below, including cognitive, behavioral, and social/emotional instruments (under IRB protocol numbers NSMRL.2011.0003 and NSMRL.2018.0007 only).
7. Assist with performing psychoeducational assessments at the Qualification Level C or below, including cognitive, behavioral, and social/emotional instruments. (inactive)
8. Participate in the drafting and editing of technical reports, manuscripts, and presentations detailing results and the appropriate inferences to be drawn from results.
9. Assist with scheduling, coordinating, and planning meetings and conferences for on-site, off-site, and telecommunication, as directed by the COR.
10. Support the development of new initiatives in the area of Submarine Medicine as required.
11. Support the execution of human subject research protocols. (inactive)
12. Support electronic administration of assessments using online and offline survey software, including administration via mobile electronic platforms.
13. Upload and compile electronic survey data on Qualtrics to deliver aggregated datasets for statistical analyses.

Additional Considerations: A graduate level degree in psychology is preferred. Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign Data Sharing/Use Agreements (DSAs/DUAs) and/or Non-Disclosure Agreements (NDAs) for each data source/data set being used.

2.0.9 Research Scientist – Industrial and Organizational (I/O) Psychologist

1. Identify Navy-relevant research topics in the areas of optimization of human performance, selection and classification, or social/behavioral dynamics. Write research pre-proposals, research protocols, formal technical reports, and journal publications addressing the above topics. Support execution of approved work units/research projects by determining requirements, obtaining/developing and fabricating laboratory equipment and materials, develop and monitor progress and financial plans, develop documentation and coordinate approval of related Institutional Review Board documents, and manage resources necessary to meet project goals, all subject to final Government approval.
2. Assist project manager with the overall administration of Submarine Screening (SUBSCREEN).
3. Assist SUBSCREEN (Government) project manager to develop **project estimate sheets** for operational and research projects, subject to final Government approval.
4. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently.
5. Perform research investigations, analyses, and/or experiments in accordance with Government approved research protocols.
6. Conduct research studies of physical work environments, organizational structures, communication systems, group interactions, morale, or motivation to assess organizational functioning.
7. Develop novel submarine screening and selection tools subject to final Government approval. Demonstrate working knowledge of item development, scale development, factor analysis, and/or Structural Equation Modeling (SEM), subject to Government approval.
8. Obtain raw data and assemble analytic data sets, and gather test/survey/experiment results.
9. Demonstrate expert working knowledge in behavioral statistical software (i.e., R, SPSS, and MATLAB).
10. Prepare summaries and publications for non-research technical and general audiences and submit to PI for review.
11. Maintain collaborative relationships with NSMRL personnel to optimize scientific methodologies and to

- utilize established best practices.
12. Brief NSMRL leadership on the SUBSCREEN program as requested/required.
 13. Support NSMRL staff and other professional entities on current and future non-human subject research projects.
 14. Support NSMRL staff and other professional entities on current and future human subject research projects. (under IRB protocol number NSMRL.2018.0007 only)
 15. Support NSMRL staff and other professional entities on current and future research projects. (inactive)

Additional Requirements: This support requires willingness to be exposed to a broad research and management experience in the human performance domain, including experimental psychology, Industrial/Organizational, psychophysics, cognitive, social or a related field to conduct the multi-disciplinary research needed. Specific requirements include a Doctorate (Ph.D.) degree in one of the fields above from an accredited university in the United States or an international University of equivalent standard, ability to extend and apply the knowledge of behavioral research to the missions of the command and the Navy, evidence of scientific achievement as shown by the publication of articles and reports, and membership in scientific societies, knowledge of and experience in writing and editing technical and scientific research information, as well as the ability to speak well and concisely, and confer with professional colleagues on a peer basis.

2.0.10 Submarine Atmosphere and Habitability Assessment Program (SAHAP) Data Support

1. Assist with updating, maintaining, and retrieving information held on computer and database systems in the Submarine Medicine and Survival Systems Department.
2. Transfer paper-based records and electronic data downloaded from external sources onto computerized systems.
3. Assist with entering and tracking submarine atmosphere sample data in a database, from shipping to the submarine point of contact to inclusion in a finished report.
4. Assist with generating and prepare for sending correspondence to submarines that have taken part in SAHAP sampling which include the results of the sampling and analysis.
5. Import Excel spreadsheet laboratory reports into a database of submarine atmospheric contaminants.
6. Perform data entry tasks; enter submarine atmosphere data from both handwritten logs and CD-ROM and floppy disks received from the submarines into a database.
7. Coordinate receipt of SAHAP badges, issuance to submarines for sampling, and overall tracking of badge orders and analysis.
8. Adhere to security procedures to protect the database from accidental or intentional damage or loss. Perform database and program file backups, as needed.
9. Assist with maintaining and organizing paper and electronic files/documents; provide planning and scheduling support.
10. Provide proofreading, formatting, and editing support for reports, manuscripts, research protocols, presentations, posters, and other products.
11. Perform other administrative tasks as necessary (e.g., perform daily mail pickup, submit purchase requests, and scan documents).

Additional Considerations: A government furnished laptop, meeting the security standards for FOUO will be issued by NSMRL in accordance with Command policy.

2.0.11 Industrial Hygiene SME Support for Submarine Atmosphere and Habitability Assessment Program (SAHAP) (Historically this has been a SME Specialist)

1. Participate with briefings to SAHAP sponsors, Navy engineers and scientists, civilian engineers and scientists, and operational personnel as requested or required.
2. Assist with reviewing research procedures to ensure scientific validity and reliability.
3. Develop research planning guidance for the SAHAP program.
4. Assist in preparation of manuscripts for peer-reviewed scientific journals on submarine atmosphere issues.
5. Coordinate the scientific visibility of SAHAP with the industrial hygiene research and practice community, Naval/Marine Corps Public Health Center (NMPHC), National Aeronautics and Space

- Administration (NASA), and the international closed environmental systems communities.
6. Provide subject matter expertise on the interaction between submarine operations and atmospheric sampling procedures.
 7. Assist with preparing technical reports on submarine atmosphere issues for various sponsors.
 8. Review existing U.S. Navy procedures involving the standards-setting process.
 9. Provide technical expertise for passive badge validation studies, which may include travel to validation sites to review procedures for proper scientific and technical execution. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.

Work Location: Work shall be performed off-site with contractor oversight, with occasional trips to the Naval Submarine Medical Research Laboratory or other locations as required to support meetings, etc.

Reporting Requirements: The contractor shall prepare and submit progress reports with each invoice detailing the results accomplished, future plans and any problems encountered during the specified period.

2.0.12 Psychology Research Associate

1. Interact with and assist Principal Scientist (PS) at the NSMRL in all aspects of non-human subject research experimental planning, data collection, and data analysis.
2. Interact with and assist PS at the NSMRL in all aspects of human subject research experimental planning, data collection, and data analysis (under IRB protocol number NSMRL.2018.0007).
3. Interact with and assist PS at the NSMRL in all aspects of human subject research experimental planning, data collection, and data analysis (inactive).
4. Apply precise experimental methods to acquire psychological non-human subject research data. Perform research to the statistical analysis and evaluation of occupational psychological non-human subjects research data.
5. Apply precise experimental methods to acquire psychological human subject research data. Perform research to the statistical analysis and evaluation of occupational psychological human subject research data (under IRB protocol number NSMRL.2018.0007).
6. Apply precise experimental methods to acquire psychological human subject research data. Perform research to the statistical analysis and evaluation of occupational psychological human subject research data (inactive).
7. Conduct literature searches and prepare bibliographies; prepare research protocols.
8. Prepare necessary support documentation and purchase requisitions on approved purchases.
9. Provide planning and research support to various projects or studies.
10. Ensure consistent communication with contacts in order to keep abreast of developments in field or areas of interest.
11. Prepare and/or edit technical or periodic reports, records, documents and correspondence, subject to final Government approval.
12. Coordinate activities and schedules of the extended research team. Perform psychoeducational assessments at the Qualification Level C or below, including cognitive, behavioral, and social/emotional instruments (under IRB protocol numbers NSMRL.2018.005 and NSMRL.2018.0009).
13. Perform psychoeducational assessments at the Qualification Level C or below, including cognitive, behavioral, and social/emotional instruments (inactive).
14. Support electronic administration of assessments using online and offline survey software, including administration via mobile electronic platforms.
15. Upload and compile electronic survey data on Qualtrics to deliver aggregated datasets for statistical analyses.

Additional Considerations: A government furnished laptop, meeting the security requirements for PII may be provided in accordance with Command policy. Due to the nature of the support being requested and provided under this task order, the contract personnel may be required to sign IRB protocol submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.13 Chemical Testing Support

1. Install, configure, and debug any issues with laboratory setups used to perform testing of chemical sensing systems.
2. Establish standard operating procedures for the safe and effective operation of said chemical testing setups, subject to final Government approval.
3. Test and characterize the above mentioned chemical testing setup, subject to final Government approval.
4. Test and characterize handheld, wearable and passive gas detectors using the above mentioned chemical testing setup, subject to final Government approval.
5. Establish standard operating procedures for the above mentioned gas testing equipment based on the results of the testing, subject to final Government approval.
6. Characterize the operation of the above mentioned handheld chemical testing equipment at hyperbaric and hypobaric pressures, subject to final Government approval.
7. Collect, organize, and perform routine data analysis, and verify/correct data entry, subject to Government approval.
8. Maintain clear and accurate inventories and logbooks; collect and record detailed observations about experiments.
9. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols.
10. Conduct literature searches on identified topics relevant to current laboratory practices/protocols.
11. Provide support for scheduling and operation of laboratory equipment.
12. Maintain compliance with established laboratory health and safety guidelines, as well as established methods/procedures, subject to final Government approval.

2.0.14 Hearing Conservation Research Assistant II

1. Interact with and assist PS at the NSMRL in all aspects of non-human subject research experimental planning, data collection, and data analysis.
2. Interact with and assist PS at the NSMRL in all aspects of human subject research experimental planning, data collection, and data analysis (under IRB protocol numbers NSMRL.2015.0001, NSMRL.2018.0001 and NSMRL.2018.0007 only).
3. Interact with and assist PS at the NSMRL in all aspects of human subject research experimental planning, data collection, and data analysis (inactive).
4. Apply precise experimental methods to acquire hearing non-human subject research data. Perform research to the statistical analysis and evaluation of occupational non-human subjects research audiology data.
5. Apply precise experimental methods to acquire hearing human subject research data. Perform research to the statistical analysis and evaluation of occupational human subject research audiology data (under IRB protocol numbers NSMRL.2015.0001, NSMRL.2018.0001, and NSMRL.2018.0007 only).
6. Apply precise experimental methods to acquire hearing human subject research data. Perform research to the statistical analysis and evaluation of occupational human subject research audiology data (inactive).
7. Conduct literature searches and prepare bibliographies; prepare research protocols, subject to final Government approval.
8. Prepare necessary support documentation and purchase requisitions on approved purchases. The contractor shall submit requests for Government purchased supplies by submitting requests to the COR for approval. The COR will then coordinate with the Material Management Department to order the department supplies. The contractor is liable for loss of or damage to supplies and equipment if such loss or damage is due to negligence or willful misuse. The contractor shall ensure efficient and economical use of supplies.
9. Assist with providing planning and research support to various projects or studies.
10. Ensure consistent communication with contacts in order to keep abreast of developments in field or areas of interest.
11. Prepare and/or edit technical or periodic reports, records, documents and correspondence, subject to final Government approval.
12. Coordinate activities and schedules of the extended research team.

Additional Considerations: A government furnished laptop, meeting the security requirements for PII may be provided in accordance with Command policy. Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign IRB protocol submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.15 Research Associate – Hearing Conservation

1. Assist with hearing conservation program improvement regarding the use of Ear Canal Muscle Memory techniques during initial hearing conservation training.
2. Assist with executing approved Non-Human Research and Exempt Human Research protocols in support of research objectives.
3. Analyze data, in collaboration with PI, towards project objectives and then incorporate these analyses in reports and presentations.
4. Document all data collections and report back to the PI daily during data collections.
5. Develop and submit technical reports to the PI.
6. Interact with collaborating researchers and staff; brief technically detailed project objectives and procedures to collaborating researchers and staff as directed by PI.
7. Assist with testing, evaluate, troubleshoot, repair, maintain, and calibrate equipment, or identify faulty equipment in need of repair. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final Biomedical Department inspection and approval.
8. Document all work in laboratory notebooks, technical reports, posters, documentation binders, and computers.

Additional Considerations: Due to the nature of the support being requested the contractor may be required to sign IRB protocol submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.16 Research Assistant - Audiology

1. Provide planning and coordination support for the auditory localization projects.
2. Participate in statistical analysis and evaluation of human use or engineering data.
3. Establish standard operating procedures for the safe and effective operation of said chemical testing setups, subject to final Government approval.
4. Characterize the operation of the above mentioned handheld chemical testing equipment at hyperbaric and hypobaric pressures.
5. Collect, organize, and perform routine data analysis, and verify/correct data entry.
6. Provide documentation support of all work via lab notebooks, reports, papers, research protocols, presentations, posters, and documentation binders. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols.
7. Complete data collection for the auditory localization projects. Prepare, review, and disseminate various internal or external communications.
8. Provide other research support to various experimental protocols, as required.
9. Assist with research on auditory localization and hearing conservation, including open source literature searches and reviews.
10. Perform other various tasks, possibly outside one's area of expertise, toward project completion.

Additional Considerations: Due to the nature of the support being requested and provided the contractor may be required to sign IRB protocol submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.17 Audiology Administrative Support. In accordance with section 4.2.4 of the performance work statement, the contractor shall complete the following tasks in support of the Hearing Conservation Program at NSMRL:

1. Prepare, review, and disseminate various internal and/or external communications.
2. Assist with tracking the routing of research products.
3. Assist with other administrative aspects necessary to the generation of proposals, protocols, presentations,

- papers, patents, military standards, user articles, lay articles, and related knowledge products.
4. Assist in the preparation and submission of all administrative, financial, logistical, and scheduling aspects of scientific research within the program (including, Institutional Review Board, Scientific Review Board, and Public Affairs Officer documents).

Additional Considerations: Due to the nature of the support being requested and provided the contractor may be required to sign IRB protocol submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.18 Research Assistant, Audiology Situational Awareness and Auditory Localization (FTE #1)

1. Provide planning and coordination support for the auditory localization projects.
2. Participate in statistical analysis and evaluation of human use or engineering data.
3. Establish standard operating procedures for the safe and effective operation of said chemical testing setups, subject to final Government approval.
4. Characterize the operation of the above mentioned handheld chemical testing equipment at hyperbaric and hypobaric pressures.
5. Collect, organize, and perform routine data analysis, and verify/correct data entry.
6. Provide documentation support of all work via lab notebooks, reports, papers, research protocols, presentations, posters, and documentation binders. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols.
7. Complete data collection for the auditory localization projects. Prepare, review, and disseminate various internal or external communications.
8. Provide other research support to various experimental protocols, as required.
9. Assist with research on auditory localization and hearing conservation, including open source literature searches and reviews.
10. Perform other various tasks, possibly outside one's area of expertise, toward project completion.

Additional Considerations: Due to the nature of the support being requested and provided the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.19 Research Assistant, Audiology Situational Awareness and Auditory Localization (FTE #2)

1. Provide planning and coordination support for the auditory localization projects.
2. Participate in statistical analysis and evaluation of human use or engineering data.
3. Establish standard operating procedures for the safe and effective operation of said chemical testing setups, subject to final Government approval.
4. Characterize the operation of the above mentioned handheld chemical testing equipment at hyperbaric and hypobaric pressures.
5. Collect, organize, and perform routine data analysis, and verify/correct data entry.
6. Provide documentation support of all work via lab notebooks, reports, papers, research protocols, presentations, posters, and documentation binders. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols.
7. Complete data collection for the auditory localization projects. Prepare, review, and disseminate various internal or external communications.
8. Provide other research support to various experimental protocols, as required.
9. Assist with research on auditory localization and hearing conservation, including open source literature searches and reviews.
10. Perform other various tasks, possibly outside one's area of expertise, toward project completion.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.20 Effects of Cognitive Affecters on Physiological Measures and Cognitive Performance

1. (Phase I) Develop an experiment on the effect of cognitive affecters on cognitive performance and

- physiological measures in collaboration with NSMRL.
2. (Phase II) Deliver a written experimental plan for review and acceptance by NSMRL technical staff.
 3. (Phase III) Prepare a detailed research proposal and protocol and route through an IRB with a Federal Wide Assurance (FWA) and obtain final approval from the NSMRL HRPO.
 4. (Phase IV) Perform experiment on the effect of wakefulness on operationally relevant indicators and physiological measures as designed during previous tasks (inactive/pending).

Deliverables:

Phase I: Meeting with NSMRL to agree on experimental design.

Phase II: Written experimental protocol.

Phase III: Drafted IRB protocol (This may be pre-IRB approval).

Phase IV: Report on experimental procedures executed and data collected

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice. NSMRL HRPO review required prior to approval for Phase IV.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.21 Command Suite Scientific Support

1. Complete photocopying, compile printouts (briefing packages, business cards, etc.), scan documents, and coordinate department mail.
2. Provide coordination and organization support for department meetings. Record meeting minutes as required. Draft Weekly Activity Report (WAR) detailing scientific accomplishments, status and requirements for the Naval Submarine Medical Research Laboratory for approval by Commanding Officer.
3. Assist with scheduling, coordinating, and planning meetings scientific and scientific internal NSMRL conferences for on-site, off-site, and telecommunication.
4. Provide coordination and recording support for documents in the Scientific Review Board and Institutional Review Board review processes.
5. Provide document creation, review coordination, and support for the scientific proposal process - specifically proofreading, formatting, editing, and uploading/sending final Government approved documents.
6. Prepare, review, and disseminate various internal or external communications and official correspondences directly supporting the R&D mission of the command.
7. Organize documents and schedules for various projects or studies.
8. Provide documentation support for various projects or studies with reports, papers, research protocols, presentations, and posters - specifically proofreading, formatting, and editing support.
9. Assist with, track and maintain Published Works tracker in support of Technical Writer.

2.0.22 Microsoft SQL Server Data Analyst

1. Perform database administration tasks including installation, configuration, monitoring, maintenance, tuning, and backup/recovery using Microsoft SQL Server 2008/2012.
2. Upgrade SQL Servers from Server 2008 to Server 2012, subject to final Government approval.
3. Update NSMRL Internet and Intranet websites used to digitally warehouse R&D protocol and process submission requirements, subject to final Government approval.
4. Assist with deployment of and IIS/SQL related applications.
5. Perform protocol/project supporting SQL database maintenance tasks such as dumps/uploads and upgrades.
6. Import data into a protocol and project supporting MSFT SQL databases using scripts or other automated methods.
7. Monitor data integrity, manage data cleaning/quality control, and perform data validation and integrity checks, subject to final Government approval.

8. Write and manage complex SQL data queries, stored procedures, schema, trigger, etc. from enduser requirements, subject to final Government approval.
9. Maintain compliance with applicable security protocols, subject to final Government approval
10. Manage database logins/permissions and oversee database access, subject to final Government approval.
11. Ensure database availability.
12. Consistently meet task deadlines while maintaining high quality of deliverables.
13. Author procedural and standards documents for databases, subject to final Government approval
14. Perform troubleshooting investigations of databases and coordinate resolution of problems.
15. Stay abreast of Microsoft SQL server updates and implement plan for rolling out relevant features and upgrades, subject to final Government approval.
16. Transfer paper-based records from external sources onto computerized systems, subject to final Government approval.
17. Build and manipulate analytic datasets, subject to final Government approval.
18. Perform basic non-human subjects research data analyses independently and support senior NSMRL staff on complex analyses, including data modeling.
19. Perform basic human subject research data analyses independently and support senior NSMRL staff on complex analyses, including data modeling (under IRB protocol number NSMRL.2011.0003 only).
20. Perform basic human subject research data analyses independently and support senior NSMRL staff on complex analyses, including data modeling (inactive).
21. Interact and effectively communicate both written and orally with a wide variety of people.
22. Adhere to security procedures to protect the database from accidental or intentional damage or loss.
23. Perform backup of databases, subject to final Government approval.
24. Development and implementation of applications for data retrieval and entry, subject to final Government approval.
25. Document database design and development, subject to final Government approval.
26. Design and distribute free standing as well as ad hoc reports, subject to final Government approval.

2.0.23 Biomedical Engineer

1. Assist with human factors research regarding cognitive modeling, psychophysics, and fatigue.
2. Execute research protocols in support of research objectives, including physiological monitoring and administering psychophysical tasks, subject to final Government approval. (inactive/pending)
3. Assist with knowledge elicitation on SME in the United States Navy as non-human subjects research.
4. Assist with knowledge elicitation on SMEs in the United States Navy as human subject research. (inactive/pending)
5. Analyze non-human subject research data, in collaboration with PI, towards project objectives and then incorporate these analyses in reports and presentations.
6. Analyze human subject research data, in collaboration with PI, towards project objectives and then incorporate these analyses in reports and presentations. (inactive/pending)
7. Assist with developing technical reports, subject to Government approval.
8. Interact with outside customers and researchers; brief technically detailed project results to sponsors.
9. Be responsible for supporting subcontracted projects through final test and evaluation.
10. Test, evaluate, troubleshoot, repair, maintain, and calibrate equipment. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final Biomedical Department inspection and approval.
11. Document all work in laboratory notebooks, technical reports, posters, and documentation binders, subject to final Government approval.
12. Write software and design hardware integration in order to perform biomedical and human factors related data collections, subject to final Government approval.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.24 Research Associate

1. Work independently (with occasional direction) on larger, moderately complex projects/assignments.
2. Communicates with colleagues across multiple areas (operational forces, Navy institutions, etc.) to coordinate efforts, to gather knowledge, and to facilitate cooperation.
3. Research solutions to novel problems as they arise.
4. Provide planning support for various projects or studies.
5. Provide documentation support for various projects or studies with reports, papers, research protocols, presentations, and posters. Document work in laboratory notebooks and documentation binders.
6. Perform other various tasks, possibly outside one's area of expertise, to contribute toward project completion.
7. Provide other non-human subjects research support to various experimental protocols as required.
8. Provide other human subjects research support to various experimental protocols as required (under IRB protocol number NSMRL.2018.0003 only).
9. Provide other human subjects research support to various experimental protocols as required (inactive).

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used. Travel to support projects both CONUS and OCONUS, therefore a valid passport (or the ability to obtain one) is required. In none of the tasks enumerated above shall the performer engage in Human Subject Research; any experiments conducted may be subject to IRB review to ensure compliance prior to execution.

2.0.25 Research Scientist - Engineering

1. Provide services in support of the design, development, test, and evaluation of non-human subject research procedures, guidance, equipment, and systems to enhance human performance in submarine environments.
2. Provide services in support of the design, development, test, and evaluation of human subject research procedures, guidance, equipment, and systems to enhance human performance in submarine environments. (inactive)
3. Provide support through assisting of the following tasks:
 - a. Initiate, formulate, and develop multi-disciplinary biomedical research projects utilizing scientific expertise in physiology, noise exposure on performance, and underwater acoustics and blast.
 - b. Develop programmatic plans for multi-year projects to conduct basic research, applied research, and device test & evaluation and seek Government review and approval.
 - c. Identify research topics in areas of bioacoustics, effects of noise on humans, and diving physiology.
 - d. Write research proposals, research protocols, technical reports, and/or publications addressing the above topics.
 - e. Research and collect background and historical information specific to topical areas.
 - f. Respond to research grant solicitations and obtain funding from sponsoring agencies.
 - g. Execute approved work units/projects by determining requirements and obtaining laboratory equipment and materials.
 - h. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently on approved studies and research projects.
 - i. Design, fabricate, and test specialized research equipment
 - j. Author scientific articles, publications, technical reports, and semi-technical summaries/publications for non-research technical and general audiences. Coordinate and ensure publication of technical information, report findings and recommendations via presentations and publications.
 - k. Act as reviewer and referee, upon request, with Government oversight for both internal and external manuscripts and/or reports selected for in-house publication or submission to scientific journals

Additional Considerations: Due to the nature of the support being requested and provided under this task order,

contractor personnel may be required to sign DSAs/DUAs and/or NDAs for each data source/data set being used for Epidemiological Studies.

2.0.26 Shock Tube Support

1. Design and implement upgrades, as required, to the existing shock tubes and controller system to support higher level impulsive output from each shock tube.
2. Identify the system design trade-space and work with NSMRL to refine the system design to best satisfy research requirements.
3. Test system functionality.
4. Travel to NSMRL to deliver the system and to end users on system operation. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice.

Work Schedule/Location: Work is to be performed at an off-site location under the contractor's supervision, with occasional trips to NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.27 Software Engineering Research

1. Participate in cross-functional teams responsible for delivering high-quality project outputs on time and within budget to ensure appropriate management, customer, and supplier involvement throughout the life of the project on approved studies and research projects.
2. Assist with the planning, development and implementation of projects according to cost, schedule, and scope requirements of approved studies and research projects.
3. Assisting with the technical, cost, and schedule of assigned tasks or functions and has frequent interface with task leaders, subcontractors, support personnel and customers on approved studies and research projects.
4. Assist with the designing, documenting, implementing, and testing of multimodal research systems for operational situational awareness studies.
5. Integrate wired and wireless networks, video, gaze-tracking hardware and software, periscope training systems, COTS and GOTS simulation hardware and software, subject to final Government approval.
6. Assist in developing real-time device interfaces among submarine display systems (e.g., fire control, sonar, periscope, etc.), subject to final Government approval.
7. Expand upon software being developed to interface with existing government software, computers, and displays, subject to final Government approval.
8. Assist with planning research on undersea environments, concerned with humans exposed to underwater sounds and vibrations, as well as human factors issues in the submarine environment.
9. Assist with conducting human subject research on undersea environments, concerned with humans exposed to underwater sounds and vibrations, as well as human factors issues in the submarine environment. (inactive)
10. Draft sections for insertion into reports from documentation of support provided, subject to final Government approval and submission.
11. Provide research support to various non-human subject research experimental protocols as required, subject to final Government approval.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.28 Engineering Research Support

1. Assist with planning research on undersea environments, concerned with humans exposed to underwater sounds and vibrations as well as human factors issues in the submarine environment.
2. Assist with conducting research on undersea environments, concerned with humans exposed to underwater sounds and vibrations as well as human factors issues in the submarine environment (inactive).
3. Test, evaluate, troubleshoot, repair, maintain, and calibrate existing and new equipment. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final Biomedical Department inspection and approval.
4. Design and write software to read real-time sensor data streams and serve the resulting contact position data to all registered clients, subject to final Government approval
5. Design, document, implement, and test multimodal research systems for operational situational awareness studies, subject to final Government approval
6. Assist in developing real-time device interfaces (e.g., laptop and tablet interfaces, etc.), subject to final Government.
7. Conduct system engineering and software engineering training for contractor engineers supporting this task order.
8. Draft sections for insertion into reports from documentation of support provided, subject to final Government approval and submission.
9. Provide research support to various experimental protocols as required.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contractor personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.29 Cognitive Modeling SME

1. Work with NSMRL to develop cognitive tasks that serve as analogs to Navy-relevant operations.
2. Serve as a SME for development of cognitive models in the Adaptive Control of Thought-Rational (ACT-R) cognitive architecture, in human computer interaction, and in the effects of learning and memory on cognitive performance.
3. Engage with NSMRL in discussions of experimental design for the purposes of acquiring relevant data for the development of cognitive models.

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice.

Work Schedule/Location: Work is to be performed at an off-site under the contractor's supervision, with occasional trips to NSMRL.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.30 Industrial Design Support

1. Develop drawings of products and user interface artifacts, complementing the current engineering team.
2. Calculate dimensions of new products or product enhancements and estimate the materials needed to execute, subject to final Government approval.
3. Assist in developing scientific posters, web pages, and animated presentations, as directed by the COR.
4. Prototype new products or product enhancements, as directed by the COR.
5. Assist in the configuration, set-up, and documentation of experiments.
6. Provide other non-human subjects research support to various experimental protocols as required.
7. Provide other human subjects research support to various experimental protocols as required (under IRB protocol number NSMRL.2018.0003 only).
8. Provide other human subjects research support to various experimental protocols as required. (inactive)
9. Provide command support duties relevant to position.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.31 Dynamic Mechanics Experiment Support

1. Prepare and provide the facility for experiments investigating dynamic mechanics. Facilities shall include:
 - a. A 7-foot diameter pressure vessel, with observational windows, for explosives testing. Testing of explosive is not conducted in Government facilities.
 - b. Water shock tubes with observational window.
 - c. Underwater blast pressure sensors and digital acquisition equipment to record blast pressure pulses.
 - d. Split-Hopkinson bars with compression, shear, and tension capabilities.
 - e. High-speed cameras, with appropriate lighting, capable of recording at frame rates up to 500,000 fps.
2. Obtain and store explosive charges at contractor facility required for all experiments, obtain testing materials, and prepare specimens.
3. Conduct experiments involving explosives testing, mechanical shock response, dynamic materials testing, and high-speed videography with digital image correlation. Testing of explosive is not conducted in Government facilities.
4. Perform basic analysis of raw experimental data to provide experimental results to NSMRL and other collaborative institutions.
5. Provide video files, pressure-time recordings, and documentation of experimental trials.
6. Provide subject matter expertise in the domain of dynamic mechanical testing and analysis, as required, towards experimental design and analytical approach.

Work Schedule/Location: Work is to be performed off-site under the contractor's supervision, with occasional trips to NSMRL or other locations as required to support.

2.0.32 Cognitive Modeling SME

1. Work with NSMRL to develop cognitive tasks that serve as analogs to Navy-relevant operations.
2. Serve as a SME for development of cognitive models in the ACT-R cognitive architecture.
3. Engage with NSMRL in discussions of experimental design for the purposes of acquiring relevant data for the development of cognitive models.
4. Serve as a SME in the effects of fatigue and pharmacological interventions on cognitive performance.
5. Develop cognitive models in ACT-R representing the effects of fatigue and pharmacological interventions on cognitive performance.
6. Provide and present results from cognitive models.

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice.

Work Schedule/Location: Work is to be performed off-site under the contractor's supervision, with occasional trips to NSMRL, Groton, CT, or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.33 Development of Underwater Noise Dosimeter and Communications Device

1. Develop and test underwater noise dosimeters and communications devices in consultation with NSMRL.
2. Devices will be able to capture underwater noise sources as defined by NSMRL as well as be able to

receive communications from top side dive supervisor with a means to acknowledge receipt.

2.0.34 Research Assistant

1. Provide planning and coordination support for various projects or studies.
2. Provide documentation support for various projects or studies with reports, papers, research protocols, presentations, and posters.
3. Perform statistical analysis and evaluation of engineering data.
4. Perform statistical analysis and evaluation of human use data. (inactive)
5. Prepare, review, and disseminate various internal or external communications.
6. Provide other research support to various non-human subject research experimental protocols as required.
7. Provide other research support to various human subject research experimental protocols as required (inactive).
8. Assist with research on undersea environments and human factors, including open source literature.
9. Perform other various tasks, possibly outside one's area of expertise, to contribute toward project completion.
10. Document all work in laboratory notebooks, technical reports, posters, and documentation binders.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.35 Research Scientist - Psychologist

1. Recommend Navy-relevant research topics in the areas of optimization of human performance, selection and classification, sensory physiology, or social/behavioral dynamics. Write research pre-proposals, research protocols, formal technical reports, and journal publications addressing the above topics.
2. Support execution of approved work units/research projects by determining requirements, obtaining/developing and fabricating laboratory equipment and materials, developing documentation and coordinating approval of related Institutional Review Board documents, and managing resources necessary to meet project goals.
3. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently on approved studies and research projects, subject to final Government approval.
4. Support NSMRL staff and other professional entities on current and future non-human subject research projects.
5. Support NSMRL staff and other professional entities on current and future human subject research projects.
6. Assist with recruiting and monitoring experimental subjects, and arrange for necessary support staff and equipment to monitor experimental subjects.
7. Assist with performing tests, surveys, investigations, and/or experiments. Obtain raw data and assemble analytic data sets, and gather test/survey/experiment results.
8. Analyze human-subjects and non-human-subjects data. Demonstrate expert working knowledge in behavioral statistical software (e.g., LISREL, SPSS, MATLAB, and R).
9. Demonstrate expert working knowledge in the coding/programming of behavioral research methods tools (e.g., neurobehavioral batteries, eye-tracking, and mouse-tracking).
10. Prepare summaries and publications for non-research technical and general audiences, subject to final Government approval and submission.
11. Report finding, outcomes, and recommendations to the fleet through formal meetings, presentations, briefings, and publications, subject to final Government approval.
12. Coordinate approval of publication of technical information, subject to final Government approval.

Additional Considerations: A government furnished laptop, meeting the security requirements for PII may be provided to the contractor in accordance with Command policy. Due to the nature of the support being requested and provided under this task order, the contract personnel may be required to sign IRB protocol

submissions, DSAs/DUAs and/or NDAs for any data sources used.

2.0.36 Research Scientist – Physiologist

1. As requested by NMSRL, participate in meetings (identified as a contractor) with BUMED, cognizant fleet commands, the Chief of Naval Operations, Naval Sea Systems Command and other Department of Defense (DOD) agencies.
2. Identify Navy-relevant research topics in the areas of human physical performance, nutrition optimization and medical readiness, and drafting research pre-proposals, research protocols, formal technical reports, and journal publications addressing the above topics.
3. Support the development and execution of research projects and required documentation including development of Memoranda of Agreement/Understanding or CRADAs to work with collaborators; topics are subject to final Government approval.
4. Support execution of approved work units/research projects by determining requirements, obtaining/developing and fabricating laboratory equipment and materials, develop and monitor progress and financial plans, develop documentation and coordinate approval of related Institutional Review Board documents, and manage resources necessary to meet project goals.
5. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently on approved studies and research projects, subject to final Government approval.
6. Support NSMRL staff and other professional entities on current and future non-human subject research projects.
7. Support NSMRL staff and other professional entities on current and future human subject research projects. (inactive).
8. Prepare summaries and publications for non-research technical and general audiences, subject to final Government approval.
9. Report findings, outcomes, and recommendations to the fleet through formal meetings, presentations, briefings and publications, subject to final Government approval.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.37 Research Scientist - Epidemiologist

1. Develop, initiate, modify, and maintain medical event monitoring, a database system, and data reporting for the purpose of obtaining epidemiological data and findings for submarine medical surveillance and research, subject to final Government approval.
2. Assist with planning, designing, implementing, and performing epidemiology research to investigate submariner illnesses and injuries, evaluating the effects of submarine deployment and exposures on long term health outcomes, with a goal of developing preventive programs and mitigation efforts and incoming future Navy health policy (inactive/pending).
3. Incorporate linked data from the military health system and other DOD databases and apply rigorous methodologies to analyze longitudinal data, identify and thoroughly research alternate approaches to analysis of data (inactive/pending).
4. Work in close coordination with and provide consultation to the BUMED, Submarine Force commands, the Chief of Naval Operations, Naval Sea Systems Command and other DOD activities.
5. Assist in publishing or communicating results of epidemiology data and research to the Navy commands above and other activities as needed. Prepare semi-technical summaries and publications for non- research technical and general audiences.
6. Assist in reporting findings, outcomes and recommendations through presentations, briefings and publications, subject to final Government approval and submission.
7. Monitor advances in medical literature, technologies and relevant discoveries in epidemiology by attending seminars and conferences. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any cost.
8. Educate and advise health care professionals and scientists collaborating in the epidemiology research

projects. Assist in authoring research pre-proposals, research protocols: technical reports, and journal publications addressing the above topics.

9. Assist in creating illustrations, charts, and graphs. Support coordination of projects and other research with Naval and other military activities, including the U/S/ Coast Guard, other federal and civilian collaborators and contractors.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.38 Research Associate - Submariner Epidemiology Research Program (SERP) Support

1. Attend and participate in project planning meetings for epidemiological studies; record notes/minutes, as directed by the COR.
2. Assist in epidemiological data collection and meeting recorded milestones (may involve travel). Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.
3. Develop project timelines for contractor employees and monitor progress ensuring deadlines are met.
4. Generate reports using software such as Microsoft Excel, Word, and PowerPoint.
5. Provide project recommendations.
6. Provide technical writing support for grant proposals, and publications resulting from epidemiological studies.
7. Coordinate research program activities, including but not limited to the creation and maintenance of procedural and standards documents (e.g., MOO, IRB protocol, SOP, etc.); track staff compliance with such documents, other agreements, and completion of required trainings (e.g., HIPAA, Privacy Act, CITI, etc.).
8. Review, collate, and evaluate submarine medicine historical files and recommend retention, removal, or review by an appropriate SME.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used for Epidemiological Studies.

2.0.39 Research Scientist – Medical Doctor

1. Perform epidemiological studies to determine how the health and rate of illness and death of the submariner population differs from that of the non-submariner naval population. (inactive)
2. Provide subject matter expertise in support of Epidemiological Studies of Submariner Health and other areas of Submarine Medicine through performance of the following tasks:
3. Assist with communication between other DOD agencies or commands (including, but not limited to, COMSUBPAC, COMSUBLANT, NUMI, and BUMED) for establishment of potential collaborations and/or agreements, outlining scope and nature.
4. Support continued development of a common database for all submarine medical events.
5. Assist with systematic formatting of these data in a user-friendly format to create a powerful tool to characterize the risk for medical events and submarine disqualifications.
6. Assist with the development of hypotheses and data analyses to determine health outcomes associated with submarine duty and examine the impact of health outcomes on submarine operational readiness.
7. Support research projects and tasks addressing issues and problems in submarine medicine as required.

Work Location: Work shall be performed off-site under the supervision of the Contractor, with occasional trips to the Naval Submarine Medical Research Laboratory or other locations as required to support meetings, etc.

Reporting Requirements: The contractor shall prepare and submit Progress Reports detailing the results accomplished during the period, future plans and any problems encountered with each invoice.

Additional Considerations: A graduate level degree in Medicine and experience as an Undersea Medical

Officer is preferred.

2.0.40 Research Assistant – Test Engineer

1. Aid in the design, assembly and testing of embedded sensing systems.
2. Aid in the design, part selection, assembly, and testing of laboratory equipment used to evaluate the performance of handheld and embedded sensing systems.
3. Establish standard operating procedures for the safe and effective operation of said laboratory equipment, subject to final Government approval.
4. Perform electrical characterization of circuits for embedded sensing systems, subject to final Government approval.
5. Write and test code for microcontrollers used in embedded systems, subject to final Government approval.
6. Aid in the design and selection of appropriate packaging (both electronic and mechanical) for embedded sensing systems.
7. Apply appropriate safety standards to the operation of laboratory equipment, subject to final Government approval.
8. Characterize the operation of sensing systems at both hyperbaric and hypobaric pressures, subject to final Government approval.
9. Collect, organize, and perform routine data analysis, and verify/correct data entry, subject to final Government approval.
10. Assist with maintaining clear and accurate inventories and logbooks; collect and record detailed observations about experiments, subject to final Government approval.
11. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols, subject to final Government approval.
12. Aid in the preparation of technical reports and manuscripts related to the testing described above, subject to final Government approval.
13. Conduct literature searches on identified topics relevant to current research and development activities. Prepare necessary support documentation and purchase requisitions for Government approved purchases.
14. Adhere to all appropriate standard laboratory safety procedures.

Additional Considerations: An undergraduate level degree in Electrical Engineering is preferred, but not required for this position. Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.41 Research Assistant – Submarine Screening Duty (SUBSCREEN) Admin Support

1. Support the project manager with oversight of the administration of SUBSCREEN.
2. Support the examination of psychological factors pertinent to submariners and other warfighters.
3. Assist Government SUBSCREEN project manager to develop budgets against operational and research projects, subject to final Government approval.
4. Prepare technical reports and presentations summarizing results for SUBSCREEN's operational work and research studies, subject to final Government approval.
5. Ensure quality of SUBSCREEN scoring, subject to final Government approval.
6. Maintain collaborative relationships with other NSMRL personnel to optimize resources and knowledge/skills.
7. Brief NSMRL leadership on the SUBSCREEN program, as directed by the COR.
8. Create, modify and edit SUBSCREEN tests, answer sheets and reports as required for submission to program manager for final approval.
9. Manage SUBSCREEN process across Submarine School, Nuclear Training Unit and Submarine Officers Advanced Course. Submit plan and deliverables to program manager.

2.0.42 Personalized VOC Phase 3: (6 months)

1. Task 3.1: Participate in the identification and analysis of long-term drift mitigation strategies:
2. Planning of experiments to evaluate potential strategies to eliminate or correct for long-term drift in MEMS in-plane cantilever chemical sensors.
3. Task 3.2: Refine mask layout and fabricate improved sensors:
4. Refine mask design by incorporation of features to help correct for long-term drift, improve performance or increase fabrication yield, and/or improve the limit of detection of the sensing system.
5. Fabricate improved sensors in cleanroom facilities, subject to final Government approval.
6. Milestone 5: Provide data (open-loop characteristics and chemical testing) for improved sensor chips to NSMRL.
7. Assist with overall printed circuit board design and component implementation.
8. Test the performance of the developed embedded sensing system using bench top gas generation instruments, subject to final Government approval.
 - a. Milestone 6: Improved embedded sensing system available at NSMRL for further testing.

Work Schedule/Location: Work is to be performed off-site under the contractor's supervision, with occasional trips to NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.43 Software Engineer

1. *** Contractor shall not manipulate Government information systems without approval by the local Management Information Division (MID).
2. Assist with writing and maintaining source code, creating and maintaining software applications and applying frameworks involved in a software release, subject to final Government approval.
3. Duties include computer programming, documenting, managing configuration, testing, and bug fixing involved in creating and maintaining applications and frameworks involved in a software release lifecycle and resulting in a software product, subject to final Government approval.
4. Test, evaluate, troubleshoot, repair, maintain, and calibrate existing and new equipment. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final Biomedical Department inspection and approval.
5. Assist in developing real-time device interfaces (e.g., laptop and tablet interfaces, etc.), subject to final Government approval.
6. Draft sections for insertion into reports from documentation of support provided, subject to final Government approval and submission.
7. Provide research support to various experimental protocols as needed.

Work Schedule/Location: Subject Matter Expert work is generally performed at the Contractor's facility with occasional trips to NSMRL or other locations as required to support.

2.0.44 Sensor Constellation System

1. Provide technical support on NSMRL's wireless recording system for multiple time-synchronized underwater sensors, the 'Sensor Constellation' System.
2. Travel to NSMRL or other locations as required to address technical issues with the system. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.
3. Provide remote technical support as required via phone, email, or video teleconference, as directed and scheduled by the COR.
4. Design and implement upgrades, as required, to the existing Sensor Constellation System to improve wireless range and/or to expand system recording capabilities, subject to final Government approval.
5. Identify the system design trade-space and work with NSMRL to refine the system design to best satisfy research requirements, subject to final Government approval.
6. Assist with testing system functionality and provide technical documentation, including operation and

- maintenance information for all components of the system, subject to final Government approval
7. Travel to NSMRL to deliver the system and to train personnel on system operation. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.
 8. Design and build new recording platforms ('Nodes'), as required, that each support multiple channels of underwater sensors and are each compatible with the existing Sensor Constellation System, subject to final Government approval.
 9. Identify the system design trade-space and work with NSMRL to refine the system design to best satisfy research requirements, subject to final Government approval.
 10. Test system functionality and provide technical documentation, including operation and maintenance information for all components of the system, subject to final Government approval.
 11. Travel to NSMRL to deliver the system. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice.

Work Schedule/Location: Work is to be performed off-site at the contractor's facility under the contractor's supervision, with occasional trips to NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.45 Psychological Self-Help Application

1. Provide technical support on NSMRL's interactive android compatible application with video/textual content intended to deliver psychological therapy to the end user, the 'VIRGIL' System, subject to final Government approval.
2. Travel to NSMRL or other locations as required to address technical issues with the system. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.
3. Provide remote technical support as required via phone, email, or video teleconference.
4. The contractor shall port NMSRL-provided psycho-therapy content into the VIRGIL platform.
5. Modify content to be compatible with existing VIRGIL platform.
6. Test system functionality and confirm that it functions in the existing VIRGIL platform
7. Design and implement upgrades, as required, to the existing VIRGIL platform to improve functionality and user experience.
8. Identify the system design trade-space and work with NSMRL to refine the system design to best satisfy research requirements.
9. The application shall conform to HIPAA standards for PII and PHI, and other de-identified medical data.
10. Test system functionality and confirm that it functions in the existing VIRGIL platform
11. Travel to NSMRL to deliver the system and to train personnel on system operation. Travel costs shall be approved in advance and in writing by the COR, prior to incurring any costs.

Work Schedule/Location: Work is to be performed off-site under the contractor's supervision, with occasional trips to NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.46 Warfighter Research Coordinator

1. Interact with and assist Government PI at the NSMRL in all aspects of experimental efforts which may include:
 - i. Assist with underwater physiology research.

- ii. Execute research protocols in support of research objectives, including physiological monitoring and administering psychophysical tasks.
 - iii. Analyze data, in collaboration with principal investigators, towards project objectives and then incorporate these analyses in reports and presentations.
 - iv. Draft technical reports.
 - v. Support interacting with outside customers and researchers; as directed, brief technically detailed project results to sponsors.
 - vi. As directed, test, evaluate, troubleshoot, repair, maintain, and calibrate equipment.
 - vii. Document all work in laboratory notebooks, technical reports, posters, and documentation binders.
2. Planning, e.g., scientific protocol development and preparation and setup and testing of experimental equipment.
 3. Develop scientific protocols for executing required human research.
 4. Execute setup, testing, and troubleshooting of experimental equipment.
 5. Execute all aspects of research subject recruiting and coordinate with subjects and other research personnel to ensure successful protocol execution. (inactive)
 6. Adhere to and implement Scientific Review Board and Institutional Review Board procedures.
 7. Assist Government PI in the development and tracking of program cost sheets and, when necessary, coordinate with acquisition personnel to ensure contracts are executed in a timely manner. Prepare travel and purchase requests with necessary support documentation. Travel costs shall be approved in advance and in writing by the COR, prior to the contractor incurring any costs.
 8. Provide other non-human subjects research-related support as needed.
 9. Human Subjects Research Task: Serve as IRB key support personnel on protocol # NSMRL.2018.0001 "Custom Earplug Performance in Submariners."
 10. Human Subjects Research Task: Serve as IRB key support personnel on protocol # NSMRL.2018.0005 "Development of a Model of Psychological Resilience among Submariners."
 11. Human Subjects Research Task: Serve as IRB key support personnel on protocol # NSMRL.2018.0007 "Psychological Predictors of Early Career Success in Junior Sailors in the Nuclear and Submarine Pipelines."

2.0.47 Psychology Research Assistant

1. Interact with and assist the Principal Scientist at the NSMRL in all aspects of non-human subject experimental planning, data collection, and data analysis.
2. Interact with and assist PS at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (inactive).
3. Conduct literature searches and prepare bibliographies; assist PS with the preparation of research protocols, analyses, and briefing packages, subject to final Government approval.
4. Apply precise experimental methods to acquire human-subjects data, subject to final Government approval (inactive).
5. Prepare, review, and disseminate various internal or external communications, as directed by the COR.
6. Provide planning and research support to various projects and/or studies.
7. Ensure consistent communication with contacts in order to keep abreast of developments in field or areas of interest.
8. Prepare and/or edit technical or periodic reports, records, documents, and correspondence, subject to final Government approval and submission.
9. Assist with coordinating activities and schedules of the research team.

2.0.48 Biomedical Engineer

1. Assist with human factors research regarding cognitive modeling, psychophysics, and fatigue.
2. Execute research protocols in support of research objectives, including physiological monitoring and administering psychophysical tasks, subject to final Government approval. (inactive)

3. Assist with knowledge elicitation on SMEs in the United States Navy in non-human subjects research.
4. Assist with knowledge elicitation on SMEs in the United States Navy in human subject research. (inactive)
5. Analyze non-human subject research data, in collaboration with PI, towards project objectives and then incorporate these analyses in reports and presentations.
6. Analyze human subject research data, in collaboration with PI, towards project objectives and then incorporate these analyses in reports and presentations. (inactive)
7. Assist with developing technical reports, subject to final Government approval.
8. Interact with outside customers and researchers; brief technically detailed project results to sponsors.
9. Be responsible for supporting subcontracted projects through final test and evaluation.
10. Test, evaluate, troubleshoot, repair, maintain, and calibrate equipment. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final Biomedical Department inspection and approval.
11. Document all work in laboratory notebooks, technical reports, posters, and documentation binders, subject to final Government approval.
12. Write software and design hardware integration in order to perform biomedical and human factors related data collections, subject to final Government approval.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.49 Software Engineer

1. *** Contractor shall not manipulate Government information systems without approval by the local Management Information Division (MID).
2. Assist with writing and maintaining source code, creating and maintaining software applications and applying frameworks involved in a software release, subject to final Government approval.
3. Duties include computer programming, documenting, managing configuration, testing, and bug fixing involved in creating and maintaining applications and frameworks involved in a software release lifecycle and resulting in a software product, subject to Government approval.
4. Test, evaluate, troubleshoot, repair, maintain, and calibrate existing and new equipment. Contractor shall not manipulate any Government equipment without prior approval of the local Biomedical Department. Acceptance is subject to final NSMRL Biomedical Department inspection and approval.
5. Assist in developing real-time device interfaces (e.g., laptop and tablet interfaces, etc.), subject to final Government approval
6. Draft sections for insertion into reports from documentation of support provided, subject to final Government approval and submission.
7. Provide research support to various experimental protocols.

Work Schedule/Location: Subject Matter Expert work is generally performed at the Contractor's facility with occasional trips to NSMRL or other locations as required to support.

2.0.50 Warfighter Department Coordinator

1. Monitor and summarize progress of projects within the department with summary reports, subject to final Government approval.
2. Assist Government PI with implementation of project estimate sheets and ensure periodic spending updates are provided to Department Heads.
3. Prepare, review, and disseminate various internal and/or external communications, subject to final Government approval.
4. Assist with tracking the routing of research products.
5. Assist with other administrative aspects necessary to the generation of proposals, protocols, presentations, papers, patents, user articles, lay articles, and related knowledge products.

6. Assist Government PI with formatting and revisions, if required, submission, and tracking of all administrative, financial, logistical, and scheduling aspects of scientific research within the department (including tracking Institutional Review Board, Scientific Review Board, and Public Affairs Officer submitted documents), in accordance with Command policy; subject to final Government approval.
7. Assist with preparing standard operating procedures and/or go-by documentation for all the administrative, financial, logistical, and scheduling aspects of scientific research within the department; subject to final Government approval.
8. Coordinate SharePoint Government approved document content.

2.0.51 SUBMED Department Coordinator

1. Monitor and summarize progress of projects within the department with summary reports, subject to final Government approval.
2. Assist Government PI with implementation of project estimate sheets and ensure periodic spending updates are provided to Department Heads.
3. Prepare, review, and disseminate various internal and/or external communications, subject to final Government approval.
4. Assist with tracking the routing of research products.
5. Assist with other administrative aspects necessary to the generation of proposals, protocols, presentations, papers, patents, user articles, lay articles, and related knowledge products.
6. Assist Government PI with formatting and revisions, if required, submission, and tracking of all administrative, financial, logistical, and scheduling aspects of scientific research within the department (including tracking Institutional Review Board, Scientific Review Board, and Public Affairs Officer submitted documents) , in accordance with Command policy; subject to final Government approval.
7. Assist with preparing standard operating procedures and/or go-by documentation for all the administrative, financial, logistical, and scheduling aspects of scientific research within the department, subject to final Government approval.
8. Coordinate SharePoint Government approved document content.

2.0.52 Technical Writer

1. Conduct literature searches and prepare bibliographies; prepare research protocols, analyses, and briefing packages, subject to final Government approval.
2. Provide writing, editing, documentation, formatting, and routing support for various projects or studies with technical or progress reports, papers, research protocols, presentations, or posters, subject to final Government approval.
3. Perform support with the display of data in research products, subject to final Government approval.
4. Prepare, review, and disseminate various internal or external communications as requested/directed.
5. Ensure that communications meet Navy technical reporting guidelines, the format of journals, the format of proposal solicitations, etc., subject to final Government approval.
6. Ensure communications are in good style, without typos, spelling errors, grammatical errors, etc.
7. Assist with tracking the routing of research products.
8. Review and draft reports and presentations detailing results and the appropriate inferences to be drawn from results, as well as to provide updates and briefs to the program sponsors, subject to final Government approval.
9. Assist with other administrative aspects necessary to the generation of proposals, protocols, presentations, papers, patents, military standards, user articles, lay articles, and related knowledge products.

Work Schedule/Location: Position is authorized up to 32 hours off-site work per week.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, contract personnel may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.53 Psychology Research Coordinator

1. Create and maintain comprehensive project documentation for the tracking of various research projects; this may take the form of technical reports, journal articles, or internal laboratory standard operating procedures.
2. Track and report project activities to ensure milestones are completed on time.
3. Assist in the development and tracking of program budget and, when necessary, coordinate with acquisition personnel to ensure contracts are executed in a timely manner.
4. Manage and oversee subject recruitment, scheduling, screening, and compensation for research participation.
5. Provide planning support for research protocols and support their execution to ensure protocols run smoothly.
6. Determine project priorities and take initiative to exercise independent judgement to resolve issues.
7. Identify and evaluate problems affecting research projects and provide solutions and quality assurance measures.
8. Communicate with colleagues across multiple areas (operational, Navy institutions, etc.) to coordinate efforts, gather knowledge, and facilitate cooperation.
9. Coordinate activities and schedules of the extended research team.
10. Assist the PI in administrative functions of projects.
11. Prepare travel and purchase requests with necessary support documentation.
12. Manage use of project and laboratory supplies.
13. Have familiarity with all on-going research projects.
14. Execute set-up, testing, and troubleshooting of experimental equipment.
15. Draft and/or edit technical reports, manuscripts, and presentations.
16. Perform data entry and database management tasks.
17. Perform various tasks related to Research Coordinator activities, to contribute toward project completion.
18. Provide other human subject research support to various experimental protocols as requested.

2.0.54 Psychology Research Assistant

1. Interact with and assist the NSMRL Principal Scientist (PS) in all aspects of non-human subject experimental planning, data collection, and data analysis.
2. Interact with and assist PS at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (under IRB protocol number NSMRL.2018.0006).
3. Interact with and assist PS at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis.
4. Conduct literature searches and prepare bibliographies; assist PS with the preparation of research protocols, analyses, and briefing packages.
5. Apply precise experimental methods to acquire human-subjects data, subject to final Government approval (under IRB protocol number NSMRL.2018.0006).
6. Apply precise experimental methods to acquire human-subjects data.
7. Prepare necessary support documentation and purchase requisitions on approved purchases. The contractor shall submit requests for Government purchased supplies by submitting requests to the COR for approval. The COR will then coordinate with the Material Management Department to order the department supplies. The contractor is liable for loss of or damage to supplies and equipment if such loss or damage is due to negligence or willful misuse. The contractor shall ensure efficient and economical use of supplies.
8. Prepare, review, and disseminate various internal or external communications, subject to final Government approval and submission.
9. Provide planning and research support to various projects or studies, subject to final Government approval.
10. Maintain contacts to keep abreast of developments in field or areas of interest.
11. Prepare and/or edit technical or periodic reports, records, documents, and correspondence, subject to final Government approval and submission.
12. Assist with coordinating activities and schedules of the research team.

2.0.55 Research Scientist

1. Provide planning and execution support for research efforts pertaining to the assessment of hearing and balance and the prevention of audio-vestibular injury.
2. In general and as required, support the development of new initiates in the areas of submarine medicine and underwater warfighter performance.
3. Prepare documents for publication, for presentation, and for use in funding proposals. This includes the original creation and revision of materials to be included in said documents.
4. Conduct literature searches and organize references/bibliographies.
5. Provide administrative support, particularly in the submission of documents to be processed, including: completion of supporting documents and maintaining awareness of document status within the review and approval processes.
6. Support the design of research protocols, including: participation in discussions; preparation, revision, and maintenance of documents.
7. Support the execution of research protocols, including: set up; subject recruitment; subject scheduling; data collection; data organization; data analysis; and documenting /reporting.
8. Perform clinical (auditory/vestibular) assessments as required by the research protocol(s).
9. Provide input to and monitor the progress of the updates made to the WHHIP app.
10. Maintain awareness of developments within the fields of audiology, undersea medicine, and military science. This includes reading and discussing available literature as well as maintaining continuing education requirements. Attendance at meetings and conferences may also be necessary and can require travel.
11. Participate in team, department, and laboratory meetings.
12. Complete required training.
13. Deliverables:
 - a. Submission of a co-authored NSMRL technical report on the WHHIP Usability study.
 - b. Co-authorship of documentation relating to the Diver Vestibular Reflex Function study.

2.0.56 Programmer/Database Manager – SUBSCREEN /Submarine Atmosphere Health Assessment Program (SAHAP)

1. Support human subjects research data analyses by creating/programming applications using NET, Python, SAS, and/or MATLAB.
2. Responsible for writing and maintaining source code, creating and maintaining software applications and applying frameworks involved in a software release.
3. Duties include computer programming, documenting, managing configuration, testing, and bug fixing involved in creating and maintaining applications and frameworks involved in a software release life-cycle and resulting in a software product.
4. Development and implementation of applications for data retrieval and entry.
5. Perform database administration tasks including installation, configuration, monitoring, maintenance, tuning, and backup/recovery using Microsoft SQL Server.
6. Perform database maintenance tasks such as dumps/uploads and upgrades.
7. Maintain compliance with applicable security protocols.
8. Manage database logins/permissions and oversee database access.
9. Ensure database and website availability.
10. Consistently meet task deadlines while maintaining high quality of deliverables.
11. Promote adherence to database policies within the program.
12. Perform troubleshooting investigations of databases and coordinate resolution of problems.
13. Interact and effectively communicate both written and orally with a wide variety of people.
14. Adhere to security procedures to protect the database from accidental or intentional damage or loss. Perform backup of databases, as needed.
15. Document database design and development.
16. Design and distribute free standing as well as ad hoc reports.
17. Provide command support as needed.

Additional Considerations: Microsoft SQL Server knowledge and CompTIA Security + certificate preferred.

2.0.57 Research Assistant, Audiology Situational Awareness and Auditory Localization

1. Provide planning and coordination support for the auditory localization projects.
2. Participate in statistical analysis and evaluation of human use or engineering data.
3. Establish standard operating procedures for the safe and effective operation of said chemical testing setups, subject to final Government approval.
4. Characterize the operation of the above mentioned handheld chemical testing equipment at hyperbaric and hypobaric pressures.
5. Collect, organize, and perform routine data analysis, and verify/correct data entry.
6. Provide documentation support of all work via lab notebooks, reports, papers, research protocols, presentations, posters, and documentation binders. Assist with preparation of technical reports, summaries, posters, data presentation, and protocols.
7. Complete data collection for the auditory localization projects. Prepare, review, and disseminate various internal or external communications.
8. Provide other research support to various experimental protocols, as required.
9. Assist with research on auditory localization and hearing conservation, including open source literature searches and reviews.
10. Perform other various tasks, possibly outside one's area of expertise, toward project completion.

2.0.58 Audiology Research Engineer

1. Engage in research on human exposure to sounds and vibrations.
2. Administer acoustical, psychoacoustic, and vibration tests in support of NSMRL's Regional Hearing Conservation Program of Record (RHC POR) research, development, test and evaluation (RDT&E), and generate and modify computer programs when necessary.
3. Test, evaluate, troubleshoot, repair, maintain, and calibrate equipment.
4. Build and assemble R&E apparatuses.
5. Research solutions to novel problems, as they arise. In addition, a willingness to take on other tasks, possibly outside one's area of expertise, to contribute toward project completion is highly desired.
6. Travel to support projects both CONUS and OCONUS, so a valid passport (or the ability to obtain one) is required.
7. Responsible for documenting work (i.e., in manuscripts, technical reports, technical memorandums, posters, computers, laboratory notebooks, documentation binders, etc.).

2.0.59 Research Psychologist

1. Experience in Human Subject Research.
2. Experience with psychosocial and mental health screening and statistical modeling.
3. Perform tests, surveys, investigations, and/or experiments, subject to prior Government approval.
4. Coordinate approval of publication of technical information.
5. Prepare summaries and publications for non-research technical and general audiences.
6. Coordinate approval of publication of technical information.
7. Recruit and monitor experimental subjects, and arrange for necessary support staff and equipment to monitor experimental subjects.

2.0.60 Psychology Research Assistant

1. Interact with and assist PS at the NSMRL in all aspects of non-human subject experimental planning, data collection, and data analysis.
2. Interact with and assist principal scientists at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (under IRB protocol number NSMRL.2018.0006 only).
3. Interact with and assist principal scientists at the NSMRL in all aspects of human subject experimental planning, data collection, and data analysis (inactive).
4. Assist with conducting literature searches and prepare bibliographies; assist principal scientists with the preparation of research protocols, analyses, and briefing packages.

5. Apply precise experimental methods to acquire human-subjects data (under IRB protocol number 4. NSMRL.2018.0006 only).
6. Apply precise experimental methods to acquire human-subjects data (inactive).
7. Prepare necessary support documentation and purchase requisitions on Government approved purchases.
8. Prepare, review, and disseminate various internal or external communications.
9. Provide planning and research support to various projects or studies as directed.
10. Maintain contacts to keep abreast of developments in field or areas of interest.
11. Assist Government PI in preparing and/or edit technical or periodic reports, records, documents, and correspondence.

2.0.61 SharePoint Administrator

1. Create, in collaboration with NSMRL IT, Command SharePoint based Intranet supporting creation of Scientific Review Board electronic warehousing, routing and searchable retention of request, submissions and products.
2. Assist in migration of business practices from paper based to SharePoint routing.
3. Monitor data integrity, manage data cleaning/quality control, and perform data validation and integrity checks.
4. Maintain compliance with applicable security protocols.
5. Consistently meet task deadlines while maintaining high quality of deliverables.
6. Stay abreast of SharePoint updates and implement plan for rolling out relevant features and upgrades.
7. Transfer paper-based records from external sources onto computerized systems.
8. Perform basic non-human subjects research data analyses independently and support senior NSMRL staff on complex analyses, including data modeling.
9. Interact and effectively communicate both written and orally with a wide variety of people.
10. Adhere to security procedures to protect SharePoint from accidental or intentional damage or loss.
11. Perform backup of SharePoint, as needed.
12. Development and implementation of applications for data retrieval and entry.
13. Document SharePoint design and development, subject to final Government approval.
14. Provide various SharePoint administrative duties, such as incorporating Government approved distribution lists into SharePoint, and making Government approved revisions to the application, on an as needed basis.

2.0.62 Sonar Screens. Sonalysts shall develop user interfaces emulating a sonar broadband and sonar narrowband display within Sonalysts' Simulation Engine II/Global Tactical Simulation (SEII/GTS) environment. **All work will be considered unclassified.** Specifically, Sonalysts shall complete the following tasks:

1. Sonar Arrays: At minimum have Spherical Array.
2. Develop a set of functional requirements to be emulated in each display.
3. At a Minimum these functional requirements shall include a narrowband operator display with the following:
 - a. Bearing Trace Recorder showing broadband from the simulated array.
 - b. Low Frequency Display, showing narrowband information from the simulated array.
 - c. Low Frequency Displays
4. Bearing Trace Overlay, allowing users to select a range of frequency. This selection shall functionally change the Low Frequency Display accordingly.
 - a. Covers 15 degrees
5. Following vessel classification response, the vessel classification follows the stimulus on the Bearing Trace Recorder until the vessel is no longer visible.
6. Unique auditory signal for each vessel type
 - a. To be displayed on Low Frequency Display
 - b. To be presented editorially through speakers
 - c. NSMRL helps select the auditory signal of each vessel type

- d. All simulated components shall be made to mimic the look, feel, and functionality of those used on a Virginia Class Submarine as able given security restrictions.
- 7. Develop requirements for user performance metrics to be recorded during operation of the displays to include.
 - a. All current metrics captured by a SET.
 - b. Accuracy/reaction time of responses
 - i. Time to first detection (time between first appearance and detection)
 - ii. Time to classification (time between detection and classification; time between first appearance and classification)
 - c. Confidence in classification accuracy (5 point Likert scale)
- 8. After particular subject input (i.e. right mouse click), drop down menu of vessel type option appears, where subject makes a classification response
- 9. After classification response, subject makes confidence judgement (Likert scale).
- 10. The requirements shall include recording of all user actions with timestamps.
 - a. Vessels present at the time of response
 - b. X,y coordinates of mouse
- 11. Develop the identified displays within the SEII/GTS environment.
- 12. Develop options for randomized scenario generation including:
 - a. Number of contacts
 - b. Type of contacts including:
 - i. Merchant Vessels
 - ii. Trawlers
 - iii. Battleships
 - iv. Submarines
 - 1. Periscope Depth
 - 2. Submerged
 - c. Time of contact appearance
 - d. Contact Speed
 - e. Signal to Noise Ratio

Example of scenario generator: Scenario Duration: Ambient noise level: (1 – 10)

Vessel type (choose from dropdown menu)	Number of Vessels	Time of contact appearance (time present on BTR/LowFreq)	Signal (1-10 scale or similar; Brightness of line on BTR; clarity of auditory signal on LowFreq)
Merchant	3	60s	5
Battleship	5	45s	7
Battleship	3	30s	4
Trawler	10	120s	6
Submarine	3	50s	3
Submarine	2	150s	1

1. Train NSMRL personnel on operation of SEII/GTS, including operation of the scenario editor, database editor, and other runtime displays.
2. Establish an agreed-upon mechanism with NSMRL for reporting progress and tracking the status of bugs and features (“issue tracker”).
3. NSMRL will install the updated applications and databases on lab-owned devices it has identified as target platforms, using instructions supplied by Sonalysts. Sonalysts, upon request from NSMRL, shall provide on-site assistance in installing the applications and databases.

4. NSMRL staff will test the application and provide feedback to the contractor using the issue tracker after Alpha version review.

Deliverables:

1. Functional requirements as described above, for review and approval by NSMRL personnel.
2. User performance metrics as described above, for review and approval by NSMRL personnel.
3. An “Alpha” version of the software, where all software requirements are complete, for review by NSMRL personnel.
4. A “Beta” version of the software, incorporating any agreed upon NSMRL comments from the Alpha review, for testing and approval by NSMRL.
5. The final NMSRL specific software installer.
6. An SEII/GTS Solutions Version runtime license specific to the NSMRL developed screens.

Reporting Requirements: The contractor shall prepare and submit Progress Reports detailing the results accomplished during the period, future plans and any problems encountered with each invoice.

2.0.63 Eye Blink Units. Research consists of the following:

Major Task 1: Construct Custom Eyeblink Conditioning Units (x3)
Acquire components
Perform equipment modifications
Perform testing and quality assurance
<i>Milestone Achieved: Delivery of 3 custom eyeblink conditioning units to NSMRL</i>
Major Task 2: Develop Pilot Study Protocol
Develop protocol for pilot study to assess optimal parameters for eyeblink conditioning
Submit protocol to local IRB for administrative approval
<i>Milestone Achieved: IRB-approved protocol for pilot study</i>
Major Task 3: Pilot Study to Refine Eyeblink Conditioning Protocol Parameters
Recruit participants locally for pilot study
Complete data collection, data processing and analysis for pilot study
<i>Milestone Achieved: Primary data collection and analysis complete for pilot study</i>
Major Task 4: Support Development of Protocol for Primary Study
Review the draft protocol and provide input
Assist study investigators with scientific and research ethics reviews of protocol
<i>Milestone Achieved: IRB-approved protocol for primary study</i>

Reporting Requirements: The contractor shall prepare and submit Progress Reports with each invoice detailing the results accomplished during the period, future plans and any problems encountered.

2.0.64 Public Affairs Officer Support

1. Conduct literature searches and prepare bibliographies; prepare research protocols, analyses, and briefing packages, subject to Government approval.

2. Provide writing, editing, documentation, formatting, and routing support for various projects or studies with technical or progress reports, papers, research protocols, presentations, or posters, subject to final Government approval.
3. Perform support with the display of data in research products, subject to final Government approval.
4. Prepare, review, and disseminate various internal or external communications as requested/directed.
5. Ensure that communications meet Navy technical reporting guidelines, the format of journals, the format of proposal solicitations, etc., subject to final Government approval. Ensure communications are in good style, without typographical, spelling, grammatical errors, etc.
6. Assist with tracking the routing of research products.
7. Review and draft reports and presentations detailing results and the appropriate inferences to be drawn from results, as well as to provide updates and briefs to the program sponsors, subject to final Government approval.
8. Assist with other administrative aspects necessary to the generation of proposals, protocols, presentations, papers, patents, user articles, lay articles, and related knowledge products.
9. The Government PAO remains responsible for reviewing contract PAO Support work products AND the Government PAO is responsible for submitting Government PAO approved products.

2.0.65 Information Technology Support

1. Maintain compliance with applicable Government approved security protocols.
2. When directed, transfer paper-based records from external sources onto computerized systems.
3. COMP TIA Security+ Certification required.
4. Man IT trouble call desk, work with customers in the laboratory on routine trouble calls with scientific stand-alone systems not connected to NSMRL local area network (LAN)
5. Assist in installing, transferring or removing computers on the network, within the laboratory.
6. Assist in imaging, troubleshooting and resolving simple to moderate issues with desktop and/or laptop units.

2.0.66 Data Scientist

1. Responsible for providing data analytic support in the areas of psychological and behavioral research, specifically in predictive validation of submariner screening and selection data.
2. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently.
3. Support NSMRL staff and other professional entities on current and future research projects. Manage and maintain databases for research studies.
4. Prepare summaries and publications for non-research technical and general audiences. Report findings, outcomes and recommendations to the fleet through formal meetings, presentations, briefings and publications.
5. Coordinate approval of publication of technical information.

2.0.67 Research Scientist – Psychologist

1. Responsible for supporting research in the areas of psychological and behavioral research, specifically in submariner screening and selection, identifying characteristics predictive of leadership success, as well as implementing executive coaching methods to develop junior Service Member's leadership skills.
2. Develop and evaluate appropriate methodologies, write standards of procedure to perform appropriate methodologies, and perform quality assurance checks to ensure that appropriate methodologies are followed consistently.
3. Support NSMRL staff and other professional entities on current and future research projects.
4. Recruit and monitor experimental subjects, and arrange for necessary support staff and equipment to monitor experimental subjects.
5. Perform tests, surveys, investigations, and/or experiments.

6. Demonstrate expert working knowledge in behavioral statistical software (i.e., R, SPSS, MATLAB, SAS).
7. Prepare summaries and publications for non-research technical and general audiences.
8. Report findings, outcomes and recommendations to the fleet through formal meetings, presentations, briefings and publications to Government Employees and Sponsors.
9. Coordinate approval of publication of technical information with the Government.

2.0.68 Audiology Research Scientist

1. Engage in research on human exposure to sounds and vibrations.
2. Support the design of non-standard audiometric and psychoacoustic tests, administer hearing tests to determine eligibility of volunteers for on-going research efforts, conduct visual inspections of ear canals, maintain subject files for human subject research, measure noise levels in test spaces, and collect data across a variety of methodologies.
3. Support the design of proposed research, development, test, and evaluation efforts.
4. Research solutions to novel problems as they arise.
5. Document all work (i.e., in manuscripts, technical reports, technical memorandums, posters, computers, laboratory notebooks, documentation binders, etc.).
6. As requested by NSMRL and in collaboration with the Government PI, participate in conferences, meetings, briefings, etc. to update research findings and disseminate Government approved audiology knowledge products.

2.0.69 Audiology Research Scientist

1. Engage in research on human exposure to sounds and vibrations.
2. Support the design of non-standard audiometric and psychoacoustic tests, administer hearing tests to determine eligibility of volunteers for on-going research efforts, conduct visual inspections of ear canals, maintain subject files for human subject research, measure noise levels in test spaces, and collect data across a variety of methodologies.
3. Support the design of proposed research, development, test, and evaluation efforts.
4. Research solutions to novel problems as they arise.
5. Document all work (i.e., in manuscripts, technical reports, technical memorandums, posters, computers, laboratory notebooks, documentation binders, etc.).
6. As requested and in collaboration with the Government PI, participate in conferences, meetings, briefings, etc. to update research findings and disseminate Government approved audiology knowledge products.

2.0.70 Senior Programmer/Engineer Audiology

1. Responsible for programming in support of research in the behavioral, psychophysical, physiological, and acoustic domains.
2. Provide technical expertise towards the design of research projects.
3. Formulate and implement hardware and software plans for data collection, and train personnel on how to run the data collection during experiments.
4. Formulate creative and novel data acquisition, data reduction, and data analysis solutions for experimental results.
5. Design, test, implement, and modify software for data acquisition in Matlab, LabVIEW, TabSINT, and other real-time data acquisition languages.
6. Travel to data collections sites to support the completion of those data collections.
7. Senior Programmer will travel to support projects both CONUS and OCONUS; a valid passport (or the ability to obtain one) is required.
8. Senior Programmer or Senior Engineer will be responsible for documenting all their work (i.e., in manuscripts, technical reports, technical memorandums, posters, computers, laboratory notebooks, documentation binders, etc.).

2.0.71 Statistician - Audiology

1. Responsible for statistics in support of research in the behavioral, psychophysical, physiological, and acoustic domains.
2. Provide technical expertise towards the design (e.g., statistical modeling) of research projects.
3. Formulate, implement, and execute statistical analysis plans for projects and proposals.
4. Generate creative and novel data reduction and data analysis solutions for experimental results.
5. In preparation for **national conferences**, meetings, and/or briefings, the Statistician will contribute their professional input to documents used for such conferences, meetings, and briefings, and will present findings at same.
6. Responsible for documenting all their work (i.e., in manuscripts, technical reports, technical memorandums, posters, laboratory notebooks, and documentation binders).

2.0.72 Michigan State University (MSU) Simulated Targets

1. Preparation

- a. The contractor shall apply for and obtain IRB approval for experiments 1, 2, and 3 (outlined below).
- b. The contractor shall deliver a written experimental plan, for review and acceptance by NSMRL technical staff, to include experimental methods, participant compensation amount, projected time to complete all data collection, power analysis to determine subject requirements.

2. Task implementation

- a. The contractor shall design and program the tasks for experiments 1, 2, and 3.

3. Data collection

- a. The contractor shall collect data on experiments 1, 2, and 3. The amount of data collected will correspond to the power analysis.
 - i. Experiments (exact methods to be determined, but general descriptions confirmed)
 1. Measure the interaction between search condition (static, dynamic) and target prevalence (high, low) in a single target search.
 2. Measure the effects of a two-target search (one at relatively low prevalence, one at relatively high prevalence) on target detection accuracy between search conditions (static, dynamic).
 3. With dynamic displays, measure the effects of
 - a. Experiment 3a will be identical to the dynamic conditions of Experiment 2, except that there will be four between subjects conditions. In all four conditions, the low prevalence target will occur 24 times (10% prevalence rate), but across them there will be four levels of the prevalence of the Moderate prevalence target. The four levels of prevalence will be .4 (96 occurrences), .5 (120 occurrences), .6 (144 occurrences), or .7 (168 occurrences). In all other respects the methods will be identical to the dynamic conditions of Experiment 2.
 - b. Experiment 3b will be identical to Experiment 3a except that the moderate prevalence condition will be constant across the four condition, and the low prevalence target will vary. In four, between subjects conditions, the low prevalence rate will be 10% (24 occurrences), 20% (48 occurrences), 40% (96 occurrences), and 60% (144 occurrences). In all other respects the method will be identical to Experiment 3a.

- b. Data collection is to be completed at or before the completion of the contractor's semester occurring when contact is awarded. (approximately 6 months from award date)

4. Data analysis

- a. The contractor shall provide NSMRL with complete data sets from each experiment.
- b. The contractor shall send NSMRL data via DoD Safe or similar.

5. Progress reports

- a. The contractor shall provide NSMRL with monthly reports on data collection progress, obstacles, concerns.
- 6. Experimental reporting
 - a. The contractor shall provide NSMRL with a final report, which will include methods of task administration, participant demographics (age, gender, handedness), and summary level data for performance on experimental tasks.
 - b. The contractor shall assist NSMRL with preparing a technical report for delivery to project sponsors (at end of project).
 - i. NSMRL and MSU will share responsibility for data analysis and reporting.
 - c. The contractor shall assist NSMRL with preparing progress reports to project sponsors (quarterly).
 - d. Deliverables:
 - i. Preparation
 - 1. Approved IRB
 - 2. Experimental plan
 - ii. Data collection
 - 1. Completed data set from all tasks, participant demographics
 - iii. Data analysis
 - 1. Summary reports of data at the conclusion of each experiment
 - 2. Data delivery
 - iv. Progress reports
 - 1. Monthly reporting on research progress
 - v. Experimental reporting
 - 1. 1-2 page final report on methods, participant demographics, experimental results
 - 2. Assist NSMRL with technical report data analysis and writing
 - 3. Assist NSMRL with quarterly progress reports

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice. NSMRL review required prior to approval.

Work Schedule/Location: Work is to be performed off-site under the contractor's supervision, with occasional trips between MSU and NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.73 MSU Tasking Sonar. The contractor shall assist in designing and executing an experiment to determine predictors of performance and cognitive fatigue in a simulated sonar task in collaboration with NSMRL.

- 1. Preparation
 - a. The contractor shall apply for and earn Institution Review Board approval for the experiment.
 - i. NSMRL will provide a sonar task description and images.
 - b. The contractor shall deliver a written experimental plan, for review and acceptance by NSMRL technical staff. This shall include participant compensation amount, estimated number of research assistants trained to collect data, projected time to complete all data collection, number of data collection stations capable of running simultaneously (NSMRL will provide equipment to collect data from up to eight participants simultaneously, including computers and tablets), planned task administration schedule (ex. 1 or 2 days, task administration order).
- 2. Data collection
 - a. The contractor shall collect data on all required tasks from 300 participants. Those who attrite early will not count toward this total.
 - i. Required tasks include:
 - 1. "Cognition" cognitive task battery (administered via supplied tablet)
 - 2. UNRAVEL & Letter Wheel (administered via supplied laptop or contractor's own equipment)

3. Sonar task (administered via supplied laptop)
 - b. Data collection for all tasks can be conducted over 1 or 2 days, as determined by the contractor, as long as all participants follow the same protocol.
 - c. Data collection is to be completed at or before the completion of the contractors Spring semester
3. Data analysis
 - a. The contractor shall provide NSMRL with complete participant-level data for UNRAVEL & Letter Wheel on all participants.
 - b. The contractor shall send NSMRL all sonar task data via DoD Safe or similar.
 - c. The contractor and NSMRL will have a joint access to “Cognition” data.
4. Progress reports
 - a. The contractor shall provide NSMRL with monthly reports on data collection progress, obstacles, concerns.
5. Experimental reporting
 - a. The contractor shall provide NSMRL with a final report, which will include methods of task administration, participant demographics, and summary level data for performance on experimental tasks.
 - b. The contractor shall assist NSMRL with preparing a technical report for delivery to project sponsors (at end of project).
 - i. NSMRL staff will hold primary responsibility for data analysis and reporting.
 - c. The contractor shall assist NSMRL with preparing progress reports to project sponsors (bi-annually).
6. Deliverables:
 - a. Preparation
 - i. Approved IRB
 - ii. Experimental plan
 - b. Data collection
 - i. Completed data set from all tasks, participant demographics
 - c. Data analysis
 - i. UNRAVEL and Letter Wheel complete participant-level data
 - ii. Data delivery for Cognition and sonar task
 - d. Progress reports
 - i. Monthly reporting on research progress
 - e. Experimental reporting
 - i. 1-2 page final report on methods, participant demographics, summary level data on participant performance
 - ii. Assist NSMRL with technical report data analysis and writing
 - iii. Assist NSMRL with bi-annual progress reports

Reporting Requirements: Provide status updates by email and submit status reports detailing progress of the above tasks with each invoice. NSMRL review required prior to approval.

Work Schedule/Location: Work is to be performed off-site under the contractor’s supervision, with occasional trips between MSU and NSMRL or other locations as required to support.

Additional Considerations: Due to the nature of the support being requested and provided under this task order, the contractor may be required to sign DSAs/DUAs and/or NDAs for any data sources used.

2.0.74 Rescue System Software Application

1. Provide subject matter expertise to assist NSMRL with the process of obtaining an Independent Verification & Validation (IV&V) on the Submarine Rescue System (SRS) software application.
2. Inform NSMRL on compilation of documentation needed for the IV&V.

2.0.75 Estimated Level of Effort (LOE), Subject Matter Expertise, Education, and Experience required for a 12-month period of performance. Personnel assigned to or utilized by the contractor in the performance of this requirement shall, as a minimum, meet the experience, educational, or other background requirements set forth in the task order and shall be fully capable of performing in an efficient, reliable, and professional manner.

PWS Section	Task	Position	EST LOE Hours	Education REQs	Experience REQs
2.0.1	Administrative Acquisition Support	Operations Analyst II	1598	BA/BS/HS	2+/2+/5+
2.0.2	Operations Administration	Operations Analyst I	1872	BA	2+
2.0.3	Diving Hyperbaric Support	Program Support Specialist I	3744	BA/BS/HS	2+/2+/5+
2.0.4	Research Library Support	Librarian I	1872	MLS	0-4
2.0.5	Mathematical and Fleet Liaison Support	Research Associate	936	BS	4+
2.0.6	Psychology Research Assistant	Research Assistant II (Psych/Phys/Aud)	1872	BA/BS	4+
2.0.7	Psychology Research Post Doc Support	Research Scientist II (Psych/Phys/Aud)	1872	PhD	4+
2.0.8	Research Associate	Research Associate II (Psych/ Phys/Aud)	1872	MA/MS	4+
2.0.9	Research Scientist	Research Scientist II (Psych/Phys/Aud)	1872	PhD	1-4
2.0.10	SAHAP Data Support	Research Assistant I (Eng/HF/IH/Chem)	1912	BS	0-2
2.0.11	Industrial Hygiene SME Support for SAHAP	Sr. Research Scientist II (IH/Chem)	956	PhD/MS	2+/5+
2.0.12	Psychology Research Associate	Research Associate II (Psych/ Phys/Aud)	1872	MA/MS (Certification: Psychological Assessment Qualification Level "C")	4+
2.0.13	Chemical Testing Support	Research Assistant I (Eng/HF/IH/Chem)	1912	BS	0-2
2.0.14	Hearing Conservation Research Assistant II	Research Assistant II (Psych/Phys/Aud)	1872	BA/MS	4+/1
2.0.15	Research Associate - Hearing Conservation	Research Associate	1872	BA/BS	1-4
2.0.16	Research Assistant – Audiology	Research Assistant I (Psych/Phys/Aud)	1872	BA/BS	1-4
2.0.17	Audiology Administrative Support	Administrative Assistant	1872	BA/BS/HS	1-4
2.0.18	Research Assistant – Audiology #1	Research Assistant I (Psych/Phys/Aud)	1872	BS	1-4
2.0.19	Research Assistant – Audiology #2	Research Assistant I (Psych/Phys/Aud)	1872	BS	1-4
2.0.20	Effects of Wakefulness on Operationally Relevant Indicators	Subcontract Research Scientist I (Eng/HF/ IH/Chem)	N/A	PhD	5+
2.0.21	Command Suite Scientific Support	Administrative Assistant II	1872	BA/BS/HS	5+/5+/10

2.0.22	Microsoft SQL Server Data Analyst	Database Administrator II	1872	MA/MS/BA/BS (C+ Cert/SQL Server Expert)	2+/2+/5+/5+
2.0.23	Biomedical Engineer	Engineering Technician 1	1912	MA/MS	1/2+
2.0.24	Research Associate	Research Associate I (Eng/HF/IH/Chem)	1912	MS/BS	0-3/5-9
2.0.25	Research Scientist	Research Scientist I (Eng/HF/IH/Chem)	1912	PhD/MS	1-4/5-9
2.0.26	*Shock Tube Support	N/A	N/A	N/A	N/A
2.0.27	Software Engineering Research	Software Engineer II	1912	MS/BS	2+/5+
2.0.28	Engineering Research Support	Electrical Engineer II	1912	MS/BS	2+/5+
2.0.29	Cognitive Modeling SME	Research Assistant I (Eng/HF/IH/Chem)	1912	BA/BS	1-4
2.0.30	Industrial Design Support	Industrial Designer II	1912	MS/BS	0-1/0-4
2.0.31	*Dynamic Mechanics Experiment Support	N/A	N/A	N/A	N/A
2.0.32	Cognitive Modeling SME	Research Scientist I (Eng/HF/IH/Chem)	936	PhD/MS	1+
2.0.33	*Development of Underwater Noise Dosimeter	N/A	N/A	N/A	N/A
2.0.34	Research Assistant	Engineering Technician 1	1912	BS	0-2
2.0.35	Research Psychologist	Research Scientist I {Psych/ Phys/Aud)	1872	PhD/MS	1-4/5-9
2.0.36	Research Scientist – Physiologist	Research Scientist II (Psych/Phys/Aud)	1872	PhD/MS	1-4/5-9
2.0.37	Research Scientist	Research Scientist II (Psych/Phys/Aud)	1872	PhD/MS	1-4/5-9
2.0.38	Research Associate – SERP	Research Associate II	936	BS	1-4
2.0.39	Research Scientist – Medical Doctor	Research Scientist II	936	PhD, Undersea Medical Officer	1-4
2.0.40	Research Assistant – Test Engineer	Engineering Technician 1	1912	MS/BA	0-4/0-4
2.0.41	Research Assistant – SUBSCREEN Admin Project	Research Assistant I (Psych/Phys/Aud)	1872	BA/ HS	0-4/4
2.0.42	*Personalized VOC	N/A	N/A	N/A	N/A
2.0.43	*Software Engineer	N/A	N/A	N/A	N/A
2.0.44	*Sensor Constellation System	N/A	N/A	N/A	N/A
2.0.45	*Psychological Self Help Application	N/A	N/A	N/A	N/A
2.0.46	Warfighter Research Coordinator	Research Associate	1872	MS/BA	1-4/1-5
2.0.47	Psychology Research Assistant	Research Assistant I (Psych/Phys/Aud)	1872	BA/BS	1-4
2.0.48	Biomedical Engineer	Engineering Technician 1	1912	MA/MS	1/2+
2.0.49	*Software Engineer	N/A	N/A	N/A	N/A

2.0.50	Department Coordinator - Warfighter	Administrative Assistant I	1872	BA/BS	1-4
2.0.51	Department Coordinator – SUBMED	Administrative Assistant I	1872	BA/BS	1-4
2.0.52	Technical Writer	Administrative Assistant II	1872	BA/BS	1-4
2.0.53	Psychology Research Coordinator	Research Associate I (Psych/ Phys/Aud)	1872	BA/BS	1-4
2.0.54	Psychology Research Assistant	Research Assistant I (Psych/Phys/Aud)	1872	BA/BS	1-4
2.0.55	Research Scientist	Research Scientist I (Psych/ Phys/ Aud)	1872	PhD/MS	1-4/5-9
2.0.56	Programmer/Database Manager	Database Administrator II	1872	MA/MS/BA/B S (C+ Cert)	2+/2+/5+/5+
2.0.57	Research Assistant	Research Assistant I (Psych/Phys/Aud)	1872	preferred BA/BS	1-4
2.0.58	Audiology Engineer	Engineering Technician 1	1872	BA/MS	2-5
2.0.59	Research Psychologist	Research Scientist I (Psych/ Phys/ Aud)	1872	PhD/MS	1-4/5-9
2.0.60	Psychology Research Assistant	Research Assistant I (Psych/Phys/Aud)	1872	BA/BS	1-4
2.0.61	SharePoint Administrator	Information Technology Assistant 1	702	BS	1-5
2.0.62	*Sonar Screens	N/A	N/A	N/A	N/A
2.0.63	*Eye Blink Units	N/A	N/A	N/A	N/A
2.0.64	PAO Support	Administrative Associate	1872	BA/BS	1-4
2.0.65	Information Technology Support	Information Technology Assistant 1	1872	COMP TIA Security+ Certification	Non Specific
2.0.66	Data Scientist	Data Scientist I	1872	PhD	1-4
2.0.67	Research Psychologist	Research Scientist I (Psych/ Phys/ Aud)	1872	PhD/MS	1-4/5-9
2.0.68	Audiology Research Scientist	Research Scientist I (Psych/ Phys/ Aud)	1872	AuD	0-4
2 0.69	Audiology Research Scientist	Research Scientist I (Psych/ Phys/ Aud)	1872	AuD	0-4
2.0.70	Senior Programmer/Engineer	Engineering Technician 1	1872	BS/MS	4-8
2.0.71	Statistician	Research Associate I (Psych/ Phys/ Aud)	1872	BS/MS	4-8
2.0.72	*MSU Simulated Targets MSU Tasking Sonar	N/A	N/A	N/A	N/A
2.0.73	*MSU Tasking Sonar	N/A	N/A	N/A	N/A
2.0.74	*Rescue System Software Application	N/A	N/A	N/A	N/A

* Tasks are currently performed/provided in the form of ODCs for Subject Matter Expertise and are included in the Government provided ODC / Subcontract ODC estimate.

SUPTXT204-9400(4-22)

SUPTXT204-9400(4-22) CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, INFORMATION TECHNOLOGY SYSTEMS OR PROTECTED HEALTH INFORMATION

The security text does not apply in cases where the contractor/vendor does not have access to Navy Marine Corps Intranet (NMCI) computers, is not issued a Common Access Card (CAC) and is involved in training or other short term duties of less than 30 days duration that allow for the use of a visitor request. In these cases, the government employee must submit a Visitor Access Request (VAR) to the main gate or applicable processing entity for your facility and assume responsibility to escort those without CAC Credentials.

This clause local text does not apply to non-United States (U.S.) Nationals (foreign nationals) who are contractor employees performing work overseas. The clause local text is applicable to the U.S. Nationals living in the U.S. or overseas who are performing work on a Navy contract.

The investigation of a non-U.S. national at a foreign location must be consistent with a National Agency Check with Written Inquiries (NACI), to the extent possible and include a fingerprint check against the Federal Bureau of Investigation (FBI) criminal history database, an FBI investigations file (name check) search and a name check against the terrorist screening database. Also, the above cited reference notes that Foreign Nationals may not be granted CAC credentials until completion of their investigation and not in the interim.

Per Department of Defense Memorandum (DoDM) 5200.2, Department of Defense (DoD) components must initiate and ensure completion of a background investigation before applying the credentialing standards to a non-U.S. national at a foreign location. The background investigation must be favorably adjudicated before a CAC can be issued to a non-U.S. national at a foreign location. The type of background investigation may vary based on standing reciprocity treaties concerning identity assurance and information exchanges that exist between the U.S. and its allies or agency agreements with the host country.

CONTRACTOR UNCLASSIFIED ACCESS TO FEDERALLY CONTROLLED FACILITIES, SENSITIVE INFORMATION, IT SYSTEMS OR PROTECTED HEALTH INFORMATION

Executive Order 13467, Reforming Processes Related to Suitability for Government Employee, Fitness for Contractor Employees and Eligibility for Access to Classified National Security Information, Homeland Security Presidential Directive (HSPD)-12, requires government agencies to develop and implement Federal security standards for Federal employees and contractors. The 5 CFR 32 Part 157 in concert with DoD Manual 1000.13, Vol 1, implements the Federal Standards.

APPLICABILITY

This text applies to all DoD sponsored individuals who require CAC eligibility (or login and P/W if acceptable per contract) for: Physical access to DoD facilities or non-DoD facilities on behalf of DoD; Logical access to information systems (whether on site or remotely); or remote access to DoD networks that use only the CAC logon for user authentication, or access to sensitive and protected information. This applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

Each contractor employee providing services at a Navy command under this contract is required to obtain a DoD CAC. Additionally, depending on the level of computer/network access, the contract employee will require a successful investigation as detailed below.

ACCESS TO FEDERAL FACILITIES

Per HSPD-12 and implementing guidance, all contractor employees working at a federally controlled base, facility or activity under this clause will require a DoD CAC. When access to a base, facility or activity is required contractor employees shall in-process with the Command's Security Manager (CSM) upon arrival to the command and shall out-process prior to their departure at the completion of the individual's performance under the contract.

START-UP PERIOD

All contractor resource onboarding documents must be submitted via the prime contractor. The prime contractor shall make all necessary preparations to assume full responsibility for productive performance as of the performance start date.

Definition of "productive":

- a. Visit Authorization Request (VAR)
- b. Contractor Information Sheet (CIS)
- c. FD-258 Fingerprint Card
- d. Completed Electronic Investigation (EQIP)
- e. All contractor resource(s) must have an active Joint Personnel Adjudication System (JPAS) profile
- f. Common Access Card(CAC)

Note (1): Invoicing by the contractor will begin as of the commencement of the performance period of services and no reimbursement will be paid by the government for efforts expended during the start-up period.

Note (2): Foreign Nationals are not allowed access to the functional/system side of Enterprise Resource Planning (ERP).

ACCESS TO DOD INFORMATION TECHNOLOGY (IT) SYSTEM

In Accordance With (IAW) Secretary of the Navy (SECNAV) M-5510.30, contractor employees who require access to Department of the Navy (DoN) or DoD networks are categorized as IT-I, IT-II, or IT-III. The IT-II level, defined in detail in SECNAV M-5510.30, includes positions which require access to sensitive information. Sensitive information includes information protected under the Privacy Act, to include PHI. All contractor employees under this contract who require access to Privacy Act protected information are therefore categorized no lower than IT-II. IT Levels are determined by the requiring activity's Command Information System Security Manager (ISSM)/Information Assurance Manager (IAM).

Contractor employees requiring privileged or IT-I level access, (when specified by the terms of the contract) require a Single Scope Background Investigation (SSBI) or T5 or T5R equivalent investigation, which is a higher level investigation than the National Agency Check (NAC) with Law and Credit (NACLC)/T3/T3R described below. Due to the privileged system access, an investigation suitable for High Risk national security positions is required. Individuals who have access to system control, monitoring, or administration functions (e.g. system administrator, database administrator) require training and certification to Information Assurance (IA) Technical Level 1, and must be trained and certified on the Operating System (OS) or Computing Environment (CE) they are required to maintain.

Access to sensitive IT systems is contingent upon a favorably adjudicated background investigation. When access to IT systems is required for performance of the contractor employee's duties, such employees shall in-process with the Navy CSM and ISSM/IAM manager upon arrival to the Navy command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Completion and approval of a System Authorization Access Request Navy (SAAR-N) form is required for all individuals accessing Navy IT resources. The decision to authorize access to a government IT system/network is inherently governmental. The contractor supervisor is not authorized to sign the SAAR-N; therefore, the government employee with knowledge of the system/network access required or the Contracting Officers Representative (COR) shall sign the SAAR-N as the supervisor.

The SAAR-N shall be forwarded to the CSM at least thirty (30) days prior to the individual's start date. Failure to provide the required documentation at least thirty (30) days prior to the individual's start date may result in delaying the individual's start date.

When required to maintain access to required IT systems or networks, the contractor shall ensure that all employees requiring access complete annual Cyber Awareness training, and maintain a current requisite background investigation. The contractor's security representative shall contact the CSM for guidance when reinvestigations are required.

INTERIM ACCESS

The CSM may authorize issuance of a DoD CAC and interim access to a DoN or DoD unclassified computer/network upon a favorable review of the investigative questionnaire and advance favorable fingerprint results. When the results of the investigation are received and a favorable determination is not made, the contractor employee working on the contract under interim access will be denied access to the computer network and this denial will not relieve the contractor of his/her responsibility to perform.

DENIAL OR TERMINATION OF ACCESS

The potential consequences of any requirement under this clause including denial or termination of physical or system access in no way relieves the contractor from the requirement to execute performance under the contract within the timeframes specified in the contract. Contractors shall plan ahead in processing their employees and subcontractor employees. The contractor shall insert this clause in all subcontracts when the subcontractor is permitted to have unclassified access to a federally controlled facility, federally-controlled information system/network and/or to government information, meaning information not authorized for public release.

CONTRACTOR'S SECURITY REPRESENTATIVE

The contractor shall designate an employee to serve as the contractor's security representative. Within three (3) work days after contract award, the contractor shall provide to the requiring activity's Security Manager and the Contracting Officer, in writing, the name, title, address and phone number for the contractor's security representative. The contractor's security representative shall be the primary point of contact on any security matter. The contractor's security representative shall not be replaced or removed without prior notice to the Contracting Officer and CSM.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO NATIONAL SECURITY POSITIONS OR PERFORMING SENSITIVE DUTIES

Navy security policy requires that all positions be given a sensitivity value based on level of risk factors to ensure appropriate protective measures are applied. Contractor employees under this contract are recognized as Non-Critical Sensitive [ADP/IT-II] positions when the contract scope of work require physical access to a federally controlled base, facility or activity and/or requiring access to a DoD computer/network, to perform unclassified sensitive duties. This designation is also applied to contractor employees who access Privacy Act and PHI, provide support associated with fiduciary duties, or perform duties that have been identified as National Security Positions. At a minimum, each contractor employee must be a US citizen and have a favorably completed NACLIC or T3 or T3R equivalent investigation to obtain a favorable determination for assignment to a non-critical sensitive or IT-II position. The investigation consists of a standard NAC and a FBI fingerprint check plus law enforcement checks and credit check. Each contractor employee filling a non-critical sensitive or IT-II position is required to complete:

- SF-86 Questionnaire for National Security Positions (or equivalent Office of Personnel Management (OPM) investigative product)
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

Failure to provide the required documentation at least thirty (30) days prior to the individual's start date shall result in delaying the individual's start date. Background investigations shall be reinitiated as required to ensure investigations remain current (not older than ten (10) years) throughout the contract performance period. The contractor's security representative shall contact the CSM for guidance when reinvestigations are required.

Regardless of their duties or IT access requirements ALL contractor employees shall in-process with the CSM upon arrival to the command and shall out-process prior to their departure at the completion of the individual's performance under the contract. Employees requiring IT access shall also check-in and check-out with the Navy command's ISSM/IAM. Completion and approval of a SAAR-N form is required for all individuals accessing Navy IT resources. The SAAR-N shall be forwarded to the Navy CSM at least thirty (30) days prior to the individual's start date. Failure to provide the required documentation at least thirty (30) days prior to the individual's start date shall result in delaying the individual's start date.

The contractor shall ensure that each contract employee requiring access to IT systems or networks complete annual Cyber Awareness training, and maintain a current requisite background investigation. Contractor employees shall accurately complete the required investigative forms prior to submission to the CSM. The CSM will review the submitted documentation for completeness prior to submitting it to the OPM; Potential suitability or security issues identified may render the contractor employee ineligible for the assignment. An unfavorable determination is final (subject to SF-86 appeal procedures) and such a determination does not relieve the contractor from meeting any contractual obligation under the contract. The CSM will forward the required forms to OPM for processing. Once the investigation is complete, the results will be forwarded by OPM to the DoD Central Adjudication Facility (CAF) for a determination.

If the contractor employee already possesses a current favorably adjudicated investigation, the contractor shall submit a VAR via the JPAS or a hard copy VAR directly from the contractor's security representative. Although the contractor will take JPAS owning role over the contractor employee, the Navy command will take JPAS "Servicing" role over the contractor employee during the hiring process and for the duration of assignment under that contract. The contractor shall include the IT position category per SECNAV M-5510.30 for each employee designated on a VAR. The VAR requires annual renewal for the duration of the employee's performance under the contract.

BACKGROUND INVESTIGATION REQUIREMENTS AND SECURITY APPROVAL PROCESS FOR CONTRACTORS ASSIGNED TO OR PERFORMING NON-SENSITIVE DUTIES

Contractor employee whose work is unclassified and non-sensitive (e.g., performing certain duties such as lawn maintenance, vendor services, etc..) and who require physical access to publicly accessible areas to perform those duties shall meet the following minimum requirements:

- Must be either a U.S. citizen or a U.S. permanent resident with a minimum of 3 years of legal residency in the U.S. (as required by the Deputy Secretary of Defense DTM 08-006 or its subsequent DoD Instruction (INST)) and
- Must have a favorably completed NACI or T1 investigation equivalent including a FBI fingerprint check prior to installation access.

To be considered for a favorable trustworthiness determination, the CSR must submit for all employees each of the following:

- SF-85 Questionnaire for Non-Sensitive Positions
- Two FD-258 Applicant Fingerprint Cards (or an electronic fingerprint submission)
- Original Signed Release Statements

The contractor shall ensure each individual employee has a current favorably completed NACI or T1 equivalent investigation, or ensure successful FBI fingerprint results have been gained and investigation has been processed with OPM.

Failure to provide the required documentation at least thirty (30) days prior to the individual's start date may result in delaying the individual's start date.

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government

CLAUSES INCORPORATED BY REFERENCE

52.246-5	Inspection Of Services Cost-Reimbursement	APR 1984
52.246-16	Responsibility For Supplies	APR 1984

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
0001	POP 01-JUN-2023 TO 31-MAY-2028	N/A	NSMRL BUILDING 141 TROUT AVENUE GROTON CT 06349 FOB: Destination	N66596

CLAUSES INCORPORATED BY REFERENCE

52.242-15 Alt I Stop-Work Order (Aug 1989) - Alternate I APR 1984

Section G - Contract Administration Data

CLAUSES INCORPORATED BY REFERENCE

252.204-7006 Billing Instructions OCT 2005

CLAUSES INCORPORATED BY FULL TEXT

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (DEC 2018)

(a) Definitions. As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

“Payment request” and “receiving report” are defined in the clause at 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(b) Electronic invoicing. The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall—

(1) Have a designated electronic business point of contact in the System for Award Management at <https://www.sam.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:

(1) Document type. The Contractor shall submit payment requests using the following document type(s):

(i) **For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.**

(ii) For fixed price line items—

(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.

N/A

(B) For services that do not require shipment of a deliverable, submit either the Invoice 2in1, which meets the requirements for the invoice and receiving report, or the applicable invoice and receiving report, as specified by the Contracting Officer.

N/A

(iii) For customary progress payments based on costs incurred, submit a progress payment request.

(iv) For performance based payments, submit a performance based payment request.

(v) For commercial item financing, submit a commercial item financing request.

(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.

[Note: The Contractor may use a WAWF “combo” document type to create some combinations of invoice and receiving report in one step.]

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	To be identified as the task order level
Issue By DoDAAC	To be identified as the task order level
Admin DoDAAC	To be identified as the task order level
Inspect By DoDAAC	N/A
Ship To Code	To be identified as the task order level
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	To be identified as the task order level
Service Acceptor (DoDAAC)	To be identified as the task order level
Accept at Other DoDAAC	N/A
LPO DoDAAC	N/A
DCAA Auditor DoDAAC	TO BE PROVIDED BY THE OFFEROR and included in each task order
Other DoDAAC(s)	N/A

(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.

(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.

(g) WAWF point of contact. Refer to the COR identified at the task order level

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact:

usn.detrick.nmrlc-detftdmd.list.nmlc-wawf@health.mil

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

(End of clause)

PGI 204-7108 PMT INSTRUCTIONS

For informational purposes only in accordance with DFARS PGI 204-7108 Payment Instructions.
https://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/current/PGI204_71.htm#payment_instructions

Section H - Special Contract Requirements

SPECIAL REQUIREMENTS

1. INVENTION DISCLOSURES AND REPORTS

(a) In accordance with the requirements of the Patent Rights Clause (FAR 52.227-13) of this contract, the Contractor shall **submit** "Report of Inventions and Subcontracts" (DD Form 882) along with written disclosure of inventions to the designated NMRLC Contract Administrator, TBD upon award.

(b) The Contract Administrator will forward such reports and disclosures directly to the appropriate Patent Counsel, designated below, for review and recommendations, after which the reports will be returned to the Contract Administrator.

Address of Patent Counsel:
Office of Legal and Technology Services
Naval Medical Research Center (Code 1URO)
503 Robert Grant Avenue, Suite 1W/15
Silver Spring, MD 20910

(c) The above designated Patent Counsel will represent the Procurement Contracting Officer with regard to invention reporting matters arising under this contract.

(d) A copy of each report and disclosure shall be forwarded to the Procuring Contracting Officer.

(e) The contractor shall furnish the Contracting Officer a final report within three (3) months after completion of the contracted work listing all subject inventions or certifying that there were no such inventions, and listing all subcontracts at any tier containing a patent rights clause or certifying that there were no such subcontracts.

2. NOTICE REGARDING THE DISSEMINATION OF EXPORT-CONTROLLED TECHNICAL DATA

(a) Export of information contained herein, which includes release to foreign nationals within the United States, without first obtaining approval or license from the Department of State for items controlled by the International Traffic in Arms Regulations (ITAR), or the Department of Commerce for items controlled by the Export Administration Regulations (EAR), may constitute a violation of law.

(b) For violation of export laws, the contractor, its personnel, officials or agents are subject to:

- (1) Imprisonment and/or imposition of criminal fines; and
- (2) Suspension or debarment from future Government contracting actions.

(c) The Government shall not be liable for any unauthorized use or release of export-controlled information, technical data or specifications in this contract.

(d) The contractor shall include the provisions or paragraphs (a) through (c) above in any subcontracts awarded under this contract.

3. PROTECTION OF HUMAN SUBJECTS

(a) The performance of research involving human subjects shall be conducted in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.235-7004 "Protection of Human Subjects," 32 CFR 219 "The Common Rule," 10 USC 980 "Limitation on Use of Humans as Experimental Subjects," Department of Defense (DoD) Instruction 3216.02 "Protection of Human Subjects and Adherence to Ethical Standards in DoD-Supported Research," and Secretary of the Navy Instruction 3900.39 (series) "Human Research Protection Program," as well as other applicable federal and state law and regulations, and Department of the Navy guidance. The Contractor must be cognizant of and abide by the additional restrictions and limitations imposed on the DoD

regarding research involving human subjects, specifically as they regard vulnerable populations, recruitment of military research subjects, and informed consent and surrogate consent and chemical and biological agent research. Food and Drug Administration regulation and policies may also apply. The Contractor shall rely on the local command's designated Institutional Review Board (IRB) as the IRB of record for the research to be supported under the contract. The Contractor shall also comply with all research training requirements directed by the local command.

(b) The Contractor and subcontractor(s) if applicable shall hold a valid, not expired, Federalwide Assurance (FWA) appropriate for research to be supported under the contract. The FWA shall remain active for the duration of the contract. The FWA is issued by the Department of Health and Human Services.

(c) The following requirements must be completed prior to the Contractor's performance of research involving human subjects or expenditure of funding on such effort, whichever occurs first:

- (1) The Contractor shall enter into a DoD Institutional Agreement for Institutional Review Board (IRB) Review (IAIR) with the local command. The IAIR will apply to all human subject research supported under the contract. The IAIR shall be executed by the parties no later than 30 days after the effective date of the contract, or before commencement of performance of research involving human subjects or expenditure of funding, whichever occurs first.
- (2) Contractor personnel providing support under the contract shall complete initial and ongoing research ethics and human subject protections training appropriate to each individual's level of involvement, duties, and responsibilities. Specific training requirements will be provided by the COR.
- (3) The Contractor shall obtain written notice from the local command that: (i) Contractor personnel identified as supporting human subject research under the contract have been added to the applicable research protocol; (ii) performance of the protocol has been approved by the Command's Institutional Official and that performance may begin; (iii) a determination that the protocol meets exemption criteria including the exemption category or classification of research risk (e.g., minimal risk); (iv) confirmation of continuing acceptability of the Contractor's assurances; and (v) Human Research Protection Official (HRPO) review of the protocol in accordance with DFARS clause 252.235-7004 has been completed. Contractor personnel shall not commence performance of research involving human subjects until stated notice is received.
- (4) The Contractor shall notify the local command of personnel changes under the contract. New personnel that will perform research involving human subjects will be required to complete applicable training and will be added to the applicable research protocol(s) as discussed above.

(d) The Contractor shall support administrative efforts by the local command to ensure compliance with the terms of this requirement. This support includes identifying Contractor personnel that may support human subject research under the contract and maintaining records of training and other documentation to demonstrate compliance with human research protection requirements under the contract. The Contractor shall also assist with the continuing review of the human subject research that is supported under the contract.

(e) Failure of the Contractor to comply with the terms of this requirement will result in the issuance of a stop-work order under Federal Acquisition Regulation clause 52.242-15 Alt. I to immediately suspend, in whole or in part, work and further payment under this contract, or will result in other issuance of suspension of work and further payment for as long as determined necessary at the discretion of the Contracting Officer.

(f) The terms of this requirement are applicable to and shall be included in all subcontracts that may include the support of human subject research.

4. PRIVACY ACT AND HIPAA

The contractor shall ensure that all Protected Health Information (PHI) is protected in accordance with the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated safeguards to ensure confidentiality of health information. All contractor personnel are required to complete HIPAA training within one (1) year prior to the provision of services under this contract. Contractor personnel must complete HIPAA refresher training annually.

5. COMMAND/ACTIVITY TRAINING

Contractor personnel shall complete initial and annual training as required by the Command or research activity. This includes but is not limited to orientation training for new personnel, ethics training, information awareness training, records management training, occupational health and safety training, and Health Insurance Portability and Accountability Act (HIPAA) training. This training shall occur during normal working hours.

6. ENVIRONMENTAL STANDARDS

Note: This requirement applies to work performed at the contractor's or subcontractor's facility.

By accepting funds under this contract, the contractor assures that it will:

Comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401, et seq.) and Federal Water Pollution Control Act (33 U.S.C. 1251, et seq.), as implemented by Executive Order 11738 [3 CFR, 1971-1975 comp., p. 799] and Environmental Protection Agency (EPA) rules at 40 CFR Part 15. In accordance with the EPA rules, the contractor further agrees that it will:

Avoid use of any facility with a current compliance status of (1) violation, (2) non-compliance, (3) significant non-compliance, or (4) high priority violation in the EPA's Enforcement and Compliance History Online (ECHO) website (<https://echo.epa.gov/>) in performing any contract that is nonexempt under 40 CFR 15.5 (contracts of less than \$100,000, and certain other contracts, exempt from the EPA regulations), as long as the facility remains in one of the listed current compliance statuses.

Notify the awarding agency if it intends to use a facility in performing this contract that is in one of the listed EPA current compliance statuses or that the contractor knows has been recommended to be placed in one of the listed current compliance statuses.

Identify to the awarding agency any impact this contract may have on:

The quality of the human environment, and provide help the agency may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321, et seq.) and to prepare Environmental Impact Statements or other required environmental documentation. In such cases, the contractor agrees to take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) until the agency provides written notification of compliance with the environmental impact analysis process.

Coastal barriers, and provide help the agency may need to comply with the Coastal Barriers Resource Act (16 U.S.C. 3501, et seq.), concerning preservation of barrier resources.

Any existing or proposed component of the National Wild and Scenic Rivers system, and provide help the agency may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271, et seq.).

7. AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER

(a) Except as specified in paragraph (b) below, no order, statement, or conduct of Government personnel who visit the contractor's facilities or in any other manner communicates with contractor personnel during the performance of this contract shall constitute a change under the "Changes" clause of this contract.

(b) The contractor shall not comply with any order, direction or request of Government personnel unless it is issued in writing and signed by the Contracting Officer, or is pursuant to specific authority otherwise included as a part of this contract.

(c) The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and notwithstanding provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officer's. In the event the contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

8. REVIEW OF PRESS RELEASES

The contractor agrees to accurately and factually represent the work conducted under the contract in all press releases. Misrepresenting contract results or releasing information that is injurious to the integrity of the Government may be construed as improper conduct. Press releases shall be considered to include the public release of information to any medium, excluding peer-reviewed scientific publications. The contractor shall ensure that the Contracting Officer's Representative has received an advance copy of any press release related to the contract for review and comments at least five (5) working days prior to proposed issuance. After receipt of the Government's comments, the contractor shall provide a copy to the Contracting Officer's Representative prior to issuance of the press release.

9. CONTRACTOR'S PROPOSAL

Performance of this contract by the contractor shall be conducted and performed in accordance with detailed obligations to which the contractor committed itself in its proposal dated *TBD* in response to Solicitation N6264523R0004.

10. RESEARCH INVOLVING RECOMBINANT DNA MOLECULES

Any contractor performing research involving recombinant DNA molecules and/or organisms and viruses containing recombinant DNA molecules agrees by acceptance of this contract to comply with the National Institutes of Health "Guidelines for Research Involving Recombinant DNA Molecules", of July 5, 1994 (59 FR 34496), amended August 5, 1994 (59 FR 40170), amended April 27, 1995 (60 FR 20726), and such later revision of those guidelines as may be published in the Federal Register.

11. RESEARCH CONDUCT

Research provided under this contract must be conducted in accordance with all state, federal, Department of Defense, Department of the Navy, and command laws, regulations, policies, and procedures that govern the conduct of regulated research. Bureau of Medicine and Surgery (BUMED) Instruction 6500.3 (Series) "Research Integrity, Responsible Conduct of Research Education, and Research Misconduct" applies to research sponsored or funded by Navy Medicine. Federal regulations governing current Good Clinical Practice (cGCP) are found in 21 CFR 11, 50, 54, 56, 312, and 314, and important guidelines are in the FDA Information Sheets. Additional regulations for human subjects protection are found in 45 CFR 46. The International Convention on Harmonization Guidelines for Good Clinical Practice are also standards governing the conduct of research trials.

This is a non-personal services contract for research and development. The Federal Tort Claims Act does not apply to research related positions.

12. ENVIRONMENTAL AND ENERGY CONSERVATION OBJECTIVES

If performance of any work under this contract is required at a Government facility, the Contractor shall contact the appropriate office and code with cognizance over safety and environmental requirement prior to performance of ANY work under this contract. The office having overall governance concerning safety is as follows:

Safety Officer/Industrial Hygiene Officer
Naval Medical Research Center
503 Robert Grant Ave
Silver Spring, MD 20910

Contractors/contract personnel are responsible for following all safety and health related State and Federal statutes and corresponding State, Federal and/or Department of Defense regulations protecting the environment, contractor personnel, and persons who live and work in and around contractor and/or federal facilities.

13. STANDARD LIABILITY INSURANCE

The following types of insurance are required in accordance with the clause entitled, FAR 52.228-7, Insurance-- Liability to Third Persons and shall be maintained in the minimum amounts shown:

- (a) Comprehensive General Liability: \$ N/A per person and \$500,000 per accident for bodily injury.
- (b) Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage.
- (c) Standard Workman's Compensation and Employer's Liability Insurance (or, where maritime employment is involved, Longshoremen's and Harbor Worker's Compensation Insurance) in the minimum amount of \$100,000.
- (d) Aircraft public and passenger liability: \$N/A per person and \$ N/A per occurrence for bodily injury, other than passenger liability; \$ N/A per occurrence for property damage. Passenger bodily injury liability limits of \$N/A per passenger, multiplied by the number of seats or number of passengers, whichever is greater.

14. PATIENT CARE AND MEDICAL LIABILITY INSURANCE

The character of services for health care workers that are providing patient care in clinical or administrative tasks under this contract will be categorized as non-personal services as provided for by Federal Acquisition Regulation (FAR) Subpart 37.4. Patient care will be incidental to research activities or projects supported under this contract. Alleged acts of medical malpractice by non-personal health care workers are not covered under the Federal Tort Claims Act and the contractor shall indemnify the Government against legal action alleging malpractice by such workers by way of indemnification and medical liability insurance provided by the contractor. Insurance as prescribed by FAR clause 52.237-7 shall be required for those medical personnel such as physicians or nurses providing patient care in clinical or administrative tasks consistent with standard coverage prevailing within the local community as to the specific medical specialty.

15. REIMBURSEMENT OF TRAVEL, PER DIEM, AND SPECIAL MATERIAL COSTS

- (a) Area of Travel. Performance under this contract may require travel by contractor personnel. If travel, domestic or overseas, is required, the contractor is responsible for making all necessary arrangements for its personnel. These include but are not limited to: medical examinations, immunizations, passports/visas/etc., and security clearances.
- (b) Travel Policy. The Government will reimburse the contractor for allowable travel costs incurred by the contractor in performance of the contract in accordance with FAR 31.205-46. Travel required for tasks assigned under this contract shall be governed in accordance with: Federal Travel Regulations, prescribed by the General Services Administration for travel in the conterminous 48 United States, (hereinafter the FTR); Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and territories and possessions of the United States (hereinafter JTR); and Standardized Regulations (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in the FTR or JTR (hereinafter the SR).

(c) Travel. Travel and subsistence are authorized for travel beyond a fifty-mile radius of the Government site whenever a task assignment requires work to be accomplished at a temporary alternate worksite. No travel or subsistence shall be charged for work performed within a fifty-mile radius of the Government site. The contractor shall not be paid for travel or subsistence for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Travel performed for personal convenience, in conjunction with personal recreation, or daily travel to and from work at the contractor's facility will not be reimbursed.

(1) For travel costs other than described in paragraph (c) above, the contractor shall be paid on the basis of actual amount paid to the extent that such travel is necessary for the performance of services under the contract and is authorized by the Contracting Officer and the COR in writing.

(2) When transportation by privately owned conveyance is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate as contained in the FTR, JTR or SR. Authorization for the use of privately owned conveyance shall be indicated in the basic contract. Distances traveled between points shall be shown on invoices as listed in standard highway mileage guides. Reimbursement will not exceed the mileage shown in the standard highway mileage guides.

(3) The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission as set forth in the basic contract and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class, or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed.

(4) The contractor's invoices shall include receipts or other evidence substantiating actual costs incurred for authorized travel. In no event will such payments exceed the rates of common carriers.

(d) Vehicle and/or Truck Rentals. The contractor shall be reimbursed for actual rental/lease of special vehicles and/or trucks (i.e., of a type not normally used by the contractor in the conduct of its business) only if authorized in the basic contract or upon approval by the COR. Reimbursement of such rental shall be made based on actual amounts paid by the contractor. Use of rental/lease costs of vehicles and/or trucks that are of a type normally used by the contractor in the conduct of its business are not subject to reimbursement.

(e) Car Rental. The contractor shall be reimbursed for car rental, exclusive of mileage charges, as authorized in the basic contract or upon approval by the COR, when the services are required to be performed beyond the normal commuting distance from the contractor's facilities. Car rental for a team on Temporary Duty (TDY) at one site will be allowed for a minimum of four (4) persons per car, provided that such number or greater comprise the TDY team.

(f) Per Diem. The contractor shall not be paid for per diem for contractor personnel who reside in the metropolitan areas in which the tasks are being performed. Per Diem shall not be paid on services performed within a fifty-mile radius of the Government's site. Per Diem is authorized for contractor personnel beyond a fifty-mile radius of the contractor's home or local offices whenever a task assigned requires work to be done at a temporary alternate worksite. Per Diem shall be paid to the contractor only to the extent that overnight stay is necessary and authorized under this contract. The authorized per diem rate shall be the same as the prevailing per diem in the worksite locality. These rates will be based on rates contained in the FTR, JTR or SR. The applicable rate is authorized at a flat seventy-five (75%) percent on the day of departure from contractor's home or local office, and on the day of return. Reimbursement to the contractor for per diem shall be limited to actual payments to per diem defined herein. The contractor shall provide actual payments of per diem defined herein. The contractor shall provide supporting documentation (e.g., signed travel expense reports) for per diem expenses as evidence of actual payment.

(g) Shipboard Stays. Whenever work assignments require temporary duty aboard a Government ship, the contractor will be reimbursed at the per diem rates identified in the Joint Travel Regulations (JTR), Section 020315, Other Circumstances Impacting a Traveler's Per Diem, Paragraph F, Per Diem While Aboard a Government Ship.

(h) Special Material. "Special material" includes only the costs of material, supplies, or services which is peculiar to the ordered services and which is not suitable for use in the course of the contractor's normal business. It shall be

furnished pursuant to specific authorization approved by the COR. The contractor will be required to support all material costs claimed by its costs less any applicable discounts. "Special materials" include, but are not limited to, graphic reproduction expenses, or technical illustrative or design requirements needing special processing.

(i) **The Contractor shall ensure that the requested travel costs will not exceed what the Government has pre-authorized.** Contractor personnel must follow established Government travel requirements, complete all forms, and obtain the required signatures prior to any travel. The Contractor may be required to coordinate with other DOD and industry for travel. Trip reports will be required at the direction of the Government.

(j) The Contractor may be required to attend various meetings and reviews or to participate in Government projects. Travel may be CONUS as well as OCONUS. **Reimbursements for travel will be in accordance with JTR and will in no case exceed those travel costs allowed by the JTR unless approved in advance by the Government. No surcharges shall be authorized for travel costs other than the Contractor's G&A rate approved by the Defense Contract Audit Agency (DCAA). No fee or profit shall be applied to travel costs.**

(k) Any OCONUS/FOREIGN travel by contractor personnel shall be in accordance with procedures for entering into the Area of Responsibility (e.g., CENTCOM). Refer to the Foreign Clearance Guide at <https://www.fcg.pentagon.mil>.

16. ORGANIZATIONAL CONFLICT OF INTEREST

This clause provides examples of certain organizational conflicts of interest which are prescribed by Federal Acquisition Regulation Subpart 9.5. The two (2) underlying principles which this clause seeks to avoid are preventing the existence of conflicting roles that might bias a contractor's judgment and preventing unfair competitive advantage. The following subsections prescribe certain limitations on contracting as the means of avoiding, neutralizing or mitigating organizational conflicts of interest.

If, under this contract, the contractor will provide systems engineering and technical direction for a system, but does not have overall contractual responsibility for its development, integration, assembly, checkout or production, the contractor shall not be awarded a subsequent contract to supply the system or any of its major components, or to act as consultant to a supplier of any system, subsystem, or major component utilized for or in connection with any item or other matter that is (directly or indirectly) the subject of the systems engineering and technical direction. The term of this prohibition shall endure for the entire period of this contract and for two (2) years thereafter.

If, under this contract, the contractor will prepare and furnish complete specifications covering non-developmental items, to be used in a competitive acquisition, the contractor shall not be permitted to furnish these items, either as a prime or subcontractor. The term of this prohibition shall endure for the entire period of this contract performance and for either two (2) years thereafter or the duration of the initial production contract whichever is longer. This rule shall not apply to contractors who furnish specifications or data at Government request or to situations in which contractors act as Government representatives to help Government agencies prepare, refine or coordinate specifications, provided this assistance is supervised and controlled by Government representatives.

If, under this contract, the contractor will prepare or assist in preparing a work statement to be used in competitively acquiring a system or services, the contractor shall not supply the system, its major components, or the service unless the contractor is the sole source, the contractor has participated in the development and design work, or more than one contractor has been involved in preparing the work statement.

If, under this contract, the contractor gains access to proprietary or source selection information of other companies in performing advisory assistance services for the Government, the contractor agrees to protect this information from unauthorized use or disclosure and to refrain from using the information for any purpose other than that for which it was furnished. A separate agreement shall be entered into between the contractor and the company whose proprietary information is the subject of this restriction. A copy of this agreement shall be provided to the Contracting Officer. Any OCI Mitigation Plan between the contractor and the Government does not give authorization for a contractor being in possession of another company's proprietary or sensitive information.

17. STATION/BASE REGULATIONS

The contractor and its personnel shall become familiar with and obey station/base regulations, including fire, traffic, and security regulations. Personnel working at the station/base shall keep within the limits of the work (and avenues of ingress and egress), and shall not enter restricted areas unless required to do so and are cleared for such entry. Any contractor's equipment shall be marked for identification.

18. PRIVATELY-OWNED VEHICLE OPERATION

(a) Privately-Owned Vehicle (POV) Permits: Contractor personnel using POVs on DoD installations shall have proper operating licenses and permits for entry onto the installations. All vehicles, private or contractor-owned, shall comply with the vehicle operation regulations that govern installations. All vehicles are subject to search while on DoD installations. Only licensed contractor personnel shall operate vehicles on DoD installations. Vehicles shall be operated in accordance with local and state laws as well as installation specific traffic regulations.

(b) Privately-Owned Vehicle (POV) Parking: The contractor shall utilize on-station POV parking in authorized areas. The Government reserves the right to change parking arrangements at any time.

(c) Traffic Accident Report Requirements: The contractor shall report to Base Security, within one hour, any traffic accident involving contractor personnel that occurs on base, whether in the performance of this PWS or commuting in their POVs, IAW OPNAVINST 5102.1 series, OPNAVINST 5100.23 series, and other applicable local instructions. The contractor shall supply a copy of any on-base traffic accident report to the COR within five workdays after occurrence. The contractor shall also provide the COR a copy of any report of an off-base traffic accident that involves contractor personnel in the performance of this PWS within five workdays after occurrence.

(d) Fines, Fees, Point Assessment and Other Costs: The contractor shall pay all fines, fees, point assessment, and other costs associated with traffic violations, parking violations, or accidents that occur in the performance of work under this contract.

19. NOTICE TO CONTRACTOR OF CERTAIN DRUG DETECTION PROCEDURES

Pursuant to Department of Defense and Military Service policy applicable to both Government and contractor personnel, measures will be taken to prevent the introduction and utilization of illegal drugs and related paraphernalia into Government Work areas.

In furtherance of these drug control policies, unannounced periodic inspections of the following nature may be conducted by installation security authorities:

- a. Routine inspections of contractor occupied work spaces.
- b. Random inspections of vehicles on entry or exit from the installation, with drug detection dog teams as available, to eliminate them as a safe haven for storage of or trafficking in illegal drugs.
- c. Random inspections of personal possessions on entry or exit from the installation.

When there is a probable cause to believe that contractor personnel working at a Government installation have been engaged in use, possession or trafficking of drugs, the installation authorities may detain the contractor personnel until the individual(s) can be removed from the installation, or can be released to the local authorities having jurisdiction. When the Government discovers illegal drugs and related paraphernalia in the course of an inspection of a vehicle operated by contractor personnel, the vehicle may be detained until it can be turned over to local authorities having jurisdiction, and the individual's installation driving privileges may be suspended, revoked, or denied.

Trafficking in illegal drug and related paraphernalia by contract personnel while on a Government vessel or installation may lead to possible withdrawal or downgrading of security clearance , and/or referral for prosecution by appropriate law enforcement authorities.

The contractor is responsible for the conduct of personnel performing work under this contract and is, therefore, responsible to assure that personnel are notified of these provisions prior to assignment.

The removal of contractor personnel from a Government vessel or installation as a result of drug offenses shall not be a cause for excusable delay, nor shall such action be deemed a basis for an equitable adjustment to price, delivery or other provisions of this contract.

20. OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS

(a) If performance of any work under this contract is required at a Government facility, the contractor shall contact the appropriate office and code with cognizance over safety and environmental requirement prior to performance of any work under this contract.

(b) Contractors are responsible for following all safety and health related State and Federal statutes and corresponding State, Federal and/or Department of Defense regulations (e.g., NOSINST 5100.5C, Occupational Safety and Health Manual) protecting the environment, contractor personnel, and persons who live and work in and around contractor and/or federal facilities.

(c) Contractors shall monitor its personnel and ensure that they are following safety regulations particular to the work areas. Contractors shall ensure that its personnel:

(1) Wear appropriate safety equipment and clothing;

(2) Are familiar with all relevant emergency procedures should an accident occur; and

(3) Have access to a telephone and telephone numbers for the Government facility where the work is performed.

(d) This contract may require the contractor to handle hazardous materials, which material safety data sheets will be provided.

(e) Accidents: The contractor is solely responsible for compliance of all safety regulations of personnel while working on Government facilities. All accidents which may arise out of, or in connection with, performance of services required hereunder which result in injury, death, or property damage, shall be reported in writing to the Contracting Officer and COR within twenty-four hours of such occurrence. Reports shall provide full details of the accident, including statements from witnesses. The fore-going procedures shall also apply to any claim made by a third party against the contractor as a result of any accident that occurs in connection with performance under this contract.

21. GOVERNMENT INSTALLATION WORK SCHEDULE

The normal work week for Government employees at the Naval Submarine Medical Research Laboratory (NSMRL) Groton, CT is Monday through Friday with flexible working hours from 0600 to 1800. NSMRL core hours, during which all personnel must be working or on Government or Contractor approved leave, are from 0930 to 1430.

The contractor is responsible for conducting business during the command's normal work week/core hours, Monday thru Friday except for Federal Holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor will not be reimbursed when the government facility is closed for these reasons.

The Federal holidays applicable to this contract include, but are not limited to: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day,

Veteran's Day, Thanksgiving Day, and Christmas Day. In the event that any of the above holidays occur on a Saturday or Sunday, then such holiday shall be observed as they are by the assigned Government employees at the Government facility. In the event of an additional holiday created as a result of an Executive Order, that day shall also be considered a Federal holiday.

If the Government facility allows a flexible workweek for its Government employees, applicable on-site contractor personnel shall perform in consonance with those flexible workweek arrangements for the department(s) supported.

Furlough. Unless otherwise authorized by a defense appropriations bill, contractors will not be reimbursed by the Government for services not rendered during a Government furlough. In the event of a Government furlough, the Commanding Officer will determine which contract individuals are considered essential and therefore must report to work. Contract personnel deemed essential shall be compensated for services rendered during a furlough. All other contract personnel shall be furloughed until the Government shutdown ends or they are notified by the COR that they have become essential personnel.

Telework may be authorized for contractor personnel on an ad-hoc or non-routine basis when approved in advance by the COR and by concurrence of the Contractor. Mission needs shall be considered in the approval or denial of telework.

22. ELECTRONIC TRANSMISSION OF PROPRIETARY DATA

The contractor shall be fully capable and willing to electronically transmit proprietary data to the Government. This data may consist of task order deliverables or pricing data required for proposal evaluation. Any software required by the Government to receive the contractor-transmitted proprietary data that the Government does not already possess shall be provided by the contractor at no cost to the Government.

23. SUBSTITUTION OF KEY PERSONNEL

(a) The Contractor agrees that a partial basis for award of this task order is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract the key personnel whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at ninety (90) calendar days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; and (3) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

24. CONTRACT OMBUDSMAN

The Contract Ombudsman will review complaints from contractors regarding the award of this contract and ensure that all contractors are afforded a fair opportunity to be considered, consistent with the procedures in the Solicitation. The Contract Ombudsman for this award is the Navy Competition Advocate General. Contractors are encouraged to settle their complaints through the Competition Advocate chain of command, seeking review by the Command Competition Advocate at the Naval Medical Readiness Logistics Command before taking their complaints to the Navy Competition Advocate General. The Naval Medical Readiness Logistics Command's Competition Advocate can be reached at the following address:

Naval Medical Readiness Logistics Command
ATTN: Competition Advocate
693 Neiman St.
Fort Detrick, MD 21702-9203

25. STANDARD FORMAT REQUIREMENTS FOR SCIENTIFIC AND TECHNICAL REPORTS

The contractor shall comply with the requirements of SECNAVINST 3900.29E “Standard Format Requirements for Scientific and Technical Reports” in preparing scientific and technical reports delivered under this task order.

26. CONTRACTOR PERSONNEL IDENTIFICATION

Contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall also appropriately identify themselves as contractor personnel in telephone conversations and in formal and informal written correspondence. When working at Government facilities, distinguishing badges or other visible identification shall be displayed by contractor personnel.

Contractor personnel, while performing in a Contractor capacity, are prohibited from using their retired or reserve component military rank or title in written or verbal communications associated with the contract under which they provide services.

27. STANDARDS OF CONDUCT

Contractor personnel providing support to the Government shall conduct themselves in a professional, businesslike manner adhering to high ethical standards. Contractor personnel must follow the Standards of Ethical Conduct for Employees of the Executive Branch (Codified in 5 C.F.R. Part 2635 and as amended at 76 FR 38547) and local command policy in addition to the standards of conduct policies of the contractor. The Government will not tolerate unethical behavior and behavior that reflects poorly upon the Government, its mission, and its operations. If contractor personnel are uncertain whether contemplated acts or conduct may violate the Standards of Ethical Conduct for Employees of the Executive Branch or local command policy, the contractor personnel must contact the Contracting Officer Representative (COR) before engaging in such acts or conduct. CORs will seek advice on ethics issues from their ethics counselor.

28. CONTRACTOR SUPPORT NOTICE: NAVY USE OF SUPPORT CONTRACTOR FOR CONTRACT CLOSEOUT FUNCTIONS

Naval Medical Readiness Logistics Command utilizes the services of two private contractors in support of the contract closeout process; Allied Technologies SDVOSB, LLC., doing business under the authority of the Small Business Administration’s 8(a) program, and the Ability One Program, doing business under the authority of the Javits-Wagner O’Day Act (41 U.S.C. § 47).

The contract closeout process includes activities such as processing de-obligation modifications, obtaining contractor and requiring activity concurrence, preparing the DD-Form 1594 (Contract Completion Statement), and preparing closed files for archiving. Support contractors may perform additional administrative duties, including filing and processing simple administrative modifications. Performing these functions require the contractor personnel to have access to the contract file. Therefore, information you provide to the Government or information already in the possession of the Government may be viewed by these support contractors in the course of performing contract close-out functions. The information that may be made available to the contractor may include pricing and technical proposals and performance information.

Naval Medical Readiness Logistics Command has obtained signed Non-Disclosure Agreements with all support contractor personnel and has required both contractors to provide a Conflict of Interest Mitigation Plan to ensure these personnel are firewalled from all business development activity.

29. BUSINESS ASSOCIATE AGREEMENT

Introduction

In accordance with 45 CFR 164.502(e)(2) and 164.504(e) and paragraph C.3.4.1.3 of DoD 6025.18-R, "DoD Health Information Privacy Regulation," January 24, 2003, this document serves as a business associate agreement (BAA) between the signatory parties for purposes of the Health Insurance Portability and Accountability Act (HIPAA) and the "HITECH Act" amendments thereof, as implemented by the HIPAA Rules and DoD HIPAA Issuances (both defined below). The parties are a DoD Military Health System (MHS) component, acting as a HIPAA covered entity, and a DoD contractor, acting as a HIPAA business associate. The HIPAA Rules require BAAs between covered entities and business associates. Implementing this BAA requirement, the applicable DoD HIPAA Issuance (DoD 6025.18-R, paragraph C3.4.1.3) provides that requirements applicable to business associates must be incorporated (or incorporated by reference) into the contract or agreement between the parties.

(a) *Catchall Definition.* Except as provided otherwise in this BAA, the following terms used in this BAA shall have the same meaning as those terms in the DoD HIPAA Rules: Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices (NoPP), Protected Health Information (PHI), Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Breach means actual or possible loss of control, unauthorized disclosure of or unauthorized access to PHI or other PII (which may include, but is not limited to PHI), where 12 Nov 2013 Page 2 of 10 persons other than authorized users gain access or potential access to such information for any purpose other than authorized purposes, where one or more individuals will be adversely affected. The foregoing definition is based on the definition of breach in DoD Privacy Act Issuances as defined herein.

Business Associate shall generally have the same meaning as the term "business associate" in the DoD HIPAA Issuances, and in reference to this BAA, shall mean the contractor.

Agreement means this BAA together with the documents and/or other arrangements under which the Business Associate signatory performs services involving access to PHI on behalf of the MHS component signatory to this BAA.

Covered Entity shall generally have the same meaning as the term "covered entity" in the DoD HIPAA Issuances, and in reference to this BAA, shall mean the Government facility(s) and office(s) that are supported under this contract.

DHA Privacy Office means the DHA Privacy and Civil Liberties Office. The DHA Privacy Office Director is the HIPAA Privacy and Security Officer for DHA, including the National Capital Region Medical Directorate (NCRMD).

DoD HIPAA Issuances means the DoD issuances implementing the HIPAA Rules in the DoD Military Health System (MHS). These issuances are DoD 6025.18-R (2003), DoDI 6025.18 (2009), and DoD 8580.02-R (2007).

DoD Privacy Act Issuances means the DoD issuances implementing the Privacy Act, which are DoDD 5400.11 (2007) and DoD 5400.11-R (2007).

HHS Breach means a breach that satisfies the HIPAA Breach Rule definition of breach in 45 CFR 164.402.

HIPAA Rules means, collectively, the HIPAA Privacy, Security, Breach and Enforcement Rules, issued by the U.S. Department of Health and Human Services (HHS) and codified at 45 CFR Part 160 and Part 164, Subpart E (Privacy), Subpart C (Security), Subpart D (Breach) and Part 160, Subparts C-D (Enforcement), as amended by the 2013 modifications to those Rules, implementing the "HITECH Act" provisions of Pub. L. 111-5. See 78 FR 5566-5702 (Jan. 25, 2013) (with corrections at 78 FR 32464 (June 7, 2013)). Additional HIPAA rules regarding electronic transactions and code sets (45 CFR Part 162) are not addressed in this BAA and are not included in the term HIPAA Rules.

Service-Level Privacy Office means one or more offices within the military services (Army, Navy, or Air Force)

with oversight authority over Privacy Act and HIPAA privacy compliance.

I. Obligations and Activities of Business Associate

- (a) The Business Associate shall not use or disclose PHI other than as permitted or required by the Agreement or as required by law.
- (b) The Business Associate shall use appropriate safeguards, and comply with the DoD HIPAA Rules with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by the Agreement.
- (c) The Business Associate shall report to Covered Entity any Breach of which it becomes aware, and shall proceed with breach response steps as required by Part V of this BAA. With respect to electronic PHI, the Business Associate shall also respond to any security incident of which it becomes aware in accordance with any Information Assurance provisions of the Agreement. If at any point the Business Associate becomes aware that a security incident involves a Breach, the Business Associate shall immediately initiate breach response as required by part V of this BAA.
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), respectively), as applicable, the Business Associate shall ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such PHI.
- (e) The Business Associate shall make available PHI in a Designated Record Set, to the Covered Entity or, as directed by the Covered Entity, to an Individual, as necessary to satisfy the Covered Entity obligations under 45 CFR 164.524.
- (f) The Business Associate shall make any amendment(s) to PHI in a Designated Record Set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526.
- (g) The Business Associate shall maintain and make available the information required to provide an accounting of disclosures to the Covered Entity or an individual as necessary to satisfy the Covered Entity's obligations under 45 CFR 164.528.
- (h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligation(s) under the HIPAA Privacy Rule, the Business Associate shall comply with the requirements of HIPAA Privacy Rule that apply to the Covered Entity in the performance of such obligation(s); and
- (i) The Business Associate shall make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

II. Permitted Uses and Disclosures by Business Associate

- (a) The Business Associate may only use or disclose PHI as necessary to perform the services set forth in the Agreement or as required by law. The Business Associate is not permitted to de-identify PHI under DoD HIPAA issuances or the corresponding 45 CFR 164.514(a)-(c), nor is it permitted to use or disclose de-identified PHI, except as provided by the Agreement or directed by the Covered Entity.
- (b) The Business Associate agrees to use, disclose and request PHI only in accordance with the HIPAA Privacy Rule "minimum necessary" standard and corresponding DHA policies and procedures as stated in the DoD HIPAA Issuances.
- (c) The Business Associate shall not use or disclose PHI in a manner that would violate the DoD HIPAA Issuances or HIPAA Privacy Rules if done by the Covered Entity, except uses and disclosures for the Business Associate's own management and administration and legal responsibilities or for data aggregation services as set forth in the

following three paragraphs.

(d) Except as otherwise limited in the Agreement, the Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. The foregoing authority to use PHI does not apply to disclosure of PHI, which is covered in the next paragraph.

(e) Except as otherwise limited in the Agreement, the Business Associate may disclose PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate, provided that disclosures are required by law, or the Business Associate obtains reasonable assurances from the person to whom the PHI is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(f) Except as otherwise limited in the Agreement, the Business Associate may use PHI to provide Data Aggregation services relating to the Covered Entity's health care operations.

III. Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) The Covered Entity shall provide the Business Associate with the notice of privacy practices that the Covered Entity produces in accordance with 45 CFR 164.520 and the corresponding provision of the DoD HIPAA Issuances.

(b) The Covered Entity shall notify the Business Associate of any changes in, or revocation of, the permission by an Individual to use or disclose his or her PHI, to the extent that such changes affect the Business Associate's use or disclosure of PHI.

(c) The Covered Entity shall notify the Business Associate of any restriction on the use or disclosure of PHI that the Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such changes may affect the Business Associate's use or disclosure of PHI.

IV. Permissible Requests by Covered Entity

The Covered Entity shall not request the Business Associate to use or disclose PHI in any manner that would not be permissible under the HIPAA Privacy Rule or any applicable Government regulations (including without limitation, DoD HIPAA Issuances) if done by the Covered Entity, except for providing Data Aggregation services to the Covered Entity and for management and administrative activities of the Business Associate as otherwise permitted by this BAA.

V. Breach Response

(a) In general.

In the event of a breach of PII/PHI held by the Business Associate, the Business Associate shall follow the breach response requirements set forth in this Part V, which is designed to satisfy both the Privacy Act and HIPAA as applicable. If a breach involves PII without PHI, then the Business Associate shall comply with DoD Privacy Act Issuance breach response requirements only; if a breach involves PHI (a subset of PII), then the Business Associate shall comply with both Privacy Act and HIPAA breach response requirements. A breach involving PHI may or may not constitute an HHS Breach. If a breach is not an HHS Breach, then the Business Associate has no HIPAA breach response obligations. In such cases, the Business Associate must still comply with breach response requirements under the DoD Privacy Act Issuances.

If the DHA Privacy Office determines that a breach is an HHS Breach, then the Business Associate shall comply with both the HIPAA Breach Rule and DoD Privacy Act Issuances, as directed by the DHA Privacy Office, regardless of whether the breach occurs at DHA or at one of the Service components. If the DHA Privacy Office determines that the breach does not constitute an HHS Breach, then the Business Associate shall comply with DoD Privacy Act Issuances, as directed by the applicable Service-Level Privacy Office. The following provisions of Part

V set forth the Business Associate's Privacy Act and HIPAA breach response requirements for all breaches, including but not limited to HHS breaches.

This Part V is designed to satisfy the DoD Privacy Act Issuances and the HIPAA Breach Rule as implemented by the DoD HIPAA Issuances. In general, for breach response, the Business Associate shall report the breach to the Covered Entity, assess the breach incident, notify affected individuals, and take mitigation actions as applicable. Because DoD defines "breach" to include possible (suspected) as well as actual (confirmed) breaches, the Business Associate shall implement these breach response requirements immediately upon the Business Associate's discovery of a possible breach.

(b) Government Reporting Provisions

The Business Associate shall report the breach within one hour of discovery to the US Computer Emergency Readiness Team (US CERT), and, within 24 hours of discovery, to the DHA Privacy Office and the other parties set forth below. The Business Associate is deemed to have discovered a breach as of the time a breach (suspected or confirmed) is known, or by exercising reasonable diligence would have been known, to any person (other than the person committing it) who is considered to be personnel, officer or other agent of the Business Associate.

The Business Associate shall submit the US-CERT report using the online form at <https://forms.us-cert.gov/report/>. Before submission to US-CERT, the Business Associate shall save a copy of the on-line report. After submission, the Business Associate shall record the US-CERT Reporting Number. Although only limited information about the breach may be available as of the one hour deadline for submission, the Business Associate shall submit the US-CERT report by the deadline. The Business Associate shall e-mail updated information as it is obtained, following the instructions at <http://www.us-cert.gov/pgp/email.html>. The Business Associate shall provide a copy of the initial or updated US-CERT report to the DHA Privacy Office and the applicable Service-Level Privacy Office, if requested by either. Business Associate questions about US-CERT reporting shall be directed to the DHA or Service-Level Privacy Office, not the US-CERT office.

The Business Associate report due within 24 hours shall be submitted by completing the New Breach Reporting Form DD 2959 at the Breach Response page on the DHA Privacy Office web site and emailing that form to, as applicable, the DHA Privacy Office, the Service-Level Privacy Office, the Contracting Officer (CO) and Contracting Officer's Representative (COR) and the Business Associate's DoD point of contact (POC) unless the POC specifies another addressee for breach reporting. Encryption is not required, because Breach Report Forms should not contain PII/PHI. The email address for notices to the DHA Privacy Office is provided at the Privacy Office website breach response page. If electronic mail is not available, telephone notification is also acceptable, but all notifications and reports delivered telephonically must be confirmed by email as soon as technically feasible.

If multiple beneficiaries are affected by a single event or related set of events, then a single reportable breach may be deemed to have occurred, depending on the circumstances. The Business Associate shall inform the DHA Privacy Office as soon as possible if it believes that "single event" breach response is appropriate; the DHA Privacy Office will determine how the Business Associate shall proceed and, if appropriate, consolidate separately reported breaches for purposes of Business Associate report updates, beneficiary notification, and mitigation.

When a Breach Report Form initially submitted is incomplete or incorrect due to unavailable information, or when significant developments require an update, the Business Associate shall submit a revised form or forms, stating the updated status and previous report date(s) and showing any revisions or additions in red text. Examples of updated information the Business Associate shall report include, but are not limited to: confirmation on the exact data elements involved, the root cause of the incident, and any mitigation actions to include, sanctions, training, incident containment, follow-up, etc. The Business Associate shall submit these report updates promptly after the new information becomes available. Prompt reporting of updates is required to allow the DHA Privacy Office to make timely final determinations on any subsequent notifications or reports. The Business Associate shall provide updates to the same parties as required for the initial Breach Reporting Form. The Business Associate is responsible for reporting all information needed by the DHA Privacy Office to make timely and accurate determinations on reports to HHS as required by the HHS Breach Rule and reports to the Defense Privacy and Civil Liberties Office as required by DoD Privacy Act Issuances.

In the event the Business Associate is uncertain on how to apply the above requirements, the Business Associate shall consult with the DHA Privacy Office (or the Service-Level Privacy Office, which will consult with the Privacy Office as appropriate) when determinations on applying the above requirements are needed.

(c) Individual Notification Provisions

If the DHA Privacy Office determines that individual notification is required, the Business Associate shall provide written notification to individuals affected by the breach as soon as possible, but no later than 10 working days after the breach is discovered and the identities of the individuals are ascertained. The 10 day period begins when the Business Associate is able to determine the identities (including addresses) of the individuals whose records were impacted.

The Business Associate's proposed notification to be issued to the affected individuals shall be submitted to the parties to which reports are submitted under paragraph V(a) for their review, and for approval by the DHA Privacy Office. Upon request, the Business Associate shall provide the DHA Privacy Office with the final text of the notification letter sent to the affected individuals. If different groups of affected individuals receive different notification letters, then the Business Associate shall provide the text of the letter for each group. (PII shall not be included with the text of the letter(s) provided.) Copies of further correspondence with affected individuals need not be provided unless requested by the Privacy Office. The Business Associate's notification to the individuals, at a minimum, shall include the following:

—The individual(s) must be advised of what specific data was involved. It is insufficient to simply state that PII has been lost. Where names, Social Security Numbers (SSNs) or truncated SSNs, and Dates of Birth (DOBs) are involved, it is critical to advise the individual that these data elements potentially have been breached.

—The individual(s) must be informed of the facts and circumstances surrounding the breach. The description should be sufficiently detailed so that the individual clearly understands how the breach occurred.

—The individual(s) must be informed of what protective actions the Business Associate is taking or the individual can take to mitigate against potential future harm. The notice must refer the individual to the current Federal Trade Commission (FTC) web site pages on identity theft and the FTC's Identity Theft Hotline, toll-free: 1-877-ID-THEFT (438-4338); TTY: 1-866-653-4261.

—The individual(s) must also be informed of any mitigation support services (e.g., one year of free credit monitoring, identification of fraud expense coverage for affected individuals, provision of credit freezes, etc.) that the Business Associate may offer affected individuals, the process to follow to obtain those services and the period of time the services will be made available, and contact information (including a phone number, either direct or toll-free, e-mail address and postal address) for obtaining more information.

Business Associates shall ensure any envelope containing written notifications to affected individuals are clearly labeled to alert the recipient to the importance of its contents, e.g., "Data Breach Information Enclosed," and that the envelope is marked with the identity of the Business Associate and/or subcontractor organization that suffered the breach. The letter must also include contact information for a designated POC to include, phone number, email address, and postal address.

If the Business Associate determines that it cannot readily identify, or will be unable to reach, some affected individuals within the 10 day period after discovering the breach, the Business Associate shall so indicate in the initial or updated Breach Report Form. Within the 10 day period, the Business Associate shall provide the approved notification to those individuals who can be reached. Other individuals must be notified within 10 days after their identities and addresses are ascertained. The Business Associate shall consult with the DHA Privacy Office, which will determine which media notice is most likely to reach the population not otherwise identified or reached. The Business Associate shall issue a generalized media notice(s) to that population in accordance with Privacy Office approval.

The Business Associate shall, at no cost to the government, bear any costs associated with a breach of PII/PHI that

the Business Associate has caused or is otherwise responsible for addressing.

Breaches are not to be confused with security incidents (often referred to as cyber security incidents when electronic information is involved), which may or may not involve a breach of PII/PHI. In the event of a security incident not involving a PII/PHI breach, the Business Associate shall follow applicable DoD Information Assurance requirements under its Agreement. If at any point the Business Associate finds that a cyber security incident involves a PII/PHI breach (suspected or confirmed), the Business Associate shall immediately initiate the breach response procedures set forth here. The Business Associate shall also continue to follow any required cyber security incident response procedures to the extent needed to address security issues, as determined by DoD/DHA.

VI. Termination

(a) Termination. Noncompliance by the Business Associate (or any of its staff, agents, or subcontractors) with any requirement in this BAA may subject the Business Associate to termination under any applicable default or other termination provision of the Agreement.

(b) Effect of Termination.

(1) If the Agreement has records management requirements, the Business Associate shall handle such records in accordance with the records management requirements. If the Agreement does not have records management requirements, the records should be handled in accordance with paragraphs (2) and (3) below. If the Agreement has provisions for transfer of records and PII/PHI to a successor Business Associate, or if DHA gives directions for such transfer, the Business Associate shall handle such records and information in accordance with such Agreement provisions or DHA direction.

(2) If the Agreement does not have records management requirements, except as provided in the following paragraph (3), upon termination of the Agreement, for any reason, the Business Associate shall return or destroy all PHI received from the Covered Entity, or created or received by the Business Associate on behalf of the Covered Entity that the Business Associate still maintains in any form. This provision shall apply to PHI that is in the possession of subcontractors or agents of the Business Associate. The Business Associate shall retain no copies of the PHI.

(3) If the Agreement does not have records management provisions and the Business Associate determines that returning or destroying the PHI is infeasible, the Business Associate shall provide to the Covered Entity notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Covered Entity and the Business Associate that return or destruction of PHI is infeasible, the Business Associate shall extend the protections of the Agreement to such PHI and limit further uses and disclosures of such PHI to those purposes that make the return or destruction infeasible, for so long as the Business Associate maintains such PHI.

VII. Miscellaneous

(a) Survival. The obligations of Business Associate under the "Effect of Termination" provision of this BAA shall survive the termination of the Agreement.

(b) Interpretation. Any ambiguity in the Agreement shall be resolved in favor of a meaning that permits the Covered Entity and the Business Associate to comply with the HIPAA Rules and the DoD HIPAA Rules.

END BUSINESS ASSOCIATE AGREEMENT

30. CONFIDENTIALITY AGREEMENT

The contractor shall ensure that its personnel complete the Confidentiality Agreement included below prior to the performance of work under this award. Completed agreements shall be submitted to the Contracting Officer's

Representative (COR) with a copy to the Contracting Officer. The agreements will be retained in the Government's file and will be subject to periodic review.

Confidentiality Agreement (Non-Federal Contract Personnel)

Contract Number: TBD

As a non-federal contract individual with access to procurement and command sensitive information in my performance under subject award number issued by the Naval Medical Readiness Logistics Command (NMRLC) Contracting Office, I acknowledge that my conduct is governed by the Procurement Integrity Regulations found at 48 CFR or FAR Part 3.104. I also recognize that any Contractor Bid or Proposal Information and Source Selection Information, relative to my performance under this award, may be subject to further restrictions under the Trade Secrets Act, 18 U.S.C. 1832, 18 U.S.C.1905 and the Privacy Act, 5 U.S.C. 552a.

By executing this Confidentiality Agreement I agree not to disclose any procurement or command sensitive information, outside the federal government. I further agree that I will only disclose, within the federal government, any procurement or command sensitive information, to persons authorized to receive such information, in accordance with applicable agency regulations or procedures. I also agree not to reproduce any procurement or command sensitive information, except as authorized by the contracting officer or his/her authorized representative. I also agree that, if I am requested to do so by the contracting officer, or his/her authorized representative, I will promptly return, to the contracting officer, or to his/her authorized representative, all procurement or command sensitive information, that are in my possession. I also will promptly return all copies of those materials that are in my possession.

By executing this Confidentiality Agreement I agree that, in the course of performing my duties under subject award number, I will not use my position, or any procurement or command sensitive information, to further my own private interest, to further my business interest, or to further the private or business interests of another person or entity, whether through advice, recommendation or by knowing of unauthorized disclosure of information contained in procurement or command sensitive information. I understand the requirements of DoD 5500.7-R, Joint Ethics Regulation, Chapter 5, Conflicts of Interest. To the best of my knowledge, neither I nor any members of my immediate family have a direct or indirect interest in any firms which conflict substantially, or appear to conflict substantially, with my duties in support thereof. I agree that, if in the course of performing my duties under this contract, I become aware of a conflict with my own private interest, my business interest, or the private or business interests of an immediate family member, I will notify the contracting activity immediately in writing and recuse myself from further performance.

Further, if I become aware of actions by any other person working with my organization whose personal conduct may be in violation of the prohibitions in this paragraph or FAR Part 3.104, I will immediately notify the NMRLC Office of Counsel in writing (including electronic mail) of this possibility.

By executing this Confidentiality Agreement I recognize that I may also have access to trade secrets, proprietary information, technical data, or computer software deemed procurement or command sensitive. I agree to abide by any restrictive markings on any such trade secrets, proprietary information, technical data, or computer software. By executing this Confidentiality Agreement I also agree that, if I am requested to do so by the contracting officer, I will execute a separate Use and Non-Disclosure Agreement as prescribed under 48 CFR 227.7103-7 (c).

A copy of the Procurement Integrity Regulations found in FAR Part 3.104 has been provided for my review. I have read this Agreement carefully and my questions, if any, have been answered to my satisfaction.

Printed Name: _____

Signature: _____

Title: _____ Date: _____

Witness

Signature: _____

End of Agreement

31. NON-COMPETE AGREEMENT (NCA)

In accordance with FAR 9.505-2(b)(2) and the requirement of this contract entitled "Organizational Conflict of Interest," the contractor as a business entity will be precluded from competing for the award or participating in competitive procurements, where its personnel assisted in the preparation of the work statement as part of its support to the Government provided under this contract. This restriction also applies to working in a subcontractor capacity. For the purposes of this restriction, work statement includes solicitations, Statements of Work (SOWs), Performance Work Statements (PWSs), Statements of Objectives (SOOs), essential characteristics or functional requirements for equipment/supplies, and other documents or information that describe the Government's needs. This restriction also applies to procurements where the contractor provided assistance to the Government in preparing the acquisition strategy and acquisition plan. The purpose of this restriction is to prevent situations where the contractor has an unfair competitive advantage in competitive procurements due to its involvement in pre-solicitation activities and its access to information that is not available to other contractors. The contractor shall provide a copy of the signed/dated acknowledgement of the NCA to the Contracting Officer and COR within five (5) days of contract award. The acknowledgement of the NCA is provided below.

Acknowledgement of Non-Compete Agreement

The contractor hereby acknowledges and agrees to comply with the Non-Compete Agreement included in Award:
TBD

Printed Name

Title

Signature

Date

By submission of its proposal that was accepted by the Government, the contractor and its subcontractors consent to access of their business sensitive/confidential or proprietary data by the Government's support contractor personnel in order to perform closeout services.

End of Agreement

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (JUN 2020) -- Alternate I	NOV 2021
52.203-7	Anti-Kickback Procedures	JUN 2020
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	MAY 2014
52.203-10	Price Or Fee Adjustment For Illegal Or Improper Activity	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	JUN 2020
52.203-13	Contractor Code of Business Ethics and Conduct	NOV 2021
52.203-17	Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights	JUN 2020
52.203-18	Prohibition on Contracting With Entities That Require Certain Internal Confidentiality Agreements or Statements-- Representation	JAN 2017
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	JAN 2017
52.204-1	Approval of Contract	DEC 1989
52.204-2	Security Requirements	MAR 2021
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUN 2020
52.204-13	System for Award Management Maintenance	OCT 2018
52.204-15	Service Contract Reporting Requirements for Indefinite- Delivery Contracts	OCT 2016
52.204-18	Commercial and Government Entity Code Maintenance	AUG 2020
52.204-19	Incorporation by Reference of Representations and Certifications.	DEC 2014
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	NOV 2021
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	NOV 2021
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	NOV 2021
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	MAY 2014
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	NOV 2021
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	OCT 2018
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	NOV 2015
52.210-1	Market Research	NOV 2021
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Certified Cost or Pricing Data	AUG 2011

52.215-11 (Dev)	Price Reduction for Defective Certified Cost or Pricing Data--	OCT 2021
	Modifications (DEVIATION 2022-O0001)	
52.215-12 (Dev)	Subcontractor Certified Cost or Pricing Data (DEVIATION	OCT 2021
	2022-O0001)	
52.215-21	Requirements for Certified Cost or Pricing Data and Data	NOV 2021
	Other Than Certified Cost or Pricing Data -- Modifications	
52.216-7	Allowable Cost And Payment	AUG 2018
52.216-8	Fixed Fee	JUN 2011
52.219-4	Notice of Price Evaluation Preference for HUBZone Small	OCT 2022
	Business Concerns	
52.219-9 Alt II	Small Business Subcontracting Plan (OCT 2022) Alternate II	NOV 2016
52.219-16	Liquidated Damages-Subcontracting Plan	SEP 2021
52.219-28	Post-Award Small Business Program Rerepresentation	OCT 2022
52.222-26	Equal Opportunity	SEP 2016
52.222-35	Equal Opportunity for Veterans	JUN 2020
52.222-36	Equal Opportunity for Workers with Disabilities	JUN 2020
52.222-37	Employment Reports on Veterans	JUN 2020
52.222-50	Combating Trafficking in Persons	NOV 2021
52.222-54	Employment Eligibility Verification	MAY 2022
52.223-18	Encouraging Contractor Policies To Ban Text Messaging	JUN 2020
	While Driving	
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.224-3	Privacy Training	JAN 2017
52.227-13	Patent Rights--Ownership By The Government	DEC 2007
52.228-7	Insurance--Liability To Third Persons	MAR 1996
52.229-11	Tax on Certain Foreign Procurements--Notice and	JUN 2020
	Representation	
52.230-2	Cost Accounting Standards	JUN 2020
52.230-6	Administration of Cost Accounting Standards	JUN 2010
52.232-9	Limitation On Withholding Of Payments	APR 1984
52.232-12 Alt II	Advance Payments (May 2001) - Alternate II	MAY 2001
52.232-16 (Dev)	Progress Payments (DEVIATION 2020-O0010)	NOV 2021
52.232-17	Interest	MAY 2014
52.232-20	Limitation Of Cost	APR 1984
52.232-22	Limitation Of Funds	APR 1984
52.232-25 Alt I	Prompt Payment (Jan 2017) Alternate I	FEB 2002
52.232-33	Payment by Electronic Funds Transfer--System for Award	OCT 2018
	Management	
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business	NOV 2021
	Subcontractors	
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3 Alt I	Protest After Award (Aug 1996) - Alternate I	JUN 1985
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	Continuity Of Services	JAN 1991
52.242-1	Notice of Intent to Disallow Costs	APR 1984
52.242-4	Certification of Final Indirect Costs	JAN 1997
52.242-5	Payments to Small Business Subcontractors	JAN 2017
52.242-13	Bankruptcy	JUL 1995
52.243-2 Alt I	Changes--Cost-Reimbursement (Aug 1987) - Alternate I	APR 1984
52.243-6	Change Order Accounting	APR 1984
52.244-2	Subcontracts	JUN 2020
52.245-1 Alt I	Government Property (SEP 2021) Alternate I	APR 2012
52.245-9	Use And Charges	APR 2012

52.246-23	Limitation Of Liability	FEB 1997
52.249-14	Excusable Delays	APR 1984
52.251-1	Government Supply Sources	APR 2012
52.252-6	Authorized Deviations In Clauses	NOV 2020
52.253-1	Computer Generated Forms	JAN 1991
252.201-7000	Contracting Officer's Representative	DEC 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7001	Prohibition On Persons Convicted of Fraud or Other Defense-Contract-Related Felonies	DEC 2008
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	AUG 2019
252.203-7004	Display of Hotline Posters	AUG 2019
252.204-7000	Disclosure Of Information	OCT 2016
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Antiterrorism Awareness Training for Contractors.	FEB 2019
252.204-7012	Safeguarding Covered Defense Information and Cyber Incident Reporting	DEC 2019
252.204-7015	Notice of Authorized Disclosure of Information for Litigation Support	MAY 2016
252.204-7018	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services	JAN 2021
252.204-7020	NIST SP 800-171 DoD Assessment Requirements	MAR 2022
252.205-7000	Provision Of Information To Cooperative Agreement Holders	DEC 1991
252.209-7004	Subcontracting With Firms That Are Owned or Controlled By The Government of a Country that is a State Sponsor of Terrorism	MAY 2019
252.211-7007	Reporting of Government-Furnished Property	MAR 2022
252.215-7002	Cost Estimating System Requirements	DEC 2012
252.215-7016	Notification to Offerors--Postaward Debriefings	MAR 2022
252.217-7001	Surge Option	DEC 2018
252.219-7003 Alt I	Small Business Subcontracting Plan (DoD Contracts)(2019) Alternate I	DEC 2019
252.225-7048	Export-Controlled Items	JUN 2013
252.226-7001	Utilization of Indian Organizations and Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns	APR 2019
252.227-7013	Rights in Technical Data--Noncommercial Items	FEB 2014
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7038	Patent Rights--Ownership by the Contractor (Large Business)	JUN 2012
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	DEC 2018
252.232-7010	Levies on Contract Payments	DEC 2006
252.242-7006	Accounting System Administration	FEB 2012
252.244-7000	Subcontracts for Commercial Items	JAN 2021
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	JAN 2021
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004 (Dev)	Reporting, Reutilization, and Disposal (DEVIATION 2022-00006)	NOV 2021

CLAUSES INCORPORATED BY FULL TEXT

52.216-18 ORDERING. (AUG 2020)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from **01 June 2023** through **31 May 2028**.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) A delivery order or task order is considered "issued" when--

(1) If sent by mail (includes transmittal by U.S. mail or private delivery service), the Government deposits the order in the mail;

(2) If sent by fax, the Government transmits the order to the Contractor's fax number; or

(3) If sent electronically, the Government either--

(i) Posts a copy of the delivery order or task order to a Government document access system, and notice is sent to the Contractor; or

(ii) Distributes the delivery order or task order via email to the Contractor's email address.

(d) Orders may be issued by methods other than those enumerated in this clause only if authorized in the contract.

(End of clause)

52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$250,000.00** the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

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

(1) Any order for a single item in excess of **\$20,000,000.00** (insert dollar figure or quantity);

(2) Any order for a combination of items in excess of **20,000,000.00** (insert dollar figure or quantity); or

(3) A series of orders from the same ordering office within **180** days that together call for quantities exceeding the limitation in paragraph (b) (1) or (2) of this section.

(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) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **7** 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)

52.216-22 INDEFINITE QUANTITY. (OCT 1995)

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

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

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

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after **30 May 2029**.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

Applicable only at the task order level

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

(End of clause)

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

Applicable only at the task order level

(a) The Government may extend the term of this contract by written notice to the Contractor within 7 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed the task order period of performance.

(End of clause)

52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$0.00 or the overtime premium is paid for work --

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall--

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

(2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;

(3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and

(4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

(End of clause)

52.237-7 INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE (JAN 1997)

(a) It is expressly agreed and understood that this is a nonpersonal services contract, as defined in Federal Acquisition Regulation (FAR) 37.101, under which the professional services rendered by the Contractor are rendered in its capacity as an independent contractor. The Government may evaluate the quality of professional and administrative services provided, but retains no control over professional aspects of the services rendered, including by example, the Contractor's professional medical judgment, diagnosis, or specific medical treatments. The Contractor shall be solely liable for and expressly agrees to indemnify the Government with respect to any liability producing acts or omissions by it or by its employees or agents. The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per

specialty per occurrence: **prevailing standard in Groton, CT.**

(b) An apparently successful offeror, upon request by the Contracting Officer, shall furnish prior to contract award evidence of its insurability concerning the medical liability insurance required by paragraph (a) of this clause.

(c) Liability insurance may be on either an occurrences basis or on a claims-made basis. If the policy is on a claims-made basis, an extended reporting endorsement (tail) for a period of not less than 3 years after the end of the contract term must also be provided.

(d) Evidence of insurance documenting the required coverage for each health care provider who will perform under this contract shall be provided to the Contracting Officer prior to the commencement of services under this contract. If the insurance is on a claims-made basis and evidence of an extended reporting endorsement is not provided prior to the commencement of services, evidence of such endorsement shall be provided to the Contracting Officer prior to the expiration of this contract. Final payment under this contract shall be withheld until evidence of the extended reporting endorsement is provided to the Contracting Officer.

(e) The policies evidencing required insurance shall also contain an endorsement to the effect that any cancellation or material change adversely affecting the Government's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer. If, during the performance period of the contract the Contractor changes insurance providers, the Contractor must provide evidence that the Government will be indemnified to the limits specified in paragraph (a) of this clause, for the entire period of the contract, either under the new policy, or a combination of old and new policies.

(f) The Contractor shall insert the substance of this clause, including this paragraph (f), in all subcontracts under this contract for health care services and shall require such subcontractors to provide evidence of and maintain insurance in accordance with paragraph (a) of this clause. At least 5 days before the commencement of work by any subcontractor, the Contractor shall furnish to the Contracting Officer evidence of such insurance.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

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

(End of clause)

252.235-7004 PROTECTION OF HUMAN SUBJECTS (JUL 2009)

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

(1) Assurance of compliance means a written assurance that an institution will comply with requirements of 32 CFR Part 219, as well as the terms of the assurance, which the Human Research Protection Official determines to be appropriate for the research supported by the Department of Defense (DoD) component (32 CFR 219.103).

(2) Human Research Protection Official (HRPO) means the individual designated by the head of the applicable DoD component and identified in the component's Human Research Protection Management Plan as the official who is

responsible for the oversight and execution of the requirements of this clause, although some DoD components may use a different title for this position.

(3) Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information (32 CFR 219.102(f)). For example, this could include the use of human organs, tissue, and body fluids from individually identifiable living human subjects as well as graphic, written, or recorded information derived from individually identifiable living human subjects.

(4) Institution means any public or private entity or agency (32 CFR 219.102(b)).

(5) Institutional Review Board (IRB) means a board established for the purposes expressed in 32 CFR Part 219 (32 CFR 219.102(g)).

(6) IRB approval means the determination of the IRB that the research has been reviewed and may be conducted at an institution within the constraints set forth by the IRB and by other institutional and Federal requirements (32 CFR 219.102(h)).

(7) Research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for purposes of 32 CFR Part 219, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (32 CFR 219.102(d)).

(b) The Contractor shall oversee the execution of the research to ensure compliance with this clause. The Contractor shall comply fully with 32 CFR Part 219 and DoD Directive 3216.02, applicable DoD component policies, 10 U.S.C. 980, and, when applicable, Food and Drug Administration policies and regulations.

(c) The Contractor shall not commence performance of research involving human subjects that is covered under 32 CFR Part 219 or that meets exemption criteria under 32 CFR 219.101(b), or expend funding on such effort, until and unless the conditions of either the following paragraph (c)(1) or (c)(2) have been met:

(1) The Contractor furnishes to the HRPO, with a copy to the Contracting Officer, an assurance of compliance and IRB approval and receives notification from the Contracting Officer that the HRPO has approved the assurance as appropriate for the research under the Statement of Work and also that the HRPO has reviewed the protocol and accepted the IRB approval for compliance with the DoD component policies. The Contractor may furnish evidence of an existing assurance of compliance for acceptance by the HRPO, if an appropriate assurance has been approved in connection with previous research. The Contractor shall notify the Contracting Officer immediately of any suspensions or terminations of the assurance.

(2) The Contractor furnishes to the HRPO, with a copy to the Contracting Officer, a determination that the human research proposed meets exemption criteria in 32 CFR 219.101(b) and receives written notification from the Contracting Officer that the exemption is determined acceptable. The determination shall include citation of the exemption category under 32 CFR 219.101(b) and a rationale statement. In the event of a disagreement regarding the Contractor's furnished exemption determination, the HRPO retains final judgment on what research activities or classes of research are covered or are exempt under the contract.

(d) DoD staff, consultants, and advisory groups may independently review and inspect the Contractor's research and research procedures involving human subjects and, based on such findings, DoD may prohibit research that presents unacceptable hazards or otherwise fails to comply with DoD procedures.

(e) Failure of the Contractor to comply with the requirements of this clause will result in the issuance of a stop-work order under Federal Acquisition Regulation clause 52.242-15 to immediately suspend, in whole or in part, work and further payment under this contract, or will result in other issuance of suspension of work and further payment for as long as determined necessary at the discretion of the Contracting Officer.

(f) The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts that may include research involving human subjects in accordance with 32 CFR Part 219, DoD Directive 3216.02, and 10 U.S.C. 980, including research that meets exemption criteria under 32 CFR 219.101(b). This clause does not apply to subcontracts that involve only the use of cadaver materials.

(End of clause)

252.235-7010 Acknowledgment of Support and Disclaimer. (MAY 1995)

(a) The Contractor shall include an acknowledgment of the Government's support in the publication of any material based on or developed under this contract, stated in the following terms: This material is based upon work supported by the [TBD] under Contract No. [Contracting agency(ies) contract number(s) TBD].

(b) All material, except scientific articles or papers published in scientific journals, must, in addition to any notices or disclaimers by the Contractor, also contain the following disclaimer: Any opinions, findings and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Naval Submarine Medical Research Laboratory and the Naval Medical Readiness Logistics Command.

(End of clause)

252.235-7011 FINAL SCIENTIFIC OR TECHNICAL REPORT (DEC 2019)

The Contractor shall--

(a) Submit an electronic copy of the approved final scientific or technical report, not a summary, delivered under this contract to the Defense Technical Information Center (DTIC) through the web-based input system at <https://discover.dtic.mil/submit-documents/> as required by DoD Instruction 3200.12, DoD Scientific and Technical Information Program (STIP). Include a completed Standard Form (SF) 298, Report Documentation Page, in the document, or complete the web-based SF 298.

(b) For instructions on submitting multi-media reports, follow the instructions <https://discover.dtic.mil/submit-documents/>.

(c) Email classified reports (up to Secret) to dtic.belvoir.da.mbx.tr@mail.smil.mil. If a SIPRNET email capability is not available, follow the classified submission instructions at <https://discover.dtic.mil/submit-documents/>.

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

ATTACHMENT I: CAP

CONTRACT ADMINISTRATION PLAN (CAP): R&D Support Services

1. Definitions.

1.1 Alternate Contracting Officer's Representative (ACOR). In the absence of the Contracting Officer's Representative (COR), the Government official appointed in writing by the Contracting Officer who functions as the technical representative of the Contracting Officer for a specific contract, for a specified period of time.

1.2 Bureau of Medicine and Surgery (BUMED). The Department of the Navy command responsible for all Navy medicine healthcare and research initiatives.

1.3 Commanding Officer. The senior Officer that has ultimate responsibility for the operation of the research activity.

1.4 Contracting Officer. The Government official at the Naval Medical Logistics Command with the actual authority to enter into, administer, and/or terminate contracts and make related determinations and findings on the behalf of the Government.

1.5 Contracting Officer's Representative (COR). The Government official appointed in writing by the Contracting Officer who functions as the technical representative of the Contracting Officer under the contract. For Indefinite Delivery and Indefinite Quantity contracts, CORs will be appointed for each task order in addition to an overall contract COR.

1.6 Contractor. The organization identified as the contractor/offeror on the SF33 and its employees who are providing services under the contract.

1.7 Defense Contract Audit Agency (DCAA). The Government office responsible for performing all necessary contract audits for the Department of Defense. DCAA also provides accounting and financial advisory services regarding contracts and subcontracts.

1.8 Department Head. The Government official responsible for managing the operation of a distinct organizational division, office, or unit. The Department Head is subordinate to the Commanding Officer of the research activity.

1.9 Naval Medical Readiness Logistics Command (NMRLC). The Department of the Navy command responsible for providing contract support for BUMED.

1.10 Principal Investigator (PI). The Government official responsible for managing a research effort or project from a scientific or technical standpoint. The PI is responsible for the conduct of the research work.

1.11 Research Activity. The Government center, laboratory, or organization responsible for carrying out the research initiatives of BUMED.

1.12 Technical Assistant (TA). The research activity representative who may be appointed by the Commanding Officer (or designated representative) to provide technical or administrative assistance to the COR. TAs may be assigned to assist and support the COR but will not be given the authority to provide any technical direction or clarification directly to the Contractor.

2. Responsibilities.

2.1 The Contracting Officer, Acquisition Management and Analytics Directorate (Code 05), Naval Medical Readiness Logistics Command will:

2.1.1 Perform all required pre-award actions including providing information or answering questions that arise during the solicitation period and as a result of Freedom of Information Act (FOIA) inquiries, in coordination with NMRLC's FOIA Officer.

2.1.2 Review the Contract Administration Plan (CAP).

2.1.3 Verify that the individual(s) nominated to act as COR and/or ACOR have had the required training and the necessary experience. If the Contracting Officer determines that a nominee does not meet experience and training requirements, the Contracting Officer will request that the research activity nominate another individual.

2.1.4 Review the CAP prior to incorporation into the solicitation. This review will ensure that all contract administration functions are assigned, suit the specific circumstances of the contract and give due consideration to the type of contract, the place of performance, period of performance, and inspection and acceptance criteria stated in the solicitation/contract.

2.1.5 Include the COR duties contained in this Master CAP in the resultant solicitation/contract. Additional duties will be separately delineated within the contract, as appropriate.

2.1.6 Designate the paying office in the contract.

2.1.7 Appoint the COR and ACOR. COR and ACOR appointments will be completed through the DoD Procurement Integrated Enterprise Environment (PIEE) Joint Appointment Module (JAM) at: <https://piee.eb.mil/>

2.1.8 Perform all contract administration duties of a Contracting Officer. Regular meetings between the Contracting Officer, the COR or the research activity Commanding Officer (or representative) will be held to discuss the status of and the performance under individual contracts. The format and frequency of these meetings will depend upon the size and complexity of the contract.

NOTE: All parties are specifically reminded that only the Contracting Officer has the authority to modify the terms of the contract. Therefore, in no event will any understanding, agreement, modification, change order, or other matter deviating from the terms of the contract between the Contractor and any other person be effective or binding on the Government. When/if, in the opinion of the Contractor, any direction affecting the terms of the contract has been given by the COR or any other person, the Contractor shall promptly notify the Contracting Officer.

2.1.9 Evaluate reports of Contractor non-compliance and take appropriate action within 30 days of receipt. Copies of any correspondence regarding the results of such analyses will be provided to the research activity and the COR simultaneously with the action taken.

2.1.10 Arrange the post-award conference, if required. Invite necessary attendees. Ensure that the requirements of the contract and the COR's duties are thoroughly discussed and understood. Ensure that all personnel involved understand current DoD Standards of Conduct policies.

2.1.11 Oversee the performance of CORs under the contract. Prompt action will be taken when COR (or alternate) is not performing properly.

2.1.12 Maintain the official contract file including modifications (and all back-up documentation).

2.1.13 Maintain the accuracy of this Master CAP throughout the life of the contract.

2.1.14 Maintain a list of all CORs under their authority. Periodically review the files and performance of these CORs in accordance with NAVSUPINST 4205.3 (series) and local policies.

2.1.15 Review the existing annual Contractor performance report prior to negotiating (if applicable) any task orders under the contract, extending the contract, or exercising any options under the contract.

2.2. The Commanding Officer of the Research Activity (or designated representative) will:

2.2.1 Establish research policy guidance.

2.2.2 Provide overall direction for research sponsored by the activity.

2.2.3 Budget and provide funding for the contract.

2.2.4 Nominate (to the Contracting Officer) an individual to be appointed as COR (by name, title, organizational code and telephone number). This individual (augmented by the Principal Investigator and/or the cognizant research activity Department Head) will also be the contract quality assurance monitor and lead technical advisor to the Contracting Officer and will be responsible for the technical interface needed during contract performance. An ACOR can be nominated to act in the absence of the COR, when needed, or to provide additional expertise. COR and ACOR nominations will be made through the DoD JAM at: <https://piee.eb.mil/>. The research activity approval authority for the COR or ACOR nomination may be the nominee's supervisor.

NOTE: COR duties cannot be delegated. The COR will be accountable for the actions of ACORs.

NOTE: Nomination of a new COR or ACOR as a result of reassignment, termination of employment, etc., will be made in accordance with the procedures outlined herein.

2.2.5 Ensure all individuals nominated as COR or ACOR have the necessary qualifications to satisfactorily perform the required duties and hold a position of responsibility commensurate with the complexity of the contract. All CORs must complete DAU CLC 106. In addition CORs should complete a Naval Supply System Command (NAVSUP) or BUMED approved COR training course (or DAU/DoD equivalents) prior to appointment under complex contracts.

2.2.6 Support and supervise the COR in the performance of his/her duties. If the Commanding Officer determines that assigned duties are not being performed in a satisfactory manner, immediate corrective action will be taken (including the recommendation to replace the COR if required). The Contracting Officer will be promptly notified of all actions taken. The research activity should consider COR performance in rating all individuals assigned COR functions.

2.2.7 Ensure that appropriate timely action is taken on all contract related correspondence received from either the Contracting Officer or COR. This includes the timely submission (to the Contracting Officer) of any requests for changes to the contract, deviations or waivers. An Independent Government Cost Estimate of the impact on contract price and the availability of additional funding (if required) must accompany all requests for changes to the contract. The Contractor's price quote and the rationale for requesting the change shall accompany any changes proposed by the Contractor. The Contractor's price quote serves as a budgetary estimate of the cost impact. The research activity will also provide input as to technical acceptability of proposed contract language changes.

2.2.8 The research activity Commanding Officer may appoint a TA to assist the COR in executing routine contract administration, monitoring and, surveillance duties. The appointment of all TAs must be in writing and must include the TA's responsibilities and limitations. A copy of this appointment letter will be provided to the Contracting Officer. Before appointment, the research activity will assure that all TAs have the appropriate training and experience. TAs must complete DAU CLC 106 prior to appointment.

2.3 The Contracting Officer's Representative (COR) will:

2.3.1 Notify the Contracting Officer in writing of any organizational or personnel changes affecting the CAP.

2.3.2 Attend both the pre-proposal and post-award conferences, if held.

2.3.3 Upon receipt of the contract from the Contracting Officer, forward copies of documents to staff having administrative responsibilities for the contract.

2.3.4 Attend periodic meetings (as necessary) among the Contracting Officer, research activity and Contractor to discuss the status of and performance under the contract.

2.3.5 Avoid issuing any instructions that would constitute a change to the contract. The COR and Contractor shall not enter into any understanding, agreement, modification, or change order deviating from the terms of the contract which shall be effective or binding on the Government. If in the opinion of the Contractor, an effort outside the scope of the contract is requested, the Contractor shall promptly notify the Contracting Officer in writing. The Contractor shall not act unless the Contracting Officer has issued a written change to the contract. The COR will include, on all correspondence to the Contractor, a declination of authority statement as follows:

“I have neither the authority nor the intent to change the terms or conditions of this contract. This contract can only be changed by a written modification issued by the Contracting Officer. If you believe that I am requesting an effort outside the scope of this contract, promptly notify the Contracting Officer. Additionally, this shall not be construed as an authorization for new work or additional work not already contained in the contract.”

2.3.6 Perform as the technical interface between the Government and the Contractor for this contract. The COR will provide technical advice or clarification regarding the performance work statement and terms of the contract; milestones to be met within the general terms of the contract or specific subtasks of the contract. The COR is the point of contact through whom the Contractor can relay technical questions and problems to the Contracting Officer. The Contractor may also contact the Contracting Officer directly.

2.3.7 Coordinate/facilitate complete and timely approvals for work at Government facilities between the research activity and the Contractor. The COR will inspect the qualifications of each contract employee prior to submission to the research activity if required by the contract.

2.3.8 Ensure that the contractor has received and maintains any required human subject or animal use research approvals. The COR will coordinate any required reviews or actions with the cognizant Human Research Protection Official (HRPO) or Animal Use Administrator (AUA).

2.3.9 Monitor Contractor performance and progress under the contract. If potentially inefficient or wasteful methods are being used, the COR will take reasonable and timely action to alert the Contractor and the Contracting Officer. Furthermore, the COR will promptly advise the Contracting Officer of any observed continuous and/or substantial deficiencies in the Contractor's performance or other noncompliance with the terms and conditions of the contract. Section C or the Performance Work Statement of the contract includes the Quality Assurance Surveillance Plan to be used by the COR to monitor Contractor performance. Deviation from this surveillance plan is only permitted with the prospective approval of the Contracting Officer.

2.3.10 In accordance with procedures given in this CAP, promptly issue Contract Discrepancy Reports (CDRs) (Enclosure (1)) to the Contractor to document discrepant performance. The COR will always obtain the Contractor's response/rebuttal to the CDR, evaluate, with the affected Department Head, the acceptability of the response and promptly forward the CDR, Contractor response/rebuttal, and their recommendation to the Contracting Officer.

2.3.11 The COR will recognize that CDRs become official records within the contract file and that they have serious implications for overall contract management and relationships. CDRs will not be the first and only choice for communicating contract issues with the contractor and shall be implemented in accordance with the procedures given below within this CAP.

2.3.12 For serious contract performance deficiencies, or when less formal communications fail to resolve minor performance deficiencies, the COR will issue a CDR to the Contractor.

2.3.13 The COR will ensure that all inspection data is attached to the CDR. The Contractor cannot be expected to respond to performance deficiencies that are not clearly and specifically identified. A cover memorandum on the CDR should specify that the Contractor has three working days, or other appropriate deadline, to respond in writing

to the COR. At the time the CDR is issued to the Contractor, the COR will provide a copy of the CDR to the Contracting Officer.

2.3.14 Upon return of the CDR package from the Contractor, the COR will review the Contractor's comments and give careful, objective consideration to the facts and mitigating circumstances documented in the response. The COR will then make a final written determination and recommendation to the Contracting Officer on the acceptability of Contractor performance and note it on the CDR. The COR will state why the Contractor's response does or does not have merit. The COR will prepare the determination, recommendation, and other statements as appropriate along with actions being requested of the Contracting Officer and as much additional documentation as required to support their conclusions and recommendations.

2.3.15 The COR will provide the above documentation along with actions being requested of the Contracting Officer and as much additional documentation as required to support their conclusions and recommendations to (1) the Contractor, and (2) the Contracting Officer.

2.3.16 The Contracting Officer will review CDRs and will advise the COR of the need for any further documentation.

2.3.17 Monitor and verify that services are provided in accordance with the performance work statement and terms of the contract. Keep accurate records of Contractor performance and compare these records with the Wide Area Work Flow (WAWF) invoice submitted by the Contractor. The COR will always use this information as a tool when evaluating Contractor invoices. Monthly Progress Reports should be compared with their corresponding contractor invoices to verify consistency between the two. The COR should review the acceptability of invoices by consideration of the following:

- (a) Are there any performance issues?
- (b) Are costs appropriate considering current progress of work?
- (c) Are required reports up to date?
- (d) Are any required human subject or animal use approvals in place?

For cost reimbursement contracts or task orders, the COR's review of invoices will be documented by completion of a COR Invoice Review Form (Enclosure (2)).

2.3.18 Notify the Contracting Officer of questioned costs or issues. As required, assist the Contracting Officer in resolving questioned costs or issues with the contractor.

2.3.19 Accept the services as the official Government representative.

2.3.20 Use appropriate methods for contract surveillance.

2.3.21 Understand contract invoicing requirements. The COR will ensure that all WAWF Invoices are processed in a timely manner so that prompt payment due dates are met. Prior to acceptance of a WAWF invoice, the processing official will obtain approval from the cognizant Principal Investigator or research activity Department Head that the payment request is appropriate. This can be done by having the Principal Investigator or research activity Department Head sign a DD250 (or provide an e-mail to the contractor) for uploading into WAWF with the invoice. When the WAWF invoice comes up in the WAWF system, the processing official can then see that approval has already been given by the Principal Investigator or research activity Department Head.

2.3.22 Immediately alert the Contracting Officer of any unusual performance problems. If a corrective action plan is approved by the Contracting Officer, the COR will monitor the implementation and effectiveness of that corrective action plan. In uncertain situations, the COR will always seek advice from the Contracting Officer, as prudent, before acting.

2.3.23 Continually monitor the quantity of services provided under each CLIN/SLIN and (if applicable) task order. Advise the Contracting Officer if it appears that service quantities may be exhausted before the end of the

performance period, or if quantities for services have been ordered but will not be received by the end of the performance period.

2.3.24 Perform administrative duties including maintaining files which support the actions performed as a COR. The COR will respond to all contract correspondence in a timely manner. Contract files will include a conforming copy of the contract, all modifications, a conforming copy of the Contractor's Technical Proposal, all surveillance reports, each CDR (including the Contractor's response/rebuttal), any contract-related correspondence, a contract log or COR diary, all telephone conversation and email records, meeting minutes, reports from Government subject matter experts, and Independent Government Cost Estimates.

2.3.25 If applicable, take the necessary steps to ensure that Government property furnished to the Contractor is provided in a timely manner and in proper condition for use. The COR will maintain both inventory and disposition records for all Government furnished property. This inventory/disposition file is coordinated with the Contracting Officer. The COR will ensure that the Contractor returns all Government furnished property or that Government furnished material has been reasonably consumed in the performance of work.

2.3.26 Read and comply with all applicable Standards of Conduct and Conflict of Interest instructions and procedures including annual financial interest filings.

2.3.27 Ensure that the Contractor receives copies of all regulations and/or directives considered appropriate to the services being provided.

2.3.28 (If applicable) Ensure that the cognizant HRPO provides a written annual report to the Contracting Officer that summarizes human subject research review and compliance activities under the contract. The report will address continuing review activities, the addition of any new protocol(s), and any written notices provided to the Contractor.

2.3.29 Submit information detailing the Contractor's performance to the Contracting Officer. A statement indicating performance has been satisfactory along with your request to continue performance is required prior to exercising options under the contract. An annual report on the Contractor's performance will be required 30 days after the end of each performance period. A final report will be sent to the Contracting Officer within 60 days after completion of the contract. The final report will contain a conclusive statement describing the Contractor's overall performance and an evaluation on the accountability of Government property furnished to the Contractor. An addendum report may also be required. Format for the report will be in consonance with the Contractor Performance Assessment Reporting System (CPARS) and is provided at Enclosure (3). If the COR is responsible as the assessing official to complete the CPARS assessment, then that assessment may take the place of the annual report on contractor performance. These reports are to be submitted to the Contracting Officer through the PIEE DoD Surveillance and Performance Monitoring (SPM) module at: <https://piee.eb.mil/>.

2.3.30 Perform other duties, particular to the contract, as may be incorporated into the contract document or as required by the Contracting Officer.

2.3.31 Generate monthly COR reports to the Contracting Officer and COR file. The report will address the status of contractor deliverables. Format for the monthly COR report is provided at Enclosure (4). The report is to be submitted to the Contracting Officer through the DoD SPM module at: <https://piee.eb.mil/>.

2.3.32 The COR and ACOR will self-nominate themselves through the DoD JAM at: <https://piee.eb.mil/>.

2.4 Technical Assistant (TA). All requirements for TA duties are reported directly to the COR. At the direction of the COR, the TA will:

2.4.1 Perform surveillance and identify Contractor deficiencies.

2.4.2 Review contract deliverables, recommending acceptance/rejection, and providing the COR with the documentation to support all recommendations.

2.4.3 Assist the COR in the preparation of the final Contractor performance report using the format and procedures prescribed by the Contracting Officer.

2.4.4 Identify Contractor non-compliance with reporting requirements.

2.4.5 Evaluate Contractor proposals, identifying potential problem areas.

2.4.6 Provide to the COR (a) recommendations for revisions or clarifications to the performance work statement and terms of the contract and (b) recommendations for revisions to the CAP.

2.4.7 Provide detailed written reports of any trip, meeting, correspondence, telephone conversation, email or anecdotal conversation after any contact between the TA and the Contractor.

2.5 For cost reimbursement contracts or task orders - the Defense Contract Audit Agency (DCAA) will be responsible for audit verification/provisional approval of invoices and final audit of the contract prior to final payment to the contractor.

3. Contractor Performance Assessment Reporting System (CPARS)

3.1 A Contractor Performance Assessment Report (CPAR) is required annually and after contract completion. An addendum report may be used to record contractor performance relative to contract closeout or other administrative requirements.

3.2 The COR will provide a contractor performance assessment report to the Contracting Officer to assist in the completion of the CPAR (Enclosure (3)).

3.3 The Contracting Officer will ensure that CPAR data is entered into CPARS.

3.4 The contractor will have a 30-day period to respond to each CPAR.

Enclosures:

Enclosure 1 - Contract Discrepancy Report

Enclosure 2 – COR Invoice Review Form

Enclosure 3 - Contractor Performance Assessment Report

Enclosure 4 - COR Monthly Report to the Contracting Officer

Enclosure 1 - Contract Discrepancy Report

CONTRACT DISCREPANCY REPORT		
Contract Number:	Contract Clause:	Date:
COR Findings:		
COR (sign and date):		
Contractor Response:		
Contractor Project Manager (sign and date):		
COR Determination/Recommendation:		
COR (sign and date):		
Contracting Officer Acknowledgement and Recommendation (sign and date):		

Enclosure 2 – COR Invoice Review Form

COR INVOICE/COST VOUCHER REVIEW

From: (Applicable COR)

To: (Applicable Contracting Officer and DCAA)

Subj: INVOICE REVIEW OF CONTRACT /TASK ORDER NUMBER: _____

Encl: (1) Invoice Number: _____

Check Appropriate Statement:

1. ___ Enclosure (1) submitted under the subject contract (delivery/task order) has been reviewed and the labor hours, labor mix, material (if any), travel, and other direct costs identified therein appear consistent and reasonable for the effort performed during the period covered by the invoice.

2. ___ Enclosure (1) submitted under the subject contract (delivery/task order) has been reviewed and the following discrepancies/deficiencies are noted:

Contracting Officer's Representative
(Signature and Date)

Enclosure 3 – Contractor Performance Assessment Report

CONTRACTOR PERFORMANCE ASSESSMENT REPORT

Contractor Name and Address:

Company Name:

Street Address:

Report Type: {Annual or Final or Addendum}

Period of Performance Being Assessed:

Contract Number:

Order Number:

Location of Contract Performance:

Program Title:

Contract Effort Description:

Key Subcontractor(s):

Contractor Name:
Effort Performed:

Contractor Name:
Effort Performed:

Evaluation Ratings Definitions (Excluding Utilization of Small Business)		
Rating	Definition	Note
Exceptional	Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
Very Good	Performance meets contractual requirements and exceeds some to the	To justify a Very Good rating, identify a significant event and state how it was

	Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.	a benefit to the Government. There should have been no significant weaknesses identified.
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented.	To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).

Evaluation Ratings Definitions (Utilization of Small Business) – Reported in eSRS		
Rating	Definition	Note
Exceptional	Exceeded all negotiated subcontracting goals or exceeded at least one goal and met all of the other negotiated subcontracting goals for the current period. Had exceptional success with initiatives to assist, promote, and utilize small business (SB), small disadvantaged business	To justify an Exceptional rating, identify multiple significant events and state how they were a benefit to small business utilization. A singular benefit, however, could be of such magnitude that it constitutes an Exceptional rating. Ensure that small businesses are given meaningful, innovative work directly

	<p>(SDB), women-owned small business (WOSB), HUBZone small business, veteran-owned small business (VOSB) and service disabled veteran owned small business (SDVOSB). Complied with FAR 52.219-8, Utilization of Small Business Concerns. Exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Went above and beyond the required elements of the subcontracting plan and other small business requirements of the contract. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.</p>	<p>related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. Also, there should have been no significant weaknesses identified.</p>
<p>Very Good</p>	<p>Met all of the negotiated subcontracting goals in the traditional socio-economic categories (SB, SDB and WOSB) and met at least one of the other socio-economic goals (HUBZone, VOSB, SDVOSB) for the current period. Had significant success with initiatives to assist, promote and utilize SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met or exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Endeavored to go above and beyond the required elements of the subcontracting plan. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.</p>	<p>To justify a Very Good rating, identify a significant event and state how they were a benefit to small business utilization. Ensure that small businesses are given meaningful, innovative work directly related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. There should be no significant weaknesses identified.</p>
<p>Satisfactory</p>	<p>Demonstrated a good faith effort to meet all of the negotiated subcontracting goals in the various socio-economic categories for the current period. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met any other small business participation requirements included in the contract. Fulfilled the requirements of the subcontracting plan included in the contract. Completed and submitted Individual Subcontract Reports and/or</p>	<p>To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor has addressed or taken corrective action. There should have been no significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.</p>

	Summary Subcontract Reports in an accurate and timely manner.	
Marginal	Deficient in meeting key subcontracting plan elements. Deficient in complying with FAR 52.219-8, Utilization of Small Business Concerns, and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Failed to satisfy one or more requirements of a corrective action plan currently in place; however, does show an interest in bringing performance to a satisfactory level and has demonstrated a commitment to apply the necessary resources to do so. Required a corrective action plan.	To justify Marginal performance, identify a significant event that the contractor had trouble overcoming and how it impacted small business utilization. A Marginal rating should be supported by referencing the actions taken by the government that notified the contractor of the contractual deficiency.
Unsatisfactory	Noncompliant with FAR 52.219-8 and 52.219-9, and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Showed little interest in bringing performance to a satisfactory level or is generally uncooperative. Required a corrective action plan.	To justify an Unsatisfactory rating, identify multiple significant events that the contractor had trouble overcoming and state how it impacted small business utilization. A singular problem, however, could be of such serious magnitude that it alone constitutes an Unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the actions taken by the government to notify the contractor of the deficiencies. When an Unsatisfactory rating is justified, the contracting officer must consider whether the contractor made a good faith effort to comply with the requirements of the subcontracting plan required by FAR 52.219-9 and follow the procedures outlined in FAR 52.219-16, Liquidated Damages-Subcontracting Plan.

NOTE 1: Generally, zero percent is not a goal unless the Contracting Officer determined when negotiating the subcontracting plan that no subcontracting opportunities exist in a particular socio-economic category. In such cases, the contractor shall be considered to have met the goal for any socio-economic category where the goal negotiated in the plan was zero.

Assigned Rating

Evaluation Area	Past Rating	Current Rating
Quality		
Schedule		
Cost Control (Not required for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment)		

Management		
Utilization of Small Business	N/A – see eSRS	N/A - see eSRS
Regulatory Compliance		
Other Areas:		
(1) {list}		
(2) {list}		
(3) {list}		

Rating Support

Note: A factual narrative is required for all assessments regardless of rating. Each narrative statement in support of the area assessment must contain objective data.

Quality Narrative:
Schedule Narrative:
Cost Control Narrative (if applicable):
Management Narrative:
Regulatory Compliance Narrative:
Other Areas (1) Narrative:
Other Areas (2) Narrative:
Other Areas (3) Narrative:

COR Name:
Signature:
Date:

Enclosure 4 – COR Monthly Report to the Contracting Officer

COR Monthly Report to the Contracting Officer			
1. Contract No. (also include Task Order No. if applicable):			
2. Description of Services:			
3. Period of Performance – list month report covers:			
4. Contractor:			
5. Method(s) of Surveillance Used:			
6. This document is in accordance with the inspection of services clause, the Contract Administration Plan (CAP), and the Quality Assurance Surveillance Plan (QASP) requirements.			
7. Complete each of the following and provide detailed explanation when required. Attach additional documents if explanation is long or requires supporting evidence.			
a. Quality of Work:	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory
	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory	
If Marginal or Unsatisfactory, explain:			
b. Was the contractor’s performance timely?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, explain:			
c. Are there any significant issues that should be brought to the Contracting Officer’s attention?			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, explain:			
d. Is action being taken by contractor to correct discrepancies?			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No Discrepancies this month	
If Yes, explain:			
8. Customer Complaints:	a. Number of customer complaints:		
	b. Number of <u>VALID</u> customer complaints:		
Discuss VALID complaints:			
9. Status of Contract/Delivery/Task Order Deliverables for month report covers:			
Deliverable	Deliverable Due Date	Date Deliverable Submitted	Comments
10. Additional COR Comments:			
11. I hereby certify that services have been received and accepted.			
Contracting Officer’s Representative Name:			
Signature:			Date:

ATTACHMENT	DESCRIPTION
Attachment I	Contract Administration Plan
Attachment II	DD 254 Department of Defense Contract Security Classification Specification (Reserved for External Attachment at Time of Award)
Attachment III	Past Performance Information Sheet

ATTACHMENT II: DD254

Department of Defense Contract Security Classification Specification
RESERVED FOR EXTERNAL ATTACHMENT AT TIME OF AWARD

ATTACHMENT III: PPIS

PAST PERFORMANCE INFORMATION SHEET [Offeror to insert PPIS #, e.g., #1 of #3, #2 of #3]

PART I (Page 1): Past Performance Reference Information

1. Offeror Name.
2. Contract number and task order number.
3. Award Value (including all options).
4. POC information: name, title, phone number, e-mail address, agency name, and address.
5. Does this POC work directly for the offeror, or indirectly (i.e., in a prime/ subcontractor or mentor/protégé relationship, etc.).
6. Name of contractor to whom the contract was awarded. Name of contractor who performed services, if different from contractor to whom the contract was awarded. Provide CAGE Code and DUNS numbers of the awardee and the contractor who performed the service(s), if applicable.
7. Describe the offeror's role - prime, subcontractor, partner, mentor, protégé, etc.
8. Dates when services were provided.
9. Place(s) of performance. Agency/customer name and location (city and state), or contractor facility name and location (city and state).

10. List the quantity and description of services provided and tasks performed. The offeror shall provide specific labor categories (or position descriptions), level of effort per labor category or position descriptions, (number of FTEs), the dollar value of services provided (if different from award value) per 12-month period, and a detailed description of the services provided and tasks performed.

11. Explain how the effort is similar to the requirements (services and tasks) of this solicitation.

12. Problems encountered and the offeror's corrective actions (if applicable).

Part II - continued on page 2 – to be completed by the POC reference. The Offeror shall also provide the POC reference completed page 2, Part II: Point of Contact Reference.

PAST PERFORMANCE INFORMATION SHEET [Offeror to insert PPIS #, e.g., #1 of #3, #2 of #3]

Part II (Page 2): Point of Contact Reference – to be completed by the POC Reference indicated in Part I

1. Offeror Name:

2. Contract number and task order number.

3. POC information: name, title, phone number, e-mail address, agency name, and address. *The POC certifies the information provided herein is accurate and complete to the best of their knowledge.*

SIGNATURE OF POC: _____

4. Does this POC work directly for the offeror, or indirectly (i.e., in a prime/ subcontractor or mentor/protégé relationship, etc.). YES NO

5. Describe the type of services [include specific labor categories, number of FTE's, and type of research] provided and tasks performed.

6. Quality. Describe the quality of the services provided and tasks performed.

7. Schedule. Describe the Offeror's performance in meeting contractual requirements in areas such as providing services, meeting project timelines, submission of status reports, backfilling vacancies, invoicing, etc.

8. Cost Control. Describe the Offeror's efforts in managing contract costs.

9. Management. Describe the Offeror's role in areas such as management of personnel, management of project, timely response to performance questions/concerns, open lines of communication, positive business relations, etc. Include Management areas of importance to the requirement supported.

10. Regulatory Compliance. Were there any issues with the Offeror's compliance with regulations? If yes, explain.

11. Describe any noteworthy strengths or weaknesses.

12. Would you consider doing business with the Offeror in the future? Definitely Would Probably Would
 Probably Would Not Definitely Would Not

Section K - Representations, Certifications and Other Statements of Offerors

CERTIFICATIONS

Section K - Representations, Certifications and Other Statements of Offerors of this Solicitation. The Offeror shall complete the annual representations and certifications electronically through the System for Award Management (SAM) at <https://sam.gov/>.

The Offeror shall verify that the annual representations and certifications on SAM are current, accurate, complete and applicable to this Solicitation as of the date of this proposal and are incorporated in this proposal by reference, except for any applicable changes identified in Section K, FAR Clause 52.204-8 (supplemented with DFARS 252.204-7007 Alt A.).

The Offeror shall complete the SAM Certification information below AND provide with their proposal the completed full-text Section K provisions 52.204-8, 52.204-24, 52.209-7, and 52.230-1 (as outlined in Section L).

The applicable NAICS code for this solicitation is 541715.

SAM Certification

I certify that all of the representations and certifications completed in SAM are current, complete and accurate as of the date of my signature provided on the SF33, Solicitation Offer and Award for Solicitation N6264523R0004, except as identified in the completed FAR clause 52.204-8 submitted as part of the Offeror’s proposal.

Signature

Date

Title

Organization

E-Mail Address

Phone

CLAUSES INCORPORATED BY REFERENCE

52.204-26	Covered Telecommunications Equipment or Services-- Representation.	OCT 2020
52.229-12	Tax on Certain Foreign Procurements	FEB 2021
52.230-7	Proposal Disclosure--Cost Accounting Practice Change	APR 2005

252.203-7005	Representation Relating to Compensation of Former DoD Officials	SEP 2022
252.204-7007	Alternate A, Annual Representations and Certifications	MAY 2021
252.204-7008	Compliance With Safeguarding Covered Defense Information Controls	OCT 2016
252.204-7016	Covered Defense Telecommunications Equipment or Services -- Representation	DEC 2019
252.204-7017	Prohibition on the Acquisition of Covered Defense Telecommunications Equipment or Services -- Representation	MAY 2021

CLAUSES INCORPORATED BY FULL TEXT

52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (MAY 2022)

- (a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541715.
- (2) The small business size standard is 1,000.
- (3) The small business size standard for a concern that submits an offer, other than on a construction or service acquisition, but proposes to furnish an end item that it did not itself manufacture, process, or produce is 500 employees if the acquisition--
- (i) Is set aside for small business and has a value above the simplified acquisition threshold;
- (ii) Uses the HUBZone price evaluation preference regardless of dollar value, unless the offeror waives the price evaluation preference; or
- (iii) Is an 8(a), HUBZone, service-disabled veteran-owned, economically disadvantaged women-owned, or women-owned small business set-aside or sole-source award regardless of dollar value.
- (b)(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.
- (2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:
- () Paragraph (d) applies.
- () Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.
- (c) (1) The following representations or certifications in SAM are applicable to this solicitation as indicated:
- (i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—
- (A) The acquisition is to be made under the simplified acquisition procedures in Part 13;
- (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements--Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.204-26, Covered Telecommunications Equipment or Services--Representation. This provision applies to all solicitations.

(vii) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations--Representation.

(viii) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(ix) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(x) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(xi) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xii) 52.219-1, Small Business Program Representations (Basic, Alternates I, and II). This provision applies to solicitations when the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied part 19 in accordance with 19.000(b)(1)(ii).

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(C) The provision with its Alternate II applies to solicitations that will result in a multiple-award contract with more than one NAICS code assigned.

(xiii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract is for supplies to be delivered or services to be performed in the United States or its outlying areas, or when the contracting officer has applied part 19 in accordance with 19.000(b)(1)(ii).

(xiv) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xvi) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial products or commercial services.

(xvii) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xviii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.

(xix) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals--Representation. This provision applies to solicitations that include the clause at 52.204-7.)

(xx) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xxi) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$92,319, the provision with its Alternate II applies.

(D) If the acquisition value is \$92,319 or more but is less than \$100,000, the provision with its Alternate III applies.

(xxii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxiii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xxiv) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

(i) 52.204-17, Ownership or Control of Offeror.

(ii) 52.204-20, Predecessor of Offeror.

(iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

(iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

(v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

(vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

(vii) 52.227-6, Royalty Information.

(A) Basic.

(B) Alternate I.

(viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through <https://www.sam.gov>. After reviewing the SAM information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

52.204-24 REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (NOV 2021)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it "does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument" in

paragraph (c)(1) in the provision at 52.204-26, Covered Telecommunications Equipment or Services-- Representation, or in paragraph (v)(2)(i) of the provision at 52.212-3, Offeror Representations and Certifications- Commercial Products and Commercial Services. The Offeror shall not complete the representation in paragraph (d)(2) of this provision if the Offeror has represented that it "does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services" in paragraph (c)(2) of the provision at 52.204-26, or in paragraph (v)(2)(ii) of the provision at 52.212-3.

(a) Definitions. As used in this provision-

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition.

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to--

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services."

(d) Representations. The Offeror represents that--

(1) It [___] will, [___] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds "will" in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that--

It [___] does, [___] does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds "does" in paragraph (d)(2) of this section.

(e) Disclosures.

(1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded "will" in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded "does" in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment--

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services--

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; and explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of provision)

52.209-7 INFORMATION REGARDING RESPONSIBILITY MATTERS (OCT 2018)

(a) Definitions. As used in this provision--

Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative Proceedings, Civilian Board of Contract Appeals Proceedings, and Armed Services Board of Contract Appeals Proceedings). This includes administrative proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include agency actions such as contract audits, site visits, corrective plans, or inspection of deliverables.

Federal contracts and grants with total value greater than \$10,000,000 means--

(1) The total value of all current, active contracts and grants, including all priced options; and

(2) The total value of all current, active orders including all priced options under indefinite-delivery, indefinite-quantity, 8(a), or requirements contracts (including task and delivery and multiple-award Schedules).

Principal means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

(b) The offeror () has () does not have current active Federal contracts and grants with total value greater than \$10,000,000.

(c) If the offeror checked "has" in paragraph (b) of this provision, the offeror represents, by submission of this offer, that the information it has entered in the Federal Awardee Performance and Integrity Information System (FAPIS) is current, accurate, and complete as of the date of submission of this offer with regard to the following information:

(1) Whether the offeror, and/or any of its principals, has or has not, within the last five years, in connection with the award to or performance by the offeror of a Federal contract or grant, been the subject of a proceeding, at the Federal or State level that resulted in any of the following dispositions:

(i) In a criminal proceeding, a conviction.

(ii) In a civil proceeding, a finding of fault and liability that results in the payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more.

(iii) In an administrative proceeding, a finding of fault and liability that results in--

(A) The payment of a monetary fine or penalty of \$5,000 or more; or

(B) The payment of a reimbursement, restitution, or damages in excess of \$100,000.

(iv) In a criminal, civil, or administrative proceeding, a disposition of the matter by consent or compromise with an acknowledgment of fault by the Contractor if the proceeding could have led to any of the outcomes specified in paragraphs (c)(1)(i), (c)(1)(ii), or (c)(1)(iii) of this provision.

(2) If the offeror has been involved in the last five years in any of the occurrences listed in (c)(1) of this provision, whether the offeror has provided the requested information with regard to each occurrence.

(d) The offeror shall post the information in paragraphs (c)(1)(i) through (c)(1)(iv) of this provision in FAPIIS as required through maintaining an active registration in the System for Award Management, which can be accessed via <https://www.sam.gov> (see 52.204-7).

(End of provision)

52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUN 2020)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement -- Cost Accounting Practices and Certification

(a) Any contract in excess of the lower CAS threshold specified in Federal Acquisition Regulation (FAR) 30.201-4(b) resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

* (1) *Certificate of Concurrent Submission of Disclosure Statement*. The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official.)

Date of Disclosure Statement: ____ Name and Address of Cognizant ACO or Federal Official Where Filed: ____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

* (2) *Certificate of Previously Submitted Disclosure Statement.* The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: ____ Name and Address of Cognizant ACO or Federal Official Where Filed: ____

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

* (3) *Certificate of Monetary Exemption.* The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

* (4) *Certificate of Interim Exemption.* The offeror hereby certifies that

(i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and

(ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards -- Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

* The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

Caution: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

() yes() no

(End of Provision)

Section L - Instructions, Conditions and Notices to Bidders

INSTRUCTIONS TO OFFERORS

This solicitation is issued as full and open competition under which all contractors eligible for Federal contracts are encouraged to participate.

L.1 PERIOD FOR ACCEPTANCE OF OFFERS. The period for acceptance of Offers is within 180 days after the closing date of the Solicitation.

L.2 PRE-CONTRACT COSTS. The Contractor will not be reimbursed for costs incurred prior to the effective date of the contract or for proposal preparation.

L.3 CONTRACT AWARD

L.3.1 ONE PROPOSAL. The Government will evaluate only one proposal from each prime Offeror.

L.3.2 TYPE OF CONTRACT. The Government contemplates award of a single award IDIQ Contract (SATO IDIQ) to include the cost-plus-fixed-fee Initial Task Order (minimum guaranteed award) resulting from this solicitation.

L.3.3 SATO IDIQ CEILING VALUE. At award, a ceiling amount will be added to the SATO IDIQ contract. The ceiling value of \$49,978,666.56 will serve as the cumulative ceiling available for all task orders issued under the SATO IDIQ during the 5-year ordering period.

L.3.4 GUARANTEED MINIMUM / INITIAL TASK ORDER (ITO). The Government will distribute the initial task order simultaneously with the contract award. The ITO award value will be based on the successful Offeror's proposed cost for the ITO. The ITO will have a guaranteed minimum value of \$500,000.00. The guaranteed minimum is only applicable to the successful Offeror. After satisfying the guaranteed minimum, the successful Offeror is not guaranteed award of any additional Task Orders.

L.4 AWARD. The Government intends to evaluate (complete and timely) proposals and award a contract without discussions. Clarifications may be conducted as described in FAR 15.306(a)(2). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary (FAR 52.215-1(f)(4)). If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. The Government may determine that follow on task orders will be issued to the same contractor performing specific research protocols based on the justification that it would not advantageous to the Government to resolicit a complex requirement while in progress. These task orders will not be competed.

L.5 SOLICITATION QUESTIONS. Questions or concerns regarding this Solicitation shall be submitted to cheryl.r.vendemia.civ@health.mil in order to be received no later than 10:00 AM, Eastern Time, 26 January 2023. Questions received after the due date will not be considered. Offerors shall submit one set of questions; multiple emails will not be accepted. Solicitation N6264523R0004 shall be included in the email subject line. Questions shall identify the respective Section and Paragraph of the Solicitation. The Government will provide responses to questions received regarding the solicitation via an Amendment posted to SAM.gov.

L.6 PROPOSAL PREPARATION. Proposals shall be prepared (and submitted) in two Volumes:

Volume I: Non-Cost

Volume II: Cost

Volume I and Volume II shall be stand-alone documents. Attachments shall be clearly identifiable. Each proposal Volume will be evaluated in accordance with the source selection process contained in Section M.

L.6.1 PROPOSAL. The overall proposal shall consist of the following separate, individually titled volumes.

Volume Number	Section Name	Page Limit
Volume I – Non-Cost		
Volume I, Evaluation Factor 1	Executive Summary & Mandatory Requirements	10 Pages
Volume I, Evaluation Factor 2	Overall Management Approach/Risk	20 Pages
Volume I, Evaluation Factor 3	Initial Task Order-Technical Approach/Risk	15 Pages
Volume I, Evaluation Factor 4	Past Performance	8 Pages
Volume I, Evaluation Factor 5	Small Business Participation Commitment	20 Pages
	Small Business Subcontracting Plan	No Page Limit
Volume II – Cost		
Volume II, Evaluation Factor 6	Initial Task Order - Narrative & Required Documentation.....	No Page Limit
	ITO Excel Spreadsheet/Cost Breakdown.....	No Page Limit

L.6.2 Volumes, Evaluation Factor numbers, Section Names, and page limits are identified above. Each named section shall be titled individually within each Volume of the Offeror’s proposal. The Government will not consider pages submitted in excess of the stated page limitations. Page limitations include all text, graphs, pictures, appendices, references and exhibits unless otherwise noted. Cross reference matrices, tabs, index sheets, tables of contents, dividers and other such aids that are solely used to assist the evaluator in locating information and are advisory in nature, imparting no other information other than the identification of content, will not be counted against any page limits stated within this Solicitation. Type shall be Times New Roman and no smaller than a font size of 11 and shall have 1.0 line spacing. Type for graphics, tables and reproductions shall be no smaller than a font size of 10 with a minimum of 1” margins. Page size shall not exceed 8 ½” x 11”. Page limitations do not include Title Page, Table of Contents, and Glossary.

L.6.3 MS Word is an acceptable file format for Volume I of the proposal. Adobe Acrobat pdf files are only acceptable for Volume I, Evaluation Factor 3, Past Performance (specifically PPIS references). MS Word and MS Excel are acceptable file formats for Volume II, Evaluation Factor 5. NO other file formats are acceptable.

L.6.4 Offerors shall **not** submit duplicate copies of the same document (or Volume), by (for example) submitting an MS Word version and an Adobe Acrobat version of the same document. Double column pages are not allowed. Separate electronic files shall be used for Volume I and Volume II (and Excel spreadsheet(s)).

NOTE: The Government estimates that the initial task order will require an approximate level of effort (for the 12-month period) as outlined in the PWS, Attachment 1, Initial Task Order Performance Work Statement. This estimate is provided for the purposes of allowing Offerors to ascertain an approximate level of effort and understanding of the general scope of the entire contract and the general scope of the initial task order. Offerors are encouraged and are expected to submit a level of effort consistent with their technical approach. Offeror’s shall propose the number of estimated annual hours in accordance with their accounting system.

L.7 EVALUATION APPROACH

L.7.1 VOLUME I: NON-COST.

L.7.1.1 VOLUME I, EVALUATION FACTOR I, EXECUTIVE SUMMARY & MANDATORY REQUIREMENTS, 10 PAGE LIMIT.

L.7.1.2 Executive Summary. The Offeror shall provide a high level summation of its proposal to include a cover page with the full company name, tax identification number, SAM Unique Entity ID (UEI) (<https://sam.gov/content/duns-uei>), the Offeror’s Point of Contact information [name, title, phone number, and

email address] and signed by an individual with the authority to submit the proposal. The executive summary shall make a clear statement that the proposal is valid for not less than 180 calendar days from the proposal due date.

L.7.1.3 Mandatory Requirements: The following mandatory documentation is required:

- a) Human Use Documentation: The Offeror shall provide evidence of the Offeror's valid, no expired, Federalwide Assurance (FWA) for the protection of human subjects in research **and** shall provide evidence of a valid, not expired, FWA for each proposed subcontractor* planned to perform human subjects research. The Offeror shall possess and maintain a valid FWA throughout the term of the contract. Each proposed subcontractor shall possess and maintain, as listed by their company name, a valid FWA for the protection of human subjects in research. A subcontractor is prohibited from performing human subjects research under any other FWA but their own. *The Offeror shall indicate if any proposed subcontractor will **not** perform human subjects research; thus the reason the FWA for the subcontractor(s) [subcontractor names to be provided] is omitted from the proposal.
- b) Indemnification and Medical Liability Insurance (in accordance with Section H—"Patient Care and Medical Liability Insurance" and FAR 52.237-7): The Offeror shall provide evidence of [the Offeror's] current insurance indicating the expiration date(s) of as well as the including individual and aggregate limits for each of the required areas of coverage.
- c) Liability Insurance (IAW Section H—"Standard Liability Insurance" and FAR 52.228-7): The Offeror shall provide evidence of [the Offeror's] current insurance indicating the expiration date(s) of as well as the including individual and aggregate limits for each of the required areas of coverage.

L.7.2 VOLUME I, EVALUATION FACTOR 2, OVERALL MANAGEMENT APPROACH/RISK, 20 PAGE LIMIT.

L.7.2.1 The Offeror's proposal shall take into consideration the overall requirement outlined in Section C Performance Work Statement (PWS) SATO IDIQ and Attachment I, Initial Task Order (ITO) PWS. The Offeror shall provide its approach that clearly reflects how it plans to effectively and efficiently manage and execute the requirements of the SATO IDIQ and Initial Task Order.

The Management Approach should address the following:

- a) Management structure with regard to roles and responsibilities, lines of authority, span of control, flow of information, and communication strategies amongst the contractor team, subcontractors, requiring activities, and external organizations,
- b) Ability to monitor contract activities, including approach to managing cost, schedule, job order accounting (tracking time/costs per research effort), performance, for multiple task orders and multiple projects.
- c) Ability to manage subcontracts,
- d) Strategies and processes to identify, manage, and mitigate risk specific to this requirement, and
- e) Recruitment and retention.

L.7.2.2 Offerors shall also address the following **required** information. Items below do not count towards the 20 page limit.

- a) Attachment A: Organizational Conflict of Interest (OCI) Mitigation Plan: The Offeror shall submit an OCI Mitigation Plan in response to a either an actual, potential, or perceived conflict of interest associated with performance of this requirement, regardless of whether an actual, potential, or perceived conflict of interest is anticipated. The OCI Mitigation Plan is limited to 10 pages.
- b) Attachment B: Government Furnished Equipment. The Offeror shall specify any Government Furnished Equipment / Information / Property necessary to perform this effort. This shall include any Contractor purchased or acquired/ Government-owned items. This attachment should include the following information: item description, quantity, and current location. Detailed Bills of Materials shall be submitted

along with the proposal; noting part numbers, prices, and need dates for all required GFE. If the Offeror does not require GFE, the Offeror shall indicate a statement as such in this Attachment of the proposal. Responses regarding GFE are limited to 5 pages.

L.7.3 VOLUME I, EVALUATION FACTOR 3, INITIAL TASK ORDER-TECHNICAL APPROACH/RISK; 15 PAGE LIMIT

- a) Technical proposals shall demonstrate that the Offeror's proposed labor mix and level of effort are adequate to complete the tasks listed in the ITO PWS. Additionally, the Offeror shall demonstrate a thorough understanding of the technical requirements of the ITO PWS. The Offeror shall demonstrate the ability to provide any products/deliverables or reports outlined in the ITO PWS.
- b) Estimated level of effort in the ITO PWS. The Government estimates that this task order will require an approximate level of effort as outlined in the ITO PWS. NOTE: The Government estimate is put in place for Offerors to ascertain the approximate or estimated level of effort and ODCs for this task to allow Offerors to better understand the general scope of the ITO. Offerors are encouraged and expected to submit a level of effort consistent with the technical approach. If the Offeror does not identify the labor categories listed in the ITO PWS by the same specific title, then the Offeror shall provide a cross-reference list identifying the difference and the ITO PWS Section number.
- c) Key Personnel Resume: The Offeror shall present a resume for the "key personnel" position identified in the Initial Task Order PWS. The resume shall include: the individual's name, descriptions of past/current responsibilities, relevant work experience, and any certification in the main program areas. The resume shall demonstrate sufficiently to the proposal evaluator(s) that the individual possesses the knowledge and experience relevant to accomplish the required tasks. Other than name, Personal Identifiable Information (PII) shall be redacted. The Resume is limited to 2 pages and is not considered as part of the page limit (15).
- d) Government Furnished Equipment: Offerors shall specify any Government Furnished Equipment / Information / Property, necessary to perform the ITO PWS, only which is in addition to the Offeror's response to L.7.2.2. (b); if none, the proposal shall state as such.

L.7.4 VOLUME I, EVALUATION FACTOR 4: PAST PERFORMANCE:

- a) All past performance information required pertains to the Prime Offeror and all proposed first-tier subcontractors with whom the Offeror is teaming. The Offeror shall submit with its proposal the first tier subcontractor's letter(s) of consent allowing the Government to disclose the subcontractors' past performance to the Offeror during negotiations. Failure to provide the letter of consent will render the PPIS not relevant, regardless if negotiations are conducted or not conducted. Letters of consent do not count against the overall page limit.
- b) The first six pages of Volume I, Evaluation Factor 4, shall be for submission of a maximum of three Past Performance Information Sheets (PPIS), located in Section J, Attachment II: Past Performance Information Sheet. Each PPIS reference consists of two pages, Part I and Part II. If more than three past performance references are provided, only the first three references will be considered. **If a PPIS, Part I or Part II, contains more than one page per Part, only the first page of the specific Part of the PPIS reference will be considered.**
- c) The remaining two pages are reserved for the Offeror to cover the items highlighted under the paragraph below titled "Remaining Two Pages".
- d) The Offeror shall submit up to three (3) PPIS references. Contracts cited shall be current, or have ended not more than three years prior to the closing date of the solicitation and that are similar to the Solicitation requirement (Refer to Section M Rating Standards for Past Performance). If the contract performance ended more than three years prior to the closing date of the Solicitation, the PPIS will be determined to be

not recent and will receive no evaluation. A maximum of one contract/PPIS may be held by the prime Offeror's proposed subcontractor.

- e) In order for a PPIS to be considered for evaluation, the PPIS shall contain the Offeror's completed Part I AND the Point of Contact Reference completed Part II. The Offeror shall provide two pages (Parts I & II) for each PPIS reference. The Offeror shall complete the PPIS, Part I: Past Performance Reference Information. The Offeror shall provide to the POC listed on the PPIS, the Offeror's completed Part I along with Part II: Point of Contact Reference for completion by the POC. The completed PPIS shall be signed by the POC Reference and converted to a pdf, or a pdf that has been digitally signed by the POC reference, and submitted by the Offeror with their Volume I, Evaluation Factor 4 proposal.
- f) For the purposes of Past Performance/Past Performance Evaluation Section(s)/PPIS, a "contract" is defined as (1) a single contract* (stand-alone); (2) a single task order awarded under a Multiple Award contract (as defined below**); (3) a single task order awarded under a master Single-Award Indefinite Delivery task order contract (Definite Quantity, Requirements, or Indefinite Quantity) (FAR 16.5); (4) a single task order placed under a Federal Supply Schedule contract (FAR 8.405-2); or (5) a single call order placed under a Blanket Purchase Agreement (BPA)(FAR 8.405-3).

*A single contract does not include an Indefinite Delivery task order contract (Definite Quantity, Requirements, or Indefinite Quantity) (FAR 16.5) or a BPA (FAR 8.405-3); **an Indefinite Delivery task order contract and/or BPA that is identified by itself and does not have a corresponding task/call order listed will be considered "Not Relevant".

- g) Each PPIS shall include only one contract per sheet. Each PPIS shall identify no more than one Point of Contact (POC). If more than one POC or more than one contract is provided for any PPIS, only the first POC and contract number will be considered. The Government may contact the POC listed on the PPIS. The POC must be either Government personnel (civil service or military) or employees of private sector clients**for whom the Offeror provided services.

**Information provided by or for a POC who works directly for the Offeror, or indirectly (i.e., in a prime/subcontractor or mentor/protégé relationship, etc.), will be determined to be *Not Relevant*. The POC must have firsthand knowledge of the Offeror's performance under the contract provided on the PPIS.

- h) The past performance information listed on each PPIS shall be for services related to the services required by this Solicitation. Services related to the performance of modeling and simulation research services in support of risk assessment and medical capabilities as outlined in the solicitation shall be considered relevant. The Offeror shall describe the objectives achieved and detail how the effort is similar to the requirements of this solicitation (referencing the ITO PWS Sections). The Offeror shall provide specific labor categories (or position descriptions), level of effort per labor category (number of FTEs), the dollar value of services provided, and a detailed description of the services and efforts provided. The Offeror may include contracts that demonstrate the prior experience of key personnel or subcontractors/teaming partners who will be performing in support of the contract resulting from this solicitation; such contracts shall be clearly identified to show the relationship of the past performance entry to the Offeror. The Offeror shall ensure Part I and Part II of each PPIS is completed in its entirety.
- i) The PPIS shall be clear as to the company that is the awardee, the company that performed the services (if different than the awardee) and the relationship of both to the Offeror or their proposed subcontractor. The name and Cage Code shall be provided for all parties. Offerors that are proposing past performance where the awardee or performer does not match their name and Cage Code (or the name and Cage Code of a proposed subcontractor) because the awardee or performer is a subsidiary/separate division within their company or "Doing Business As" (DBA), shall clearly describe the connection of all listed parties (along with Cage Codes). If the submission does not clearly detail the specific relationship under a contract, it will be determined not relevant.

- j) Remaining Two Pages: If necessary, the remaining two pages afford the Offeror an opportunity to include any contract(s) terminated for cause or default (in whole or in part) during the past three (3) years (to include those currently in the process of such termination). These pages shall provide a brief background, issues with contract performance, any cure notices or show cause letters received and description of any corrective action taken. If the additional pages are not necessary or applicable, such pages shall not be utilized for a different purpose.
- k) The Government reserves the right to use alternative resources to gather past performance information.

L.7.4.1 Subcontracting Concerns

- a) If Past Performance is submitted for a contract under which the Offeror (or proposed subcontractor, partner, mentor, protégé, parent company, sister company, etc.) provided services as a subcontractor, partner, mentor, protégé, parent company, sister company, etc., the PPIS shall clearly describe the corporate relationships among those who provided the services. If applicable, this description shall cite key responsibilities and corporate relationship for each entity, to include identifying the specific services provided (in terms of numbers and types of personnel, locations, etc.) and nature of services provided (e.g., consulting services, subject matter expertise). If the submission does not clearly detail the specific responsibilities and relationship under a contract, it will be determined “**Not Relevant**”.
- b) If a subcontracting, teaming, partnering, mentoring or other relationship is proposed, the Offeror shall submit written consent from the subcontractor, partner, etc. to disclose their Past Performance information to the contractor. If such consent is not provided as part of the submission, the Past Performance of the subcontractor, partner, etc., will be determined “**Not Relevant**”.
- c) If neither the Offeror nor its subcontractor(s), teaming partner(s), etc. possess relevant past performance, the Offeror shall submit a statement affirming that they possess no relevant Past Performance.

L.7.5 VOLUME I, EVALUATION FACTOR 5: SMALL BUSINESS PARTICIPATION

- a) SMALL BUSINESS PARTICIPATION COMMITMENT, 20 PAGE LIMIT (excluding attachments). All Offerors (small, large, and other than small business concerns under NAICS 541715) shall submit a small business participation commitment document.
- b) SMALL BUSINESS SUBCONTRACTING PLAN. NO PAGE LIMIT. For large and/or other than small business concerns under NAICS 541715, Offerors shall **ALSO** submit a small business subcontracting plan in accordance with FAR Clause 52.219-9 ALT II and DFARS Clause 252.219-7003. The subcontracting plan requirement is not applicable to small business concerns qualified as such under the NAICS code assigned to this Solicitation. Master subcontracting plans may be included as an attachment to the subcontracting plan and will not count towards the page count. In accordance with FAR 19.702 (a) (1) (i), if the apparently successful Offeror fails to negotiate a subcontracting plan acceptable to the Contracting Officer within the time limit prescribed by the Contracting Officer, the Offeror will be ineligible for award*. If the Offeror believes there are no subcontracting possibilities, the Offeror shall submit documentation with their proposal sufficient to justify its position.**Applicable only if negotiations are conducted.

L.8. VOLUME II, COST EVALUATION FACTOR 6: The Cost Volume applies to requirements in Section C, Attachment I, Initial Task Order PWS.

L.8.1 NARRATIVE & REQUIRED COST DOCUMENTATION.

1. Offerors shall provide a narrative to support the required documentation and the cost information in support of the Offeror's Excel spreadsheet and Cost Breakdown (Section L.8.2. EXCEL SPREADSHEET/COST BREAKDOWN) outlined below. The narrative shall address, at minimum,

- a) Any deviations in proposed staffing (based on information from the Offeror's technical approach, including labor categories, FTEs, and hours (if applicable)),
- b) The calculation of annual hours FTE hours,
- c) Application of indirect rates, which includes the cost base applicable to each cost element,
- d) The Offeror's methodology and calculations used to determine proposed indirect rates (applicable only if indirect rates differ from the submitted documentation to support indirect rates). Indirect rates shall be easily identifiable.
- e) The Offeror's proposed fixed fee percentage and justification for proposed fee,
- f) If applicable, the Offeror's determination of positions which are applicable to the Service Contract Labor Standards (SCLS), to include occupation code and applicable WD number, (if none, the Offeror shall indicate as such in their cost proposal), and
- g) Assumptions used to determine the proposed cost.

2. The following solicitation documentation, representations and certifications, and required cost support shall be provided by the Offeror.

- a) Offeror(s) shall complete and submit the OFFER portion (blocks 12-18) of the Standard Form (SF) 33 (cover page). An official having the authority to bind the firm contractually must sign the cover page. If this individual is not an officer of the company, the proposal shall be accompanied by some form of written evidence of the individual's authority to bind the company, under contract, to a particular course of action. This might include such evidence as a written delegation of said authority, signed by an officer of the company.
- b) Offeror(s) shall acknowledge and submit all amendments either in block 14 of the SF33 or by signing and returning only the cover sheet of each amendment.
- c) SAM Certification Sheet. Offeror(s) shall complete, sign, and submit the Section K, SAM Certification Sheet. **Offeror's SAM registration shall be registered such as to authorize the entity's non-sensitive information to be displayed in SAM public search results.**
- d) Section K Clauses. Offeror(s) shall complete and submit a copy of all the Section K FAR provisions: 52.204-8, 52.204-24, 52.209-7, and 52.230-1. Offerors shall complete and provide any additional clauses required by the Offeror.
- e) Accounting System. Offeror(s) shall provide evidence of an adequate accounting system as defined in the Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.242-7006(a)(1), entitled, "Accounting System Administration" AND meet the system criteria at DFARS 252.242-7006(c) in order to be eligible for an award. In accordance with DFARS 252.242-7006(b), Offerors shall establish and maintain an acceptable accounting system.
- f) Offerors may be required to provide evidence of its accounting system adequacy (reference DFARS 252.242-7006(c), FAR 16.3 and FAR 31). Examples of evidence include, but not limited to: (a) Third party audited financial statements to include audit of accounting system and methods, and/or (b) Current Defense Contract Audit Agency (DCAA) cost accounting system audit report, and/or (c) Current certification from DCAA/Standard Form 1408. Offeror's are encouraged to submit this information with their cost proposal.
- g) Purchasing System. Offeror(s) shall provide evidence of an acceptable purchasing system as defined in the DFARS clause 252.244-7001(a) and meet the system criteria at DFARS 252.244-7001(c) in order to be eligible for an award.

- h) Rate Agreements. Offeror(s) shall provide a copy of the current rate agreement or forward pricing rate agreement that supports the rates proposed for the initial task order. Copy in this context is defined as a direct and full copy of the actual applicable pages from your FPRA/FPRR (to include cover sheet) and not Offeror created tables or excerpts. These agreements may be with the Defense Contract Management Agency (DCMA), Department of Health and Human Services (DHHS), or other cognizant Federal Government contracting offices. OR, if applicable, the Offeror may provide a copy of any DCAA audit that supports the proposed contract rates or costs for the initial task order.
- i) DCAA Office. Offerors shall provide the Offeror's cognizant DCAA office, including telephone number and point of contact information.
- j) DCAA DoDAAC. Offerors shall provide their cognizant DCAA's DoDAAC; **this information is required for the Government to complete DFARS clause 252.232-7007 Wide Area Work Flow Routing Table.**
- k) Offeror(s) shall provide the Offeror's cognizant DCMA office, including telephone number for points of contact information.

L.8.2 EXCEL SPREADSHEET/COST BREAKDOWN. The cost breakdown shall be provided on a Microsoft Excel spreadsheet showing all cost elements, amounts, and the application of direct and indirect rates and fixed fee. This section applies to the requirements of the Initial Task Order, Section C, Attachment I, Initial Task Order Performance Work Statement.

- a) Offerors cost proposal shall include the estimated level of effort for the 12-month period of performance for each labor category outlined in the Section C, Attachment I, Initial Task Order Performance Work Statement based on the Offeror's technical approach.
- b) If the Offeror does not identify the labor categories listed in the Section C, Attachment I, by the same specific title, then a cross-reference list should be provided in the Offeror's proposal identifying the differences and to identify the appropriate PWS Section.
- c) Offerors are cautioned that proposed costs shall be consistent with the proposed technical approach and reflective of the effort required by the Solicitation. Unrealistically low proposed costs may be grounds for eliminating a proposal from the competition on the basis that the Offeror does not understand the requirement.
- d) The proposed cost elements shall be adequately supported in order for the Contracting Officer to make the determination that the proposed costs are fair and reasonable. Therefore, Offerors are required to provide a breakdown for each cost element, such as labor categories, direct labor hours, direct labor rates, overhead and other indirect cost rates, subcontract costs, other direct costs, and fixed fee.
- e) Offerors shall prepare and submit the cost support in accordance with "Table 15-2-Instructions for Submitting Cost/Price Proposals When Certified Cost or Pricing Data Are Required*", located in FAR 15.408. Certification of the cost support is not required at the time of proposal submission, however may be required upon request from the Contracting Officer. Offerors shall revise cost elements as applicable*.
- f) Any proposed subcontractor unwilling to submit their **direct labor rates** to the prime contractor (the Offeror), shall submit **only the direct labor rates** to the Government utilizing the same proposal submission instructions and due date and time located herein.
- g) All cells in the Offeror's Excel spreadsheet shall allow the Government to view calculations and formulas or shall link to cells in the same spreadsheet that allow the Government to view the values. Spreadsheets shall not link to external sources and shall not include hidden links to update to external sources. Offeror's shall not lock out spreadsheets; all formulas shall be visible. Links to other spreadsheets where the Government cannot access the underlying value are not allowed and may inhibit the Government's ability to efficiently perform a cost evaluation.

- h) The contractor shall identify in their cost breakdown which labor categories, if applicable, have been determined by the Offeror to be applicable to the Service Contract Labor Standards (SCLS).
- i) If the Offeror makes a determination that labor categories are applicable to the SCLS, the Government will incorporate the applicable SCLS clauses and will incorporate by reference the appropriate WD schedule (as provided in the Offeror's cost proposal, into the award of the initial task order.

L.9 PROPOSAL SUBMISSION

1. Offerors are invited to submit a proposal in response to this Solicitation via email and in accordance with the instructions below. No paper copies or electronic copies submitted outside of email will be accepted.

2. The **proposal due date is 4:00 PM Eastern Time, 17 February 2023.**

3. Proposals shall be submitted by the due date and time outlined herein and shall be submitted electronically via e-mail to cheryl.r.vendemia.civ@health.mil. Solicitation N6264523R0004 shall be included in the email subject line.

4. Emails shall NOT contain company "logos" or pictures that may be converted to an attachment through Government servers. Emails shall be submitted in plain text. Emails shall NOT contain files that total over 5 megabytes. If multiple emails are required to submit an Offeror's complete proposal, the Offeror shall submit multiple emails. If multiple emails are submitted they shall be numbered (1 of 3, 2 of 3, etc.). The first email shall contain a complete list of all files being submitted, each email thereafter shall contain the files attached.

5. Upon the Offeror's submission of the complete proposal, via a single or multiple emails, the Offeror shall send a separate confirmation email to cheryl.r.vendemia.civ@health.mil. The email shall provide the Offeror's company name and contact information, the number of emails sent and number of attachments, as well stating that they have submitted a complete proposal to NMRLC in response to Solicitation N6264523R0004. Additional documents will not be accepted after submission of the confirmation email.

6. Any data previously submitted in response to another solicitation, whether submitted to the Naval Readiness Medical Logistics Command or another agency, should be assumed unavailable during this proposal evaluation and source selection process. The proposal submitted in response to this Solicitation shall be a standalone document. Proposal data shall not be incorporated into the proposal by referring to another proposal or other source.

7. The Government reserves the right to request additional information after receipt of the Offeror's proposal. The proposal shall be valid for not less than 180 calendar days from the proposal due date. The Offeror shall make a clear statement in their proposal that the proposal is valid until such date.

8. Offerors are cautioned that in order for their proposal to be eligible for award, the proposal shall comply with all of the terms and conditions set forth in the Solicitation, shall be complete, shall be submitted within the due date and time outlined in the Solicitation.

9. A company with multiple Divisions (and each division registered separately in SAM) is permitted to submit a separate proposal by Division for award consideration. However, Offerors are cautioned that if one company submits separate proposals from multiple Divisions, each Division's proposal is required to address the full Solicitation requirements uniquely based on their particular Division's capabilities. For example, management processes, small business participation commitment, and/or past performance submissions of a different Division may not be used in support of the Division submitting the proposal. The proposal must be specific to the Division submitting the proposal.

L.10 SEQUENCE OF EVENTS. The Government will employ source selection techniques to evaluate proposals, conduct negotiations and determine the successful Offeror in this acquisition. "Offer," for the purposes of this solicitation, shall be defined as a response to the solicitation that, if accepted, would bind the Offeror to perform the resultant contract. The following describes the sequence of events Offerors can expect during proposal evaluation

and negotiation. The Offeror's proposal shall be submitted in accordance with Section L and meet the proposal submission due date and time.

1. Upon receipt, proposals will be reviewed for timeliness of submission, completeness and compliance with solicitation requirements. The proposals will receive a detailed evaluation employing the process and criteria identified in Section M of this solicitation. If a proposal fails to provide the mandatory requirements, is incomplete, or received late (in part or in full) the Contracting Officer does not have to evaluate the proposal.

2. In accordance with FAR 15.306, the Government may conduct exchanges with Offerors after receipt of proposals leading to the establishment of the competitive range (if established) and any subsequent competitive range determination that may be made.

3. The Government intends to evaluate proposals and award a contract without discussions. Clarifications may be conducted as described in FAR 15.306(a)(2). Therefore, the Offeror's initial proposal should contain the Offeror's best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary (FAR 52.215-1(f)(4)). If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

4. The Government will incorporate by reference into the resultant contract any and/or all commitments made in the Offeror's proposal.

L.11 ESTIMATED AWARD: The estimated contract and initial task order award date is **27 May 2023**. The Contracting Officer reserves the right to adjust the period of performance based on the award date.

CLAUSES INCORPORATED BY REFERENCE

52.204-7	System for Award Management	OCT 2018
52.204-16	Commercial and Government Entity Code Reporting	AUG 2020
52.204-22	Alternative Line Item Proposal	JAN 2017
52.207-1	Notice Of Standard Competition	MAY 2006
52.215-1	Instructions to Offerors--Competitive Acquisition	NOV 2021
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.216-27	Single or Multiple Awards	OCT 1995
52.233-2	Service Of Protest	SEP 2006
252.204-7019	Notice of NIST SP 800-171 DoD Assessment Requirements	MAR 2022
252.215-7008	Only One Offer	JUL 2019
252.215-7009	Proposal Adequacy Checklist	JAN 2014
252.215-7010	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data	JUL 2019

CLAUSES INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Single Indefinite Delivery Indefinite Quantity (SATO IDIQ) cost-plus-fixed-fee type contract (CPFF) and a CPFF initial task order (to meet the minimum guaranteed award) resulting from this solicitation.

(End of provision)

52.222-46 EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

(a) Recompensation of service contracts may in some cases result in lowering the compensation (salaries and fringe benefits) paid or furnished professional employees. This lowering can be detrimental in obtaining the quality of professional services needed for adequate contract performance. It is therefore in the Government's best interest that professional employees, as defined in 29 CFR 541, be properly and fairly compensated. As part of their proposals, offerors will submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract. The Government will evaluate the plan to assure that it reflects a sound management approach and understanding of the contract requirements. This evaluation will include an assessment of the offeror's ability to provide uninterrupted high-quality work. The professional compensation proposed will be considered in terms of its impact upon recruiting and retention, its realism, and its consistency with a total plan for compensation. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations, used in establishing the total compensation structure.

(b) The compensation levels proposed should reflect a clear understanding of work to be performed and should indicate the capability of the proposed compensation structure to obtain and keep suitably qualified personnel to meet mission objectives. The salary rates or ranges must take into account differences in skills, the complexity of various disciplines, and professional job difficulty. Additionally, proposals envisioning compensation levels lower than those of predecessor contractors for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted high-quality work, and availability of required competent professional service employees. Offerors are cautioned that lowered compensation for essentially the same professional work may indicate lack of sound management judgment and lack of understanding of the requirement.

(c) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories, since it may impair the Contractor's ability to attract and retain competent professional service employees, may be viewed as evidence of failure to comprehend the complexity of the contract requirements.

(d) Failure to comply with these provisions may constitute sufficient cause to justify rejection of a proposal.

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

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

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

(End of provision)

52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (NOV 2020)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any DFARS (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)

Section M - Evaluation Factors for Award

EVALUATION CRITERIA

M.1 EVALUATION OF PROPOSALS

This acquisition will be conducted as a full and open competition using the policies and procedures in the Federal Acquisition Regulation (FAR) Part 15, *Contracting by Negotiation*. Proposals will be evaluated using the criteria in this section and an Offeror will be selected using the tradeoff process described in this Section.

The instructions set forth in Section L provide direction to the Offeror concerning documentation format and content for its proposal.

M.1.1 In accordance with L.10.1 of the Solicitation, if a proposal does not contain the mandatory requirements, is incomplete or received late (in part or in full) the Contracting Officer does not have to evaluate the proposal. All complete and timely proposals will be evaluated by the Government. The Government will evaluate each proposal strictly in accordance with its content and any past performance issues shall only be evaluated in the Past Performance Factor.

M.2. BASIS FOR AWARD

The Government will award a single SATO IDIQ contract and the minimum guaranteed Initial Task Order through the issuance of this solicitation.

The Government will conduct a tradeoff process in order to determine which Offeror represents the best value to the Government. Award will be made to the Offeror that is determined to provide the best value to the Government considering cost and non-cost factors. Best Value means the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. Evaluations will be an assessment of the proposal and the Offeror's ability to perform the prospective contract successfully. In this assessment, all Offerors will be evaluated solely on the factors specified in the Solicitation. The Government may decide to award to an Offeror who did not propose the lowest price. The Contracting Officer has broad discretion in determining which Offeror should receive the award. Tradeoff evaluation standards are as follows:

Term:	Definition:
Risk	The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which an offeror's proposed approach may involve risk of disruption of schedule, increased cost or degradation of performance , the need for increased Government oversight, and the likelihood of unsuccessful contract performance.
Strength	An aspect of a proposal that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.
Weakness	A flaw in the proposal that increases the risk of unsuccessful contract performance .
Deficiency	A material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful contract performance to an unacceptable level.

M.2.1 CONSIDERATION FOR AWARD. To receive consideration for award:

M.2.1.2 Non-Cost Evaluation Factors (1-5). Offerors must achieve the following Minimum Ratings.

Factor #	Non-Cost Evaluation Factor:	Minimum Rating*
1	Executive Summary & Mandatory Requirements	Pass
2	Overall Management Approach/Risk	Acceptable

3	Initial Task Order-Technical Approach/Risk	Acceptable
4	Past Performance	Satisfactory Confidence
5	Small Business Participation (Commitment and/or Small Business Subcontracting Plan)	Acceptable

**If applicable, at the point which any one Factor's minimum rating is not met, the proposal will receive no further evaluation from that point.*

M.2.1.3 For Evaluation Factor 6 – Cost, in addition to meeting the minimum non-cost ratings, the Offeror's cost proposal must be complete (in accordance with Section M below), the price must be determined fair and reasonable, and the cost realism analysis must determine the proposed cost is realistic for the work to be performed; reflects a clear understanding of the requirements; and is consistent with the method of performance described in the Offeror's technical approach.

M.3 EVALUATION APPROACH - The Government will evaluate these factors from the Offeror's proposal:

Volume I – Non-Cost:

Evaluation Factor 1: Executive Summary & Mandatory Requirements

Evaluation Factor 2: Overall Management Approach/Risk

Evaluation Factor 3: Initial Task Order-Technical Approach/Risk

Evaluation Factor 4: Past Performance

Evaluation Factor 5: Small Business Participation Commitment and/or Small Business Subcontracting Plan

Volume II – Cost:

Evaluation Factor 6: Cost

The Government will evaluate the factors independently of each other and each factor listed above is in descending order of importance. Non-cost factors (Factors 1-5) when combined are significantly more important than cost (Factor 6). At the point which any factor does not meet the Minimum Rating to be considered for award, the proposal will cease at that factor and the proposal will receive no further evaluation.

M.3.1 EVALUATION FACTOR 1: EXECUTIVE SUMMARY & MANDATORY REQUIREMENTS. The Government will evaluate the Executive Summary for completeness of the requested information (L.7.1.2), and will evaluate the Mandatory Requirements for inclusion and compliance with the Mandatory Requirements (L.7.1.3. a), b) and c).

Non-Cost Factor 1 will be evaluated on a **Pass or Fail** rating as defined below.

Pass is defined as the proposal contains ALL information and ALL mandatory requirements were provided and ALL are determined to be in compliance with Section L instructions.

Fail is defined as the proposal did not contain ALL information and/or ALL mandatory requirements were not provided, and/or ALL mandatory requirements were not in compliance with the instructions with Section L.

The Executive Summary & Mandatory Requirements evaluation is excluded as part of the best value tradeoff.

M.3.1.1 EVALUATION FACTOR 2: OVERALL MANAGEMENT APPROACH/RISK. Offeror's meeting the minimum **Pass** rating for Evaluation Factor 1, shall be evaluated for Factor 2.

M.3.1.2 The Government will evaluate the Offeror's Overall Management approach to determine the degree to which the Offeror's methodologies, processes, and capabilities reflect an ability to effectively and efficiently manage and execute the SATO IDIQ and Initial Task Order.

The Government will assess the approach in the following areas (L.7.2.1 items a) through e)):

- a) Management structure with regard to roles and responsibilities, lines of authority, span of control, flow of information, and communication strategies amongst the contractor team, subcontractors, requiring activities, and external organizations,
- b) Ability to monitor contract activities, including approach to managing cost, schedule, job order accounting (tracking time/costs per research effort), performance, for multiple task orders and multiple projects.
- c) Ability to manage subcontracts,
- d) Strategies and processes to identify, manage, and mitigate risk specific to this requirement, and
- e) Recruitment and retention.

M.3.1.2.1 The Government will assess the documentation required in Section L.7.2.2. Subsections a) and b) for compliance with proposal submission:

- a) Attachment A: Organizational Conflict of Interest (OCI) Mitigation Plan: The Offeror's submission of an OCI Mitigation Plan in response to a either an actual, potential, or perceived conflict of interest associated with performance of this requirement, regardless of whether an actual, potential, or perceived conflict of interest is anticipated.
- b) Attachment B: Government Furnished Equipment. The Offeror submission of Government Furnished Equipment / Information / Property necessary to perform this effort. If the Offeror does not require GFE, the Offeror indicated as such in this attachment of the proposal.

The Government will evaluate risk as it relates to the Offeror's Overall Management Approach (Refer to M.3.3. for rating table). Risk assesses the degree to which the Offeror's proposed approach may cause disruption of schedule, increased cost, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance.

If the management proposal does not contain and is not in compliance with the requirements of this Section, as indicated in Section L.7.2.2. Subsections a) & b) and/or if items outlined in L.7.2.1 a) through e) are omitted from the proposal, the Offeror's management approach may be found to contain a deficiency. **A deficiency in the Overall Management Approach / Risk factor is assigned an Unacceptable rating and as such is unawardable.**

M.3.2 EVALUATION FACTOR 3: INITIAL TASK ORDER TECHNICAL APPROACH/RISK. Offeror's meeting the minimum ratings for Evaluation Factors 1 & 2 will be evaluated for Factor 3.

The Government will evaluate the offeror's technical approach to determine the degree to which the offeror's technical approach is adequate to complete the tasks listed in the ITO PWS and demonstrates a thorough understanding of the technical requirements.

If the technical proposal omits any items outlined in Section L.7.3 a) through d), the Offeror's technical approach may be found to contain a deficiency. **A deficiency in the Initial Task Order Technical Approach / Risk factor is assigned an Unacceptable rating and as such is unawardable.**

Resume/ Key Personnel: The Government will evaluate the degree to which the Offeror demonstrates an ability to provide the required Key Personnel with the experience and capabilities required to successfully perform the work outlined in the ITO PWS through the review of proposed resume. The offeror shall provide a resume for the "key personnel" position outlined in the ITO PWS.

Estimated level of effort in the Initial Task Order PWS: The Government estimates that this task order will require an approximate level of effort as outlined in the Initial Task Order PWS. Please note that the Government estimate is only put in place for Offerors to ascertain the approximate or estimated level of effort for this task and to allow Offerors to better understand the general scope of this effort. Offerors are encouraged and expected to submit a level of effort consistent with your technical approach.

If an offeror proposes an alternative labor mix or level of effort other than the estimated level of effort and labor mix provided by the Government, the Offeror shall provide sufficient information and a shall provide a

cross-reference list identifying the difference and the ITO PWS Section to allow the Government to evaluate the proposed alternative labor mix / level of effort.

The Offeror's proposed need for Government Furnished Equipment/Information/Property necessary to perform the ITO, only which is in addition to the Offeror's Management Approach.

The Government will evaluate risk as it relates to the Offeror's Initial Task Order Technical Approach (Refer to M.3.3. for rating table). Risk assesses the degree to which the Offeror's proposed approach may cause disruption of schedule, increased cost, degradation of performance, the need for increased Government oversight, or the likelihood of unsuccessful contract performance.

M.3.3 Rating Table. The Government will assign a rating for the Overall Management Approach/Risk AND a rating for the Initial Task Order Technical Approach/Risk based on the following:

Color	Adjectival Rating	Description
Blue	Outstanding	Proposal meets requirements and demonstrates an *exceptional approach and understanding of the requirements and contains multiple strengths and/or at least one significant strengths. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is low.
Purple	Good	Proposal meets requirements and indicates a *thorough approach and understanding of the requirements and contains at least one strength or signification strengths. Strengths, outweigh any weaknesses. Risk of unsuccessful performance is moderate.
Green	Acceptable	Proposal meets requirements and indicates an *adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Yellow	Marginal	Proposal does not meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The proposal has one or more weaknesses, which are not offset by strengths. Risk of unsuccessful performance is high.
Red	Unacceptable	Proposal does not meet requirements and contains one or more deficiencies. Proposal is unawardable. Risk of unsuccessful performance if unacceptably high.

*** Definitions:**

Exceptional – proposal meets requirements and approach reflects an unusually high degree of understanding and ability to successfully manage and execute the requirement.

Thorough – proposal meets requirements and approach reflects a high degree of understanding and ability to successfully manage and technically execute the requirement.

Adequate – proposal meets requirements and approach reflects a satisfactory degree of understanding and ability to successfully manage and execute the requirement.

M.3.4 EVALUATION FACTOR 4: PAST PERFORMANCE. Offeror's meeting the minimum ratings for Evaluation Factors 1, 2, & 3 will be evaluated for Factor 4.

The Government will first evaluate each Past Performance Information Sheet to determine whether the services listed are "Relevant" or "Not Relevant." A determination of "Not Relevant" may be made based solely on the information provided on the Past Performance Information Sheet. Offerors shall insure that information provided on the Past Performance Information Sheets is complete and detailed enough to allow the Government to make a relevancy determination solely based on the information provided on the Past Performance Information Sheet. The Government may obtain additional information from the POC named on the Past Performance Information Sheet to assist in making a relevancy determination. Contracts cited must be current, or have ended not more than three years prior to the closing date of the solicitation. If the contract performance ended more than three years prior to the closing date of the solicitation it will be determined "Not Relevant." Past Performance found to be "Not Relevant" will not be evaluated further.

The Government will then review the relevant Past Performance and determine the quality and usefulness as it applies to the performance confidence assessment. The performance confidence assessment determines how well the offeror performed on the relevant contracts. This includes the degree to which the offeror has satisfied past and present customers in terms of meeting work schedules, providing specified services, meeting contract terms without failure (or resolving issues immediately), cooperation, timeliness, and cost control. Offerors will receive one overall rating for Past Performance and this rating is the *performance confidence assessment*. Greater consideration will be given to services closely related to those required under this solicitation. Both the quality and quantity of services provided will be considered when establishing a confidence assessment rating for each offeror. Failure to provide the correct, current phone number and e-mail address for each point of contact listed that will allow the Government to contact each POC, may result in a lower rating for this factor.

The Government may contact POCs listed on the Past Performance Information Sheets to obtain information regarding past performance. The Government is not restricted from evaluating and considering other relevant Past Performance information in its possession to include Contractor Performance Assessment Reporting System (CPARS) ratings, Past Performance Information Retrieval System (PPIRS) ratings, sources outside the Government and interview with Contracting Officer Representatives regardless of whether such information has been provided by the offeror.

M.3.4.1 The Government will assign a Performance Confidence Assessment Rating to the contractor's proposal as follows:

Past Performance Relevancy Ratings	
Rating	Definition
Relevant	Present/past performance effort involved similar scope and magnitude of effort and complexities this solicitation requires, current or within 3 years prior to the solicitation closing date.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort and complexities this solicitation requires, or contract performance ended more than three years prior to the closing date of the solicitation it will be determined.

Performance Confidence Assessment	
Rating	Description
Substantial Confidence	Based on the offeror's recent/relevant performance record, the Government has a high expectation that the offeror will successfully perform the required effort.
Satisfactory Confidence	Based on the offeror's recent/relevant performance record, the Government has a reasonable expectation that the offeror will successfully perform the required effort.
Limited Confidence	Based on the offeror's recent/relevant performance record, the Government has a low expectation that the offeror will successfully perform the required effort.
No Confidence	Based on the offeror's recent/relevant performance record, the Government has no expectation that the offeror will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the offeror's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned. The offeror may not be evaluated favorably or unfavorably on the factor of past performance.

M.3.5 EVALUATION FACTOR 5: SMALL BUSINESS PARTICIPATION. Proposals meeting the minimum ratings for Evaluation Factors 1, 2, 3, & 4 will be evaluated for Factor 5.

All offerors (both large and small businesses) will be evaluated on the level of small business participation commitment demonstrated for the proposed acquisition and their level of commitment to utilizing small businesses in performance of prior contracts.

M.3.5.1 The following shall evidence small business participation:

- a) The extent to which such firms, as defined in FAR Part 19, are specifically identified in proposals;

- b) The extent of commitment to use such firms (enforceable commitments will be weighted more heavily than non-enforceable ones);
- c) The complexity and variety of the work small firms are to perform;
- d) The realism of the proposal;
- e) Past performance of the offeror in complying with requirements of the clauses at FAR 52.219-8, Utilization of Small Business Concerns, and, for all large business offerors, FAR 52.219-9, Small Business Subcontracting Plan;
- f) The extent of participation of such firms in terms of the value of the total acquisition;
- g) The extent to which the offeror provides detailed explanations/documentation supporting the proposed participation percentages, or lack thereof.

The Department of Defense (DOD) has established small business goals as an assistance to assure small business receives a fair proportion of DOD awards. The goals for this procurement are as follows:

- Small Business: {32.25%} of the total *contract value;
- Small Disadvantaged Business: {5.0%} of the total contract value;
- Woman-Owned Small Business: {5.0%} of the total contract value;
- Historically Underutilized Business Zone (HUBZone) Small Business: {3.0%} of the total contract value;
- Veteran Owned Small Business: {3.0%} of the total contract value;
- Service Disabled Veteran Owned Small Business: {3.0 %} of the total contract value.

(Note, for example, that a participation plan that reflects {5.0%} of the contract value for Woman-Owned Small Business would also count towards the overall Small Business Goal).

*The Government recognizes that these goals are stated as a percentage of the total contract value for the small business participation plan; whereas, the goals included in the subcontracting plan (FAR Clause 52.219-9) are stated in terms of a percentage of total subcontract dollars.

The Small Business Participation evaluation is excluded as part of the best value tradeoff.

The Government will assign a rating for Small Business Participation as follows:

Rating	Definition
Acceptable (Pass)	Proposal indicates an adequate approach and understanding of small business objectives.
Unacceptable (Fail)	Proposal does not meet small business objectives.

M.3.6 EVALUATION FACTOR 6: COST. Proposals meeting all the minimum non-cost ratings will be evaluated for Factor 6.

The evaluation for Evaluation Factor 6 has three parts:

1. The Government will confirm receipt of the solicitation documentation, representations and certifications and Section K certification, and inclusion of Narrative & Required Cost Documentation (L.8.1.1 a) – g) and L.8.1.2 a) – k)) for completeness.
2. The Government will conduct a price analysis of the Offeror’s overall cost proposed for the Initial Task Order.
3. The Government will conduct a cost analysis of the Offeror’s proposed cost for the Initial Task Order.

M.3.6.1 The Government will confirm the proposal includes a narrative and required cost documentation to support the proposed Cost provided in the Excel Spreadsheet/Cost Breakdown (L.8.2) and includes the following:

- a) Completed OFFER portion (blocks 12-18) of the Standard Form (SF) 33 (cover page) signed by an official having the authority to bind the firm contractually must sign the cover page.
- b) Acknowledgment and submission of all amendments either in block 14 of the SF33 or by signing and returning only the cover sheet of each amendment.

- c) Completed and signed Section K, SAM Certification.
- d) Completed Section K full text provisions 52.204-8, 52.204-24, 52.209-7, and 52.230-1.
- e) Evidence of an adequate accounting system and/or evidence of its accounting system adequacy (reference DFARS 252.242-7006(c), FAR 16.3 and FAR 31).
- f) Offerors may be required to provide evidence of its accounting system adequacy (reference DFARS 252.242-7006(c), FAR 16.3 and FAR 31). Examples of evidence include, but not limited to: (a) Third party audited financial statements to include audit of accounting system and methods, and/or (b) Current Defense Contract Audit Agency (DCAA) cost accounting system audit report, and/or (c) Current certification from DCAA/Standard Form 1408. **Offeror's are encouraged to submit this information with their cost proposal.**
- g) Evidence of an acceptable purchasing system as defined in the DFARS clause 252.244-7001(a) and meet the system criteria at DFARS 252.244-7001(c) in order to be eligible for an award.
- h) Rate Agreements. Forward Pricing Rate Agreements or Forward Pricing Rate Recommendations
- i) The Offeror's cognizant DCAA office, including telephone number and point of contact information.
- j) The Offeror's cognizant DCAA's DoDAAC (Department of Defense Activity Address Code); **required for the completion of DFARS clause 252.232-7007 Wide Area Work Flow Routing Table.**
- k) Cognizant DCMA office, including telephone number for points of contact information.

M.3.6.2 Price Analysis of the Overall Proposed Amount for the Initial Task Order

The Government will conduct a price analysis to determine that the overall amount proposed by the Offeror is fair and reasonable.

M.3.6.3 Cost Realism Analysis for the Initial Task Order

The Government will conduct a cost analysis to determine that the proposed cost for the Initial Task Order is realistic for the work to be performed; reflects a clear understanding of the requirements; and is consistent with the method of performance described in the offeror's technical approach. Through this cost realism analysis, the Government will determine a probable cost of performance for each offeror. The probable cost may differ from the proposed cost and will reflect the Government's best estimate of the cost of any contract that is most likely to result from the offeror's proposal. The probable cost will be used for purposes of evaluation to determine the best value. The probable cost will be determined by adjusting each offeror's proposed cost, and fee when appropriate, to reflect any additions or reductions in cost elements to realistic levels based on the results of the cost realism analysis.

M.3.6.4 Evaluated Amount for Best Value

The amount that will be used for the best value tradeoff will be the total of the Government determined probable costs for each offeror for the Initial Task Order. **The Cost Factor will not be rated adjectivally or scored.** As the range of technical merit narrows, the Cost Factor will become more significant.