

AWARD/CONTRACT		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)	RATING	PAGE OF PAGES 1 79
2. CONTRACT (Proc. Inst. Ident.) NO. HHSN316201200048W		3. EFFECTIVE DATE See Block 20C	4. REQUISITION/PURCHASE REQUEST/PROJECT NO. 2356858	
5. ISSUED BY National Institutes of Health NIH Info Tech Acquisition and Assessment Center Bethesda MD 20892-7511	CODE IO-OLAO/NITAAC	6. ADMINISTERED BY (If other than Item 5) National Institutes of Health NIH Info Tech Acquisition and Assessment Center Bethesda MD 20892-7511		CODE ADM-OLAO/NITAAC

7. NAME AND ADDRESS OF CONTRACTOR (No., Street, City, Country, State and ZIP Code) SOTERA DEFENSE SOLUTIONS, INC:1210074 MISSION SYSTEMS 760 LYNNHAVEN PARKWAY, SUITE 200 VIRGINIA BEACH VA 234527822		8. DELIVERY <input type="checkbox"/> FOB ORIGIN <input checked="" type="checkbox"/> OTHER (See below)
		9. DISCOUNT FOR PROMPT PAYMENT PROMPT PAY
		10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN
		ITEM

CODE	FACILITY CODE	11. SHIP TO/MARK FOR 6011 Executive Blvd, Rockville 6011 Executive Blvd Rockville MD 20852	12. PAYMENT WILL BE MADE BY 2115 E Jefferson St MSC 8500 Suite 4B 432 Bethesda MD 20892-8500	CODE	2115 E JEFFERSON ST
------	---------------	---	--	------	---------------------

13. 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) ()	14. ACCOUNTING AND APPROPRIATION DATA See Schedule
---	---

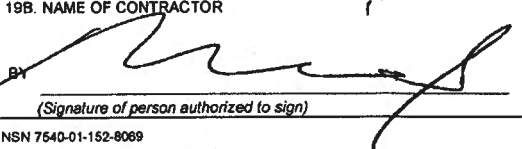
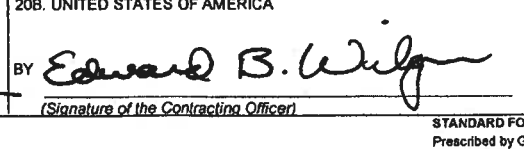
15A. ITEM NO	15B. SUPPLIES/SERVICES	15C. QUANTITY	15D. UNIT	15E. UNIT PRICE	15F. AMOUNT
Continued					

15G. TOTAL AMOUNT OF CONTRACT	\$20,000,000,000.00
-------------------------------	---------------------

(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					

CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. <input checked="" type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return <u>1</u> copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)	18. <input type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____ including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any condition sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.
--	--

19A. NAME AND TITLE OF SIGNER (Type or print) MICHAEL J. WENZEL, SR. VICE PRESIDENT	20A. NAME OF CONTRACTING OFFICER EDWARD B. WILGUS
19B. NAME OF CONTRACTOR	20B. UNITED STATES OF AMERICA
19C. DATE SIGNED 5/22/12	20C. DATE SIGNED 5/23/12
BY  (Signature of person authorized to sign)	BY  (Signature of the Contracting Officer)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HHSN316201200048W

PAGE OF
2 | 79

NAME OF OFFEROR OR CONTRACTOR

SOTERA DEFENSE SOLUTIONS, INC:1210074

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1	<p>Chief Information Officer - Solutions and Partners 3 (unrestricted)</p> <p>This is a ten (10) year indefinite delivery - indefinite quantity (IDIQ) contract utilizing all contract types under FAR Subpart 16.2 (Fixed-Price), FAR Subpart 16.3 (Cost-Reimbursement), FAR Subpart 16.4 (Incentive), and FAR 16.6 (Time-and-Materials/Labor-Hour) in accordance with FAR 16.5. All federal agencies may place task orders against this contract.</p> <p>The overall minimum for this contract is: \$250.00 The minimum is guaranteed The overall maximum for this contract is: \$20,000,000,000.00 Period of Performance: 06/01/2012 to 05/31/2022</p> <p>Chief Information Officer - Solutions and Partners 3 Obligated Amount: \$250.00 Delivery To: 6011/Suite 503 Product/Service Code: D399 Product/Service Description: IT AND TELECOM-OTHER IT AND TELECOMMUNICATIONS</p> <p>Project Data: 124914.1.HNAM277 OD OM OALM OLAO DATA DIV ACQUISITION TECHNOLOGY ACQUI.2525 IT (ADP) SERVICES (INCLUD.11/23/2011 Accounting Info: 08000420120RA0.2012.06.A100.HNAM270000C.I.00566.90 1.A178.2525.610001.9999.9999.9999 Funded: \$250.00</p>				20,000,000,000.00

Contract Table of Contents

PART I – THE SCHEDULE 1

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS	5
Article B.1. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES	5
Article B.2. AUTHORITY	5
Article B.3. TASK ORDER AWARDS AGAINST THE GWAC	5
Article B.4. PRICES/COSTS	5
Article B.5. RATE REFRESHER	6
Article B.6. WORK OUTSIDE OF THE CONTINENTAL UNITED STATES (CONUS)	6
Article B.7. POSTING REQUIREMENTS FOR RATES.....	6
Article B.8. ADVANCE UNDERSTANDINGS	6
SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT	7
Article C.1. STATEMENT OF WORK.....	7
Article C.2. SCOPE OF WORK	7
Article C.3. REPORTING REQUIREMENTS	12
SECTION D - PACKAGING, MARKING AND SHIPPING	15
SECTION E - INSPECTION AND ACCEPTANCE	15
SECTION F - DELIVERIES OR PERFORMANCE	15
Article F.1. GWAC PERIOD OF PERFORMANCE.....	15
Article F.2. TASK ORDER PERIOD OF PERFORMANCE	15
Article F.3. CLAUSES INCORPORATED BY REFERENCE, FAR 52.252-2 (FEBRUARY 1998) ..	15
SECTION G - CONTRACT ADMINISTRATION DATA	16
Article G.1. GENERAL.....	16
Article G.2. AUTHORIZED USERS	16
Article G.3. ROLES.....	16
Article G.4. CUSTOMER/CONTRACTOR TRAINING MATERIALS	18
Article G.5. CONTRACTOR INTERNET PRESENCE	18
Article G.6. ELECTRONIC COMMUNICATIONS	18
Article G.7. TASK ORDER PROCEDURES	18
Article G.8. NIH CONTRACT ACCESS FEE AND FEE REMITTANCE	22
Article G.9. GOVERNMENT PROPERTY	22
Article G.10. INVOICE SUBMISSION	23
Article G.11. CORRESPONDENCE	23
Article G.12. MEETINGS AND CONFERENCES.....	23
Article G.13. CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM	24
SECTION H - SPECIAL CONTRACT REQUIREMENTS	24
Article H.1. LABOR CATEGORIES – CONTRACT LEVEL.....	24
Article H.2. UNIQUE PROFESSIONAL SKILLS – TASK ORDER LEVEL.....	24
Article H.3. ORGANIZATIONAL CONFLICT OF INTEREST	24
Article H.4. SUBCONTRACTING PROVISIONS	25
Article H.5. ACKNOWLEDGEMENT OF FEDERAL FUNDING	25
Article H.6. NEEDLE DISTRIBUTION	26
Article H.7. RESTRICTION ON EMPLOYMENT OF UNAUTHORIZED ALIEN WORKERS.....	26
Article H.8. INFORMATION AND PHYSICAL ACCESS SECURITY	26
Article H.9. ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY	34
Article H.10. TASK ORDER/DELIVERY ORDER CONTRACT OMBUDSMAN.....	35
Article H.11. REPORTING MATTERS INVOLVING FRAUD, WASTE AND ABUSE	35
Article H.12. YEAR 2000 COMPLIANCE	35
Article H.13. HARDWARE/SOFTWARE ACQUISITION	36
Article H.14. SECURITY CONSIDERATIONS.....	36
Article H.15. COST ACCOUNTING SYSTEM	37
Article H.16. PURCHASING SYSTEM	37

Article H.17. RAMP ON PROCEDURE 37
 Article H.18. RAMP OFF PROCEDURE 37
 Article H.19. REPLACEMENT OF TEAM MEMBERS UNDER A FAR 9.601(1) CONTRACTOR
 TEAM ARRANGEMENT (CTA) 37

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

Article I.1. GENERAL CLAUSES FOR A NEGOTIATED FIXED-PRICE SERVICE CONTRACT ... 39
 Article I.2. GENERAL CLAUSES FOR A COST-REIMBURSEMENT SERVICE CONTRACT 40
 Article I.3. GENERAL CLAUSES FOR A GENERAL CLAUSES FOR A TIME AND MATERIAL
 OR A LABOR HOUR CONTRACT 42
 Article I.4. AUTHORIZED SUBSTITUTIONS OF CLAUSES 44
 Article I.5. ADDITIONAL CONTRACT CLAUSES 45
 Article I.6. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT..... 47

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS 48

SECTION J – LIST OF ATTACHMENTS 50

- Attachment J.1., Labor Rates
- Attachment J.2., Small Business Subcontracting Plan

PART IV - REPRESENTATIONS AND INSTRUCTIONS..... 51

SECTION K - REPRESENTATIONS AND CERTIFICATIONS..... 51

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

ARTICLE B.1. BRIEF DESCRIPTION OF SUPPLIES OR SERVICES

The Chief Information Officer–Solutions and Partners 3 (CIO-SP3) Government-Wide Acquisition Contract (GWAC) is a ten (10) year Indefinite Delivery/Indefinite Quantity (IDIQ) contract. This contract is intended to provide information technology (IT) solutions and services as defined in FAR 2.101(b) and further clarified in the Clinger-Cohen Act of 1996. These IT solutions and services include, but are not limited to, health and biomedical-related IT services to meet scientific, health, administrative, operational, managerial, and information management requirements. The contract also contains general IT services partly because medical systems are increasingly integrated within a broader IT architecture, requiring a systems approach to their implementation and a sound infrastructure for their operation.

ARTICLE B.2. AUTHORITY

The Office of Management and Budget (OMB) has designated NIH as an Executive Agent for government-wide IT acquisitions pursuant to Section 5112(e) of the Clinger-Cohen Act, 40 U.S.C. Sec. 11302(e). The scope of this designation includes the award and administration of the GWAC. Through this GWAC, Federal government agencies can award task orders to acquire IT services.

The authority of the NITAAC Procuring Contracting Officer (PCO), and the agency Ordering Contracting Officer (OCO) are defined in Article G.3., ROLES.

ARTICLE B.3. TASK ORDER AWARDS AGAINST THE GWAC

Upon award of the GWAC, and pursuant to FAR 16.504(a)(4)(vi), any duly warranted federal government Contracting Officer (as that term is defined in FAR 2.1) in good standing with the appropriate contracting authority is authorized to award task orders under this contract. For purposes of this contract, these individuals are referred to as OCOs. Task orders may be multi-year or include options as defined in FAR Part 17 and agency-specific FAR Part 17 supplements. Refer to Article ARTICLE F.2., TASK ORDER PERIOD OF PERFORMANCE.

ARTICLE B.4. PRICES/COSTS

This is an Indefinite Quantity contract as contemplated by FAR 16.504. The Contractor shall be reimbursed by the Government in an amount not less than a total of \$250 (minimum) nor more than a total of \$20,000,000,000 (maximum) for successful performance of this contract.

- a. The costs and prices set forth in this ARTICLE will cover the contract period June 1, 2012 through May 31, 2022.
- b. The Government will issue Task Orders based on the work described in SECTION C of this contract and the schedules set forth in Section J., Attachment J.1., Labor Rates.
- c. The price schedules set forth in Section J., Attachment J.1, Labor Rates, contain on-site and off-site hourly labor rates for each year of the contract. These price schedules can be used on Firm Fixed Price, Time and Materials, and Labor-Hour type task orders (See FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts for a definition of these rates). The hourly rates are ceiling price rates and contractors may, at their discretion, elect to propose lower hourly rates when responding to a request for a task order.
- d. For Cost Reimbursement task orders, the contractor will provide to the OCO complete supporting schedules identifying all applicable direct and indirect costs in performance of the task order. Contractors with government-approved rates should submit the most recently approved provisional indirect billing and actual rates for both direct and indirect costs. Contractors without audited rates shall propose indirect rates in accordance with FAR Part 31. The fee will be negotiated for each task order consistent with statutory limitations. If the task order type is to be CPAF or CPIF, the fixed portion of fee and the award or incentive portion will be clearly differentiated. Refer to Article G.7.2.2 for further information regarding Cost Reimbursement task orders.

ARTICLE B.5. RATE REFRESHER

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

ARTICLE B.6. WORK OUTSIDE OF THE CONTINENTAL UNITED STATES (OCONUS)

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

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

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

ARTICLE B.7. POSTING REQUIREMENTS FOR RATES

The contractor shall post their rates at their individual websites within 30 days after contract award consistent with the format shown in Section J., Attachment 1, Labor Rates (see also Article G.5. CONTRACTOR INTERNET PRESENCE). The contractor consents to the government posting the URL for the contractor's site on the NITAAC website.

ARTICLE B.8. ADVANCE UNDERSTANDINGS

a. Non-Personal Service

Pursuant to FAR 37.1, no personal services shall be performed under any task orders issued under this contract. All work requirements shall flow only from the agency OCO's Technical Representative to the Contractor's Project Manager. No Contractor employee will be directly supervised by the Government. All individual employee assignments, and daily work direction, shall be given by the applicable employee supervisor. If the Contractor believes any Government communication has been given or action taken that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the OCO of this communication or action.

b. Inherently Governmental Functions

Pursuant to FAR 7.5, the Contractor shall not perform any inherently Governmental actions under any task orders issued under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. No Contractor employee shall state orally or in writing at any time that he or she is acting on behalf of the Government. In all communications with third parties in connection with any task orders under this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with any task order under this contract, the Contractor employee shall state that they have no authority to in any way change the task order and if the other contractor believes this communication to be a direction to change their task order, they should notify the OCO for that contract and not carry out the direction until a clarification has been issued by the OCO.

The Contractor shall insure that all of its employees working on this contract are informed of the substance of this article. Nothing in this article shall limit the Government's rights in any way under the other provisions of the

contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this article shall be included in all subcontracts at any tier.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

ARTICLE C.1. STATEMENT OF WORK

This contract is designed to permit the Institutes and Centers (ICs) of NIH, the Department of Health and Human Services (DHHS), and all other federal agencies to acquire a wide range of IT services and solutions. These IT services include, but are not limited to, health, health science and biomedical-related IT services to meet scientific, health, administrative, operational, managerial, and information management requirements. The contract also contains general IT services partly because healthcare systems are increasingly integrated within a broader IT architecture, requiring a systems approach to their implementation and a sound infrastructure for their operation. The focus of this contract is to provide to government agencies a mechanism for streamlined ordering of required IT solutions and services at equitable and reasonable prices.

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

The Scope of Work set forth under Article C.2., below outlines the general requirements of the contractor under this contract. Specific details of task assignments, deliverables, documentation, training, applicable government/department/industry standards, etc., will be provided within individual task orders issued by OCOs.

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

ARTICLE C.2. SCOPE OF WORK

Ten task areas constitute the technical scope of this contract:

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

Task Area 2: Chief Information Officer (CIO) Support

Task Area 3: Imaging

Task Area 4: Outsourcing

Task Area 5: IT Operations and Maintenance

Task Area 6: Integration Services

Task Area 7: Critical Infrastructure Protection and Information Assurance

Task Area 8: Digital Government

Task Area 9: Enterprise Resource Planning

Task Area 10: Software Development

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

Task Area 1 specifically provides examples of solutions and services pertaining to biomedical research, health

sciences, and healthcare. However, all other nine task areas may also be used to support a health-related mission.

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

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

- a. Health Sciences Informatic and Computational Services
- b. Health Communication Support Services and Enhancements to Facilitate Integration and Data Exchange at the Federal, State, and Local Level
- c. Integration of Health Systems Across Federal Agencies and Public and Private Healthcare Systems
- d. Modernization and Enhancement of Existing Health IT Legacy Systems
- e. Automation of Administrative and Clinical Processes
- f. Biomedical Information Services
- g. Biomedical Modeling, Visualization, and Simulation
- h. Biosurveillance and Disease Management Support
- i. Scientific Computing Services
- j. IT Clinical Support Services
- k. Telemedicine (e.g., mobile health/mHealth)
- l. Healthcare Payment Processes and Fraud and Abuse in Medical Claims
- m. Health Emergency Preparedness and Response to Include IT Support for Epidemic and Bio-Terrorism Simulations, Emergency Response Training, Exercise Support, etc.
- n. Security of Healthcare and Biomedical Research Systems
- o. IT Service Management
- p. Healthcare Systems Studies
- q. Natural Language Processing Software and Services (Biology/Medicine Focus)
- r. Medical Computer-based Training
- s. Standards Development for Health IT Services

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

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

- a. IT Governance Process Development and Management
- b. Workforce Management
- c. Capital Planning and Investment Control Support
- d. Independent Verification and Validation
- e. Agency Information Technology Architecture Support
- f. IT Portfolio Analysis
- g. Risk Management
- h. Program Analyses and Implementation (including Business Cases Analysis, Cost/Benefit Analysis and Cost Effectiveness Analyses)
- i. IT Organizational Development
- j. Program Management Office Support
- k. Advisory and Assistance Services
- l. FEA Alignment Support Services
- m. Market Research

C.2.3. Task Area 3 – Imaging

The objective of this task area addresses systems and services that support the collection, storage, and retrieval

of digital images. Digital images can include scanned documents, medical images, geographical information systems, video, and photographs. A comprehensive, but not limited, sampling of work to be performed under this task area is shown below:

- a. Document Management Systems
- b. Image Conversion
- c. Image Content Management
- d. Medical Imaging, including Picture Archiving and Communication Systems
- e. Document Imaging
- f. Workflow Management for Digital Imaging Functions
- g. Geospatial and Scientific Imaging
- h. Environmental Imaging
- i. Image Analysis
- j. 3D Immersive Visualization
- k. Imaging Related to Laboratory and Test Equipment
- l. Security Imaging
- m. Identity and Access Management

C.2.4. Task Area 4 – Outsourcing

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

- a. Program Management
- b. Management of Call Centers
- c. Network Operations and Web Management Support
- d. Leasing of Hardware and Software
- e. Tools and Applications (including Application Service Provider)
- f. Hardware/Software Maintenance
- g. Transition Planning
- h. A-76 Studies Specific to IT Operations or Support
- i. Data Base Administration and Data Storage Management
- j. Backup and Recovery Services System Console Operations
- k. Production Control and Management
- l. Asset Management (including Radio Frequency Identification [RFID] Tracking)
- m. IT Acquisition Management
- n. Desktop Computing as a Unified Service
- o. Managed IT Services Support
- p. IT Impact Analyses
- q. Workflow Management
- r. Implementation of Standards (e.g., International Organization for Standardization (ISO) 9000, Capability Maturity Model Integration (CMMI), IT Services Management)
- s. Solution Leasing
- t. Software-as-a-service (SaaS)
- u. Cloud Computing

C.2.5. Task Area 5 – IT Operations and Maintenance

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

- a. Operational Support
- b. Software Maintenance and Upgrades
- c. Telecommunications Maintenance (Data, Voice, Images, including Wireless)

- d. Infrastructure Management Services (IMS)
- e. Configuration Management
- f. Network/Hardware Support
- g. Help Desk/IT Support
- h. Resource Management
- i. Backup and Recovery Management
- j. Installation, Configuration, and Tuning
- k. Electronic Software Licensing Services including license: deployment, management, tracking, upgrading, etc.
- l. System Management
- m. IT Training
- n. IT Operation and Maintenance Planning
- o. Data Quality Management
- p. Transformation Services
- q. Continual Service Improvement
- r. Balanced Scorecard for Operations
- s. IT Infrastructure Optimization

C.2.6. Task Area 6 – Integration Services

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

- a. Infrastructure Engineering, Development, Implementation, Integration
- b. Enterprise Application Integration
- c. Gap Analysis and Benchmarking
- d. Data Migration and Integration
- e. Open Source Integration
- f. Enterprise Data Management
- g. Collaboration Tools
- h. Business Process Reengineering
- i. Test and Evaluation Services
- j. Financial Analysis
- k. Feasibility Studies
- l. Requirements Analysis
- m. System Design Alternative (SDA) Studies
- n. Systems Engineering
- o. Architecture Validation and Verification
- p. Risk Assessment
- q. Acquisition Support

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

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

- a. Cyber Security
- b. Critical Infrastructure Asset Identification and Configuration Management Databases
- c. Information Assurance of Critical Infrastructure
- d. Risk Management (Vulnerability Assessment and Threat Identification)
- e. Facility Protection Planning

- f. Information Systems Security
- g. Security Operations Center Development and Operations Management
- h. Application Security
- i. Disaster Recovery
- j. Critical Infrastructure Continuity and Contingency Planning
- k. Incident Response Planning and Execution
- l. Security Certification and Accreditation
- m. Training and Awareness Programs
- n. Exercises and Simulation
- o. Federal Information Security Management Act (FISMA) Implementation Support
- p. Health Insurance Portability and Accountability Act Implementation Support
- q. Cryptographic Support and Services
- r. Record Management
- s. Public Key Infrastructure
- t. Trusted Internet Connections implementation
- u. Security Review and Analysis of Automated Information Systems
- v. Identity Management and Assurance
- w. Intelligent, Automated Data Collection and Analysis
- x. IT Forensics and eDiscovery

C.2.8. Task Area 8 – Digital Government

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

- a. Data Warehousing and Data Mining
- b. Business Intelligence
- c. Web Development and Support
- d. Electronic Commerce and Electronic Data Interchange
- e. Customer Relationship Management
- f. Knowledge Management (IT-based sharing/storing of agency individuals' knowledge)
- g. IT –Enhanced Public Relations
- h. IT Strategic Planning
- i. Records/Document Management
- j. Business-to-Government (B2G) Solutions
- k. Communications Management
- l. Accessibility Services (508 and 504 compliance)
- m. Automated Abstraction, Taxonomies, and Ontologies
- n. Deep web and federated searching
- o. Computational linguistics and machine-based translation
- p. Telecommuting Support Services
- q. Interactive Marketing

C.2.9. Task Area 9 – Enterprise Resource Planning

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

- a. ERP Package Implementation
- b. Integration of Business Systems
- c. Business Consulting Services
- d. Business Transformation and Business Process Reengineering
- e. Business Systems Modernization

- f. IT Software Package Selection
- g. ERP IT Infrastructure
- h. ERP Infrastructure Planning, Installation, and Tuning
- i. Performance Load Testing
- j. ERP End User Training

C.2.10. Task Area 10 – Software Development

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

- a. Requirements Analysis, Design, Coding, and Testing
- b. Production Deployment
- c. Application Prototyping
- d. Multimedia Software for Patient/Staff Education
- e. Program Evaluation Software
- d. Administrative and General Decision Support Software
- e. Business Intelligence and Analytics
- f. GIS-Enhanced Planning and Program Evaluation Software
- g. Web 2.0 Development and Management
- h. Database Development and Management
- i. Clinical Protocol and Quality Assurance Decision Support Software

ARTICLE C.3. REPORTING REQUIREMENTS

The contractor is responsible for the following reporting on task order activity under the GWAC. Reporting required under paragraphs a. through e. below shall be made through the Electronic Government Ordering System (e-GOS). (See G.7.1., Electronic Government Ordering System for further information.)

All reports required herein shall be submitted in electronic format. All reports submitted in electronic format shall be compliant with Section 508 of the Rehabilitation Act of 1973. Additional information about testing documents for Section 508 compliance, including specific checklists, by application, can be found at: <http://www.hhs.gov/web/508/index.html> under "Helpful Resources."

a. Award and Modification Report

All task order awards and modifications issued shall be reported in e-GOS within 3 business days of receipt by the contractor. The reporting of modifications pertains to both funded modifications and administrative modifications.

b. Quarterly Activity Report

The Quarterly Activity Report is a summary of the award and modification activity reported by the contractor in the e-GOS during the previous quarter. The contractor is responsible for correcting any errors in the information prior to quarterly certification of the information through e-GOS.

c. NIH Contract Access Fee Payment Report

The NIH Contract Access Fee (NCAF) Payment Report is a summary of payment activity as reported by the contractor in e-GOS. The contractor shall certify NCAF payments through e-GOS on a quarterly basis. During the process of certification, the contractor shall provide the status on any balances that are due and identify and explain any discrepancies found.

d. Contractor Profile Report

The contractor shall be responsible for maintaining the contractor company profile in e-GOS. On a quarterly basis, the contractor shall certify the accuracy of the information in e-GOS.

- e. The certifications required by paragraphs b. and c. should be submitted in accordance with the following schedule:

Quarter	Period	Due Date
Quarter 1	April 1- June 30	by July 15
Quarter 2	July 1 – September 30	by October 15
Quarter 3	October 1 – December 31	by January 15
Quarter 4	January 1 – March 31	by April 15

f. Section 508 Annual Report

The contractor shall submit an annual Section 508 report in accordance with the schedule set forth in the ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY in Article H.9. of SECTION H of this contract. The Section 508 Report Template and Instructions for completing the report are available at: <http://www.hhs.gov/od> under "Vendor Information and Documents."

(The following reporting requirements do not apply to this contract, but will apply to any task order that includes the Information and Physical Access Security clause contained in Section H, Article H.8. of this contract.)

g. Information Security and Physical Access Security Reporting Requirements

The Contractor shall submit the following reports as required by the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.

1. Roster of Employees Requiring Suitability Investigations

The Contractor shall submit a roster, by name, position, e-mail address, phone number and responsibility, of all staff (including subcontractor staff) working under the contract who will develop, have the ability to access, or host and/or maintain a Federal information system(s). The roster shall be submitted to the Contracting Officer's Representative (COR), with a copy to the Contracting Officer, within 14 calendar days of the effective date of the contract.

(Reference subparagraph A.e. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

2. Reporting of New and Departing Employees

The Contractor shall notify the Contracting Officer's Representative (COR) and contracting Officer within five working days of staffing changes for positions that require suitability determinations as follows:

- a. New Employees who have or will have access to HHS Information systems or data: Provide the name, position title, e-mail address, and phone number of the new employee. Provide the name, position title and suitability level held by the former incumbent. If the employee is filling a new position, provide a description of the position and the Government will determine the appropriate security level.
- b. Departing Employees: 1) Provide the name, position title, and security clearance level held by or pending for the individual; and 2) Perform and document the actions identified in the "Employee Separation Checklist", attached in Section J, ATTACHMENTS of this contract, when a Contractor/Subcontractor employee terminates work under this contract. All documentation shall be made available to the COR and/or Contracting Officer upon request.

(Reference subparagraph E.2.a-c. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

c. Contractor - Employee Non-Disclosure Agreement(s)

The contractor shall complete and submit a signed and witnessed "Commitment to Protect Non-Public Information - Contractor Agreement" form for each contractor and subcontractor employee who may have access to non-public Department information under this contract. This form is

located at: <http://ocio.nih.gov/docs/public/Nondisclosure.pdf> .

(Reference subparagraph E.3.d. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

(The following reporting requirement does not apply to this contract, but will apply to any task order that involves contractor access to federal information or federal information systems.)

3. IT Security Plan (IT-SP)

In accordance with HHSAR Clause 352.239-72, Security Requirements For Federal Information Technology Resources, the contractor shall submit the IT-SP within thirty (30) days after contract award. The IT-SP shall be consistent with, and further detail the approach to, IT security contained in the Contractor's bid or proposal that resulted in the award of this contract. The IT-SP shall describe the processes and procedures that the Contractor will follow to ensure appropriate security of IT resources that are developed, processed, or used under this contract. If the IT-SP only applies to a portion of the contract, the Contractor shall specify those parts of the contract to which the IT-SP applies.

The Contractor shall review and update the IT-SP in accordance with NIST SP 800-53A, Guide for Assessing the Security Controls in Federal Information Systems and Organizations, on an annual basis.

(Reference subparagraph D.c.1. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

(The following reporting requirement does not apply to this contract, but will apply to any task order that involves contractor access to federal information or federal information systems.)

4. IT Risk Assessment (IT-RA)

In accordance with HHSAR Clause 352.239-72, Security Requirements For Federal Information Technology Resources, the contractor shall submit the IT-RA within thirty (30) days after contract award. The IT-RA shall be consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions or augmentations described in the HHS-OCIO Information Systems Security and Privacy Policy.

The Contractor shall update the IT-RA on an annual basis.

(Reference subparagraph D.c.2. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

(The following reporting requirement does not apply to this contract, but will apply to any task order that involves contractor access to federal information or federal information systems.)

5. FIPS 199 Assessment

In accordance with HHSAR Clause 352.239-72, Security Requirements For Federal Information Technology Resources, the Contractor shall submit a FIPS 199 Assessment within thirty (30) days after contract award. The FIPS 199 Assessment shall be consistent with the cited NIST standard.

(Reference subparagraph D.c.3. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

(The following reporting requirement does not apply to this contract, but will apply to any task order that involves contractor development, maintenance, and access to federal information systems.)

6. IT Security Certification and Accreditation (IT-SC&A)

In accordance with HHSAR Clause 352.239-72, Security Requirements for Federal Information Technology Resources, the Contractor shall submit written proof to the Contracting Officer that an IT-

SC&A was performed within three (3) months after contract award.

The Contractor shall perform an annual security control assessment and provide to the Contracting Officer verification that the IT-SC&A remains valid.

(Reference subparagraph D.c.4. of the INFORMATION AND PHYSICAL ACCESS SECURITY clause in Article H.8. of SECTION H of this contract.)

SECTION D - PACKAGING, MARKING AND SHIPPING

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

SECTION E - INSPECTION AND ACCEPTANCE

The following paragraph applies to Task Orders issued under this contract. Additional inspection and acceptance requirements may be specified by the OCO in each Task Order.

Clauses Incorporated By Reference, FAR 52.252-2 (February 1998)

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

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

SECTION F - DELIVERIES OR PERFORMANCE

ARTICLE F.1. GWAC PERIOD OF PERFORMANCE

The period of performance of this contract shall be from June 1, 2012 through May 31, 2022.

ARTICLE F.2. TASK ORDER PERIOD OF PERFORMANCE

The period of performance for each task order placed under the contract will be specified in the individual task order. Task order options, if included at initial issuance of the task order, may be exercised after the expiration date of the GWAC; however, no task order (including task order options) may extend more than 60 months beyond the expiration of the GWAC.

Notwithstanding anything to the contrary above, a multi-year task order placed under the GWAC must be consistent with FAR Subpart 17.1 and any applicable funding restrictions.

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

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

NUMBER	CLAUSE TITLE	DATE
52.242-15	Stop Work Order (August 1989) with Alternate I	APR 1984

52.242-17	Government Delay of Work	APR 1984
52.247-35	F.o.b. Destination Within Consignees Premises	APR 1984
52.247-34	FOB Destination	NOV 1991

SECTION G - CONTRACT ADMINISTRATION DATA

ARTICLE G.1. GENERAL

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

ARTICLE G.2. AUTHORIZED USERS

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

ARTICLE G.3. ROLES

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

G.3.1. GOVERNMENT PERSONNEL

a. Procuring Contracting Officer

The Procuring Contracting Officer (PCO) is the only individual with authority to act as an agent of the government under this contract. Only the PCO has authority to:

- (1) Direct or negotiate any changes in the statement of work;
- (2) Modify or extend the period of performance;
- (3) Change the delivery schedule;
- (4) Authorize reimbursement to the Contractor for any costs incurred during the performance of this contract; and,
- (5) Otherwise change any terms and conditions of this contract.

The PCO for this contract is:

Name: Mr. Edward Wilgus, Contracting Officer, NITAAC
Address: 6011 Executive Boulevard, Suite 503, Rockville, Maryland 20892
Email: NITAACsupport@nih.gov
Phone: (888) 773-6542

b. NITAAC Contracting Officer's Representative (COR)

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

Name: Mr. Robert F. Coen, Deputy Program Director, NITAAC
Address: 6011 Executive Boulevard, Suite 503, Rockville, Maryland 20892
Email: NITAACsupport@nih.gov
Phone: (888) 773-6542

The COR is responsible for: monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the PCO changes in requirements; interpreting

the statement of work and any other technical performance requirements; performing technical evaluation as required; performing technical inspections and acceptances required by this contract; and, assisting in the resolution of technical problems encountered during performance.

The Government may unilaterally change its COR designation.

c. Agency Ordering Contracting Officer (OCO)

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

d. Information Systems Security Officer (ISSO)

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

G.3.2. CONTRACTOR PERSONNEL - Key Personnel, HHSAR 352.242-70 (January 2006)

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

Any request for a change in key personnel must be submitted on official company letterhead, along with the resume for the new individual proposed and directed to the NITAAC Customer Support Center: NITAACsupport@mail.nih.gov.

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

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

- a. Representing the contractor as point-of-contact for the PCO to help resolve issues and perform other functions that may arise relating to the contract and task orders under the contract;
- b. Promoting the CIO-SP3 contract to the Federal government through participation in trade shows, conferences, and other meetings where federal government has a significant presence;
- c. Promoting contractor identity as NITAAC CIO-SP3 contract holder by using the NITAAC CIO-SP3 logo in advertising, placing these identifiers in printed and in on-line communications; displaying CIO-SP3 promotional placards; and, disseminating NITAAC CIO-SP3 marketing materials.

(Appropriate use of the NITAAC CIO-SP3 logo in advertisements directed to Federal Government contract use is acceptable, provided that the advertisement does not state or imply that the product or service is endorsed or preferred by the government);

- d. Educating and training contractor staff to ensure that they are able to effectively communicate with existing and potential customers regarding the technical scope, the value, and the benefits of the CIO-SP3 GWAC;
- e. Providing all reporting information required under the contract accurately and in a timely manner;

- f. Attending meetings and conferences, as required; and,
- g. Serving as the primary focal point within the contractor's organization on all matters pertaining to CIO-SP3.

The Contractor Program Manager for this contract is:

Name	Title
Tim Jones	Contractor Program Manager (PM)

(End of Clause)

ARTICLE G.4. CUSTOMER/CONTRACTOR TRAINING MATERIALS

NIH will make available, via the NITAAC website, training materials that will assist customers and contractors in using the contract. NITAAC personnel will also be available to provide specific training to customers and contractors on the use of the CIO-SP3 contract vehicle either at the customer's or contractor's facility, or at a mutually agreeable site.

ARTICLE G.5. CONTRACTOR INTERNET PRESENCE

Within 30 days after contract award, the contractor shall have developed a publicly available webpage, accessible via the Internet, and shall maintain this website until administrative close-out of the contract and any task orders issued under the contract, ensuring that the information displayed remains current. The Uniform Resource Locator (URL) for the webpage shall be prominently located on the website.

The purpose of the webpage is for the contractor to communicate with potential customers regarding the contractor's ability to provide world-class professional support services under the contract. At a minimum, this webpage must include the following items: the awarded GWAC (including the Statement of Work and the loaded labor rates for each contract year), prompt payment terms, contact information for the contractor's Program Manager, and a hyperlink to the NITAAC CIO-SP3 website. This webpage must conform to the relevant accessibility standards referenced in Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998, Section 1194.22, Web-based Intranet and Internet Information and Applications. The contractor's website shall be available for use 24 hours per day, 7 days per week. The contractor is responsible for promptly notifying NITAAC Customer Support of any changes to the URL.

ARTICLE G.6. ELECTRONIC COMMUNICATIONS

The contractor shall establish a CIO-SP3 electronic mailbox for receipt of communications from NITAAC. The electronic mailbox name must include "CIO-SP3". The contractor's electronic mailbox may not be used to register for an account in e-GOS. Individuals within the contractor's organization shall use their company assigned email address to register for an e-GOS user account.

ARTICLE G.7. TASK ORDER PROCEDURES

G.7.1. Electronic Government Ordering System

- a. NITAAC has developed the Electronic Government Ordering System (e-GOS), a web-based task order processing system, to allow customers to perform fair opportunity in accordance with FAR 16.5 and to integrate workflow management, electronic document management, and aspects of customer relationship management to enhance process efficiency, and improve data/information integrity. The contractor and customers will be required to use the e-GOS in order to participate in the task order process by registering as an e-GOS user and agreeing to system usage rules of behavior.
- b. The contractor shall identify an e-GOS representative as the contractor primary point of contact for providing training on e-GOS and resolution of related issues. This individual shall also be the primary interface point to NITAAC on e-GOS and shall attend mandatory e-GOS training as deemed necessary by the NITAAC Contracting Officer's Representative.

- c. In the event a Government customer requests that the contractor submit Task Order proposals to them through e-mail or in hardcopy format, the contractor may do so, but shall also submit Task Order proposals prior to the proposal deadline through e-GOS. If the contractor decides not to submit a Task Order proposal in response to a solicitation, a "No Response" shall be submitted through e-GOS on or before the closing date and time established in the solicitation.
- d. The contractor is authorized to initiate work only after receipt of an award document through e-GOS.
- e. Future e-GOS enhancements may include the implementation of digital signatures, and once implemented, may entail a nominal cost to the contractor to purchase and maintain appropriate security certificates

G.7.2. Task Order Issuance

a. General

Only the OCO may issue Task Orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract as specified Article C.1., Statement of Work. Unless specifically authorized by the OCO, the Contractor shall not commence work until a fully executed Task Order has been awarded and submitted through e-GOS. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this ARTICLE.

No other costs are authorized unless otherwise specified in the contract or expressly authorized by the OCO.

b. Requesting Task Order Proposals

Utilizing the e-GOS, the OCO or a designated individual may solicit responses to requirements from Contractors within a technical area covered by the Scope of Work. Generally, the Task Order solicitation will include, but is not limited to the following:

1. Statement of Work;
2. Reporting Requirements and Deliverables;
3. Proposal Due Date and Location to Deliver Proposals;
4. Period of Performance of Task Order;
5. Anticipated type of Task Order;
6. Technical Proposal Instructions;
7. Business proposal Instructions
8. Evaluation Factors for Award

c. Fair Opportunity

1. In accordance with FAR 16.505(b)(1)(i), each contractor under the CIO-SP3 GWAC will be given a fair opportunity to be considered for each order issued over \$3,000 unless the following exception(s) apply:
 - (a) The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays.
 - (b) Only one contract holder is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.
 - (c) The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order.
 - (d) It is necessary to place an order to satisfy a minimum guarantee.
2. All contract holders will be given a fair opportunity to be considered in accordance with the FAR as

follows:

- (a) For orders exceeding \$3,000 up to the simplified acquisition threshold, in accordance with FAR 16.505(b)(1)(ii);
- (b) For orders exceeding the simplified acquisition threshold up to \$5 Million, in accordance with 16.505(b)(1)(iii); and,
- (c) For orders exceeding \$5 Million, in accordance with FAR 16.505(b)(1)(iv).

G.7.2.1 Firm-Fixed Price Task Orders

For Firm-Fixed Price (FFP) task order Request for Proposals (RFPs), the contractor will multiply the quantity of each item or labor category required against the rate listed in the pricing schedule (Tables 1 and 2 under Article B.7) or as negotiated for the task, and the cumulative extended total of all items ordered will define the FFP for the task. Travel and other-direct-cost (ODC), if applicable, may be estimated for each task order. Any amount negotiated for travel and ODCs, will be added to the extended price of all ordered items to arrive at the total FFP for the task order. The OCO must determine fair and reasonable pricing for all fixed-price task orders following FAR 15.4, Pricing.

G.7.2.2 Cost-Reimbursement Task Orders

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

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

G.7.2.3 Time-and-Materials Task Orders

For Time-and-Materials (T&M) task order solicitations (including Labor Hour orders as defined by FAR 16.602), the contractor will multiply the quantity of hours required under each labor category against the rate listed in their price schedule (Attachment J.1) or as negotiated, such as when the contractor elects to propose lower rates for the task order or different rates to reflect specialized labor categories/labor categories with special clearances, etc. The cumulative extended total of all labor categories ordered plus travel and ODCs will define the task order-ceiling price. The government will reimburse the contractor as provided under FAR 52.232-7, Payments under T&M and Labor-Hour Contracts (Feb 2007).

- a. "Loaded Hourly Labor Rate" equates to "hourly rates" as defined in FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) . The ceiling rates listed and any lower subsequent rates proposed in response to task order requests must be fully burdened labor rates inclusive of profit, fringe benefits, salary, and indirect costs. These hourly rates are considered fair and reasonable for most work requirements anticipated for T&M task orders issued under the GWAC for Continental United States (CONUS) locations (Note: CONUS is defined as the 48 contiguous states plus the District of Columbia).
- b. Factors such as complexity of work, geographic locations and security clearances authorize OCOs to negotiate Loaded Hourly Labor Rates suited to meet their specific task order requirements. Contractors shall explain in their task order proposals any Loaded Hourly Labor Rates that exceed the rates in the GWAC or for new proposed labor categories (see Article H.2), and the OCO will determine the

reasonableness of the pricing as defined in FAR 15.4, Pricing and FAR 16.601 Time and Materials Contracts. Upon request of the OCO, the contractor will be required to provide supporting documentation for such rates, which may include a cost element breakdown of each Loaded Hourly Labor Rate (including profit) in accordance with the contractor's cost accounting system, as well as any other supporting information the OCO deems necessary.

- c. The government will reimburse costs in connection with subcontracts in accordance with FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007) in accordance with the terms and conditions of a subcontract or invoice, and ordinarily within 30 days of the submission of the contractor's payment request to the government.
- d. "Materials" on T&M task orders are defined under FAR 16.601, Time and Materials Contracts. For direct materials, the OCO will determine allowable costs in accordance with FAR 31.2. Materials will be reimbursed as provided under FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts (Feb 2007). The OCO must identify a not-to-exceed materials ceiling under a separate Contract Line Item Number (CLIN) on the task order.

G.7.2.4 Incentives

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

G.7.3. Performance-Based Acquisitions Methods

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

- a. Firm-Fixed-Price Performance-Based Task Order
- b. Performance-Based Task Order that is not Firm-Fixed-Price

G.7.4. Service Contract Act

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

G.7.5. Pricing Arrangements

The OCO may use all types of Fixed-Price, Cost Reimbursement, Incentive, and Time-and-Materials (T&M) pricing arrangements, as provided in FAR Part 16.

G.7.6. Price Reasonableness

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

G.7.7. Provisions Applicable to Direct Costs

Travel will be reimbursed at actual cost and as limited in FAR 31.205.46. Contractors may apply indirect costs to travel if a part of the contractor's usual accounting practices and consistent with FAR 31.2. The OCO must identify a not-to-exceed travel ceiling under a separate contract line item number (CLIN) on the Task Order. Travel and Other Direct Costs (ODCs) will be estimated for each task order. Labor dollars will not be used to pay for ODCs nor ODC dollars used to pay for labor without a contract modification. Profit on travel and ODCs is not allowable under Time and Material task orders.

a. Items Unallowable Unless Otherwise Provided

Notwithstanding the clause[s], ALLOWABLE COST AND PAYMENT, [and FIXED FEE,] incorporated in this contract, unless authorized in writing by the Contracting Officer, the costs of the following items or activities shall be unallowable as direct costs:

1. Acquisition, by purchase or lease, of any interest in real property;
2. Special rearrangement or alteration of facilities;
3. Purchase or lease of **any** item of general purpose office furniture or office equipment regardless of dollar value. (General purpose equipment is defined as any items of personal property which are usable for purposes other than research, such as office equipment and furnishings, pocket calculators, etc.);
4. Travel to attend general scientific meetings;
5. Foreign travel;

ARTICLE G.8. NIH CONTRACT ACCESS FEE AND FEE REMITTANCE

- a. NIH is required to collect an NIH Contract Access Fee (NCAF) from its customers to reimburse the cost of operating and administering the CIO-SP3 contract. NIH has determined this fee to be 1% charged against all task orders and applied to the total award value for contractor performance. Total award value is all inclusive of labor, fees (including award fees and incentive pools), and ODCs (including travel).
- b. The formula is: Total NCAF = Total Award Value * NCAF Percentage.
- c. The contractor shall ensure that any task order awards and modifications issued contain the necessary NCAF and that the NCAF is properly calculated.
- d. On all task orders, regardless of pricing arrangements used, contractors shall include the NCAF in their proposals. The NCAF to be priced as a separate Contract Line Item Number (CLIN) on an individual task order. If the NCAF is not priced as a separate CLIN, contractors shall explicitly identify that the NCAF has been included in their overall proposed price.
- e. The contractor shall utilize Pay.gov, the Department of Treasury's secure government-wide collection portal for payment of the NCAF to NITAAC. Payments will be due to NITAAC ten (10) business days after contractor receipt of payment from the government. Contractors shall invoice the government for full NCAF amount based on obligated amounts, either by funded award or funded modification, on the first invoice after receipt of the funded award or modification document.
- f. Contractors shall register with Pay.gov at <https://www.pay.gov/paygov/>. Contractors shall contact their financial institution/bank to establish an account authorizing Automated Clearing House (ACH) Direct Debit payments to Pay.gov.
- g. Failure to remit the NCAF in a timely manner will constitute a debt to the United States Government under FAR 32.6.
- h. NIH reserves the unilateral right to adjust the NCAF should it experience a major change in the cost of operating its GWAC Program.

ARTICLE G.9. GOVERNMENT PROPERTY

Any equipment, property, or facilities furnished by the government or any contractor-acquired property must be specified in the applicable Task Order. Agency OCOs are responsible for ensuring that the applicable Task Orders are consistent with the policies and procedures of FAR Part 45 for providing government property to contractors, contractors' use and management of government property, and reporting, redistributing, and disposing of contractor inventory. Contractors are responsible and liable for government property in their possession pursuant to FAR 52.245-1 and 52.245-2, as applicable. In the event that the Government-Furnished Equipment (GFE) or Government-Furnished Information (GFI) are not provided to the contractor by the specified date, the contractor will immediately notify the OCO. Upon conclusion of the applicable Task Order, the contractor shall return the GFE or GFI to the government as specified in the task order or as directed in writing by

the OCO.

ARTICLE G.10. INVOICE SUBMISSION

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

ARTICLE G.11. CORRESPONDENCE

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

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

ARTICLE G.12. MEETINGS AND CONFERENCES

Contractors are required to participate in monthly Contract Holder Conference Calls designed for the exchange of information among contract holders and the NITAAC program. Participation in these conference calls will ensure that contractors are kept abreast of ongoing NITAAC Program and contractor community activities.

Contractors are encouraged to participate in community action groups to assist in the development of strategies around market outreach, communication, and other topics relevant to the CIO-SP3 GWAC Program.

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

ARTICLE G.13. CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM

a. Contractor Performance Evaluations

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

b. Electronic Access to Contractor Performance Evaluations

Contractors may access evaluations through a secure Web site for review and comment at the following address: <http://www.cpars.csd.disa.mil>.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

ARTICLE H.1. LABOR CATEGORIES – CONTRACT LEVEL

The labor categories referenced in Article B.4., Prices/Costs and included as Attachment J.1., represent the Government's best estimate of the kinds of personnel required for successful performance of Task Orders that may be awarded under this contract. The Government recognizes that the inventory of data processing and/or information systems, technologies, methodologies and processes ranges from obsolescent to near state-of-the-art, and that the technology presently being introduced into the information technology marketplace is revolutionary rather than evolutionary. The ability of the contractor to respond to new technologies, methodologies, and processes is both necessary and appropriate. The use of additional labor categories not currently contemplated may be necessary over the term of the contract and added to the contract by contract modification. If new labor categories are needed, the contractor shall contact the PCO to request that the new labor categories be added and submit a proposal that substantiates inclusion of the new labor category and the price proposed.

ARTICLE H.2. UNIQUE PROFESSIONAL SKILLS – TASK ORDER LEVEL

Certain unique labor categories, as well as consultants, that are not defined in the labor categories referenced in Article B.4., Prices/Costs and included in Attachment J.1., may be required under specific task orders. A contractor may propose a new or different skill level category at the task order level. Unique professional skills are defined as those bona fide executive, professional, or administrative skills for which the expertise required or duties performed are within the contract's scope, but are so specialized or rare that they are not explicitly defined in any of the labor categories set forth in Attachment J.1. The agency OCO will determine whether circumstances warrant use of unique professional skills.

ARTICLE H.3. ORGANIZATIONAL CONFLICT OF INTEREST

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

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

- a. Immediately notify the OCO of the actual or potential conflict, submit a plan for mitigation and not commence work on any Task Order that involves a potential or actual conflict of interest until specifically notified by the OCO to proceed; or

- b. Identify the conflict and recommend to the OCO an alternate tasking approach which would avoid the conflict;

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

ARTICLE H.4. SUBCONTRACTING PROVISIONS

a. Small Business Subcontracting Plan

1. The Small Business Subcontracting Plan, dated 11/18/2010 is attached hereto and made a part of this contract.
2. The failure of any Contractor or subcontractor to comply in good faith with FAR Clause 52.219-8, entitled "Utilization of Small Business Concerns" incorporated in this contract and the attached Subcontracting Plan, will be a material breach of such contract or subcontract and subject to the remedies reserved to the Government under FAR Clause 52.219-16 entitled, "Liquidated Damages- Subcontracting Plan."

b. Subcontracting Reports

The Contractor shall submit the following Subcontracting reports electronically via the Electronic Subcontracting Reporting System (eSRS) at <http://www.esrs.gov> .

1. Individual Subcontract Reports (ISR)

Regardless of the effective date of this contract, the Report shall be due on the following dates for the entire life of this contract:

April 30th
October 30th
Expiration Date of Contract

2. Summary Subcontract Report (SSR)

Regardless of the effective date of this contract, the Summary Subcontract Report shall be submitted annually on the following date for the entire life of this contract:

October 30th

For both the Individual and Summary Subcontract Reports, the Procuring Contracting Officer and the NITAAC Subcontracting Plan Administrator shall be included as contact for notification purposes at the following e-mail addresses:

Edward Wilgus
Contracting Officer
Email: NITAACsupport@nih.gov

Monique Woodard
NITAAC Subcontracting Plan Administrator
Email: NITAACsupport@nih.gov

ARTICLE H.5. ACKNOWLEDGEMENT OF FEDERAL FUNDING

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

ARTICLE H.6. NEEDLE DISTRIBUTION

(This Article is applicable to Task Orders funded with NIH appropriations.)

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

ARTICLE H.7. RESTRICTION ON EMPLOYMENT OF UNAUTHORIZED ALIEN WORKERS

(This Article is applicable to Task Orders that are performed within the United States.)

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

"(3) Definition of unauthorized alien - As used in this section, the term 'unauthorized alien' means, with respect to the employment of an alien at a particular time, that the alien is not at that time either (A) an alien lawfully admitted for permanent residence, or (B) authorized to be so employed by this Act or by the Attorney General."

ARTICLE H.8. INFORMATION AND PHYSICAL ACCESS SECURITY

(The following Paragraph A. of this Article is not applicable to this contract, but is applicable to any task order issued under this contract where it has been determined that: (a) contractor personnel may require access to HHS-controlled facilities and/or information systems, including sensitive data/information, in order to perform the contract/order SOW/PWS, and/or ; (b) the Homeland Security Presidential Directive's (HSPD-12) more stringent access procedures are expected to apply, because access will be routine and of long-term duration, or is routine and of short-term duration, but greater access controls are deemed necessary.)

A. HHS-Controlled Facilities and Information Systems Security

- a. To perform the work specified herein, Contractor personnel are expected to have routine (1) physical access to an HHS-controlled facility; (2) physical access to an HHS-controlled information system; (3) access to sensitive HHS data or information, whether in an HHS-controlled information system or in hard copy; or (4) any combination of circumstances (1) through (3).
- b. To gain routine physical access to an HHS-controlled information system, and/or access to sensitive data or information, the Contractor and its employees shall comply with Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors; Office of Management and Budget Memorandum (M-05-24); and Federal Information Processing Standards Publication (FIPS PUB) Number 201; and with the personal identity verification and investigations procedures contained in the following documents:
 1. HHS Information Security Program Policy
 2. (<http://www.hhs.gov/read/irmpolicy/121504.html>)
 3. HHS Office of Security and Drug Testing, Personnel Security/Suitability Handbook, dated February 1, 2005 (<http://www.hhs.gov/ohr/manual/pssh.pdf>)
 4. HHS HSPD-12 Policy Document, v. 2.0
 5. (<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/memoranda/fy2005/m05-24.pdf>)
 6. Information regarding background checks/badges (<http://idbadge.nih.gov/background/index.asp>)

- a. Position Sensitivity Levels:

This contract will entail the following position sensitivity levels:

[] Level 6: Public Trust - High Risk. Contractor/subcontractor employees assigned to Level 6 positions shall undergo a Suitability Determination and Background Investigation (MBI).

[] Level 5: Public Trust - Moderate Risk. Contractor/subcontractor employees assigned to Level 5 positions with no previous investigation and approval shall undergo a Suitability Determination and a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI).

[] Level 1: Non-Sensitive. Contractor/subcontractor employees assigned to Level 1 positions shall undergo a Suitability Determination and National Check and Inquiry Investigation (NACI).

- b. The personnel investigation procedures for Contractor personnel require that the Contractor prepare and submit background check/investigation forms based on the type of investigation required. The minimum Government investigation for a non-sensitive position is a National Agency Check and Inquiries (NACI) with fingerprinting. More restricted positions - i.e., those above non-sensitive, require more extensive documentation and investigation.

The Contractor shall submit a roster, by name, position, e-mail address, phone number and responsibility, of all staff (including subcontractor staff) working under the contract who will develop, have the ability to access and/or maintain a Federal Information System(s). The roster shall be submitted to the Contracting Officer's Representative (COR), with a copy to the Contracting Officer, within 14 calendar days after the effective date of the contract. The Contracting Officer shall notify the Contractor of the appropriate level of suitability investigations to be performed. An electronic template, "Roster of Employees Requiring Suitability Investigations," is available for contractor use at: <http://ocio.nih.gov/docs/public/Suitability-roster.xls>.

Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.

The Contractor shall notify the Contracting Officer in advance when any new personnel, who are subject to a background check/investigation, will work under the contract and if they have previously been the subject of national agency checks or background investigations.

All contractor and subcontractor employees shall comply with the conditions established for their designated position sensitivity level prior to performing any work under this contract.

Contractors may begin work after the fingerprint check has been completed.

- c. Investigations are expensive and may delay performance, regardless of the outcome of the investigation. Delays associated with rejections and consequent re-investigations may not be excusable in accordance with the FAR clause, Excusable Delays - see FAR 52.249-14. Accordingly, the Contractor shall ensure that any additional employees whose names it submits for work under this contract have a reasonable chance for approval.
- d. Typically, the Government investigates personnel at no cost to the Contractor. However, multiple investigations for the same position may, at the Contracting Officer's discretion, justify reduction(s) in the contract price of no more than the cost of the additional investigation(s).
- e. The Contractor shall include language similar to this "HHS Controlled Facilities and Information Systems Security" language in all subcontracts that require subcontractor personnel to have the same frequency and duration of (1) physical access to an HHS-controlled facility; (2) logical access to an HHS-controlled information system; (3) access to sensitive HHS data/information, whether in an HHS-controlled information system or in hard copy; or (4) any combination of circumstances (1) through (3).
- f. The Contractor shall direct inquiries, including requests for forms and assistance, to the Contracting Officer or designee.
- g. Within 7 calendar days after the Government's final acceptance of the work under this contract, or upon termination of the contract, the Contractor shall return all identification badges to the Contracting Officer or designee.

(The following Paragraph B. of this Article is not applicable to this contract, but is applicable to any task order issued under this contract that involves the operation or acquisition of an information technology system (See definition of this term at <http://www.hhs.gov/ocio/policy/policy-hhs-ocio-2010-0006-html.html> under "Glossary.")

B. Standard for Security Configurations, HHSAR 352.239-70, (January 2010)

- a. The Contractor shall configure its computers that contain HHS data with the applicable Federal Desktop Core Configuration (FDCC) (see <http://nvd.nist.gov/fdcc/index.cfm>) and ensure that its computers have and maintain the latest operating system patch level and anti-virus software level.

Note: FDCC is applicable to all computing systems using Windows XPTM and Windows Vista™, including desktops and laptops - regardless of function - but not including servers.

- b. The Contractor shall apply approved security configurations to information technology (IT) that is used to process information on behalf of HHS. The following security configuration requirements apply:
- c. The Contractor shall ensure IT applications operated on behalf of HHS are fully functional and operate correctly on systems configured in accordance with the above configuration requirements. The Contractor shall use Security Content Automation Protocol (SCAP)-validated tools with FDCC Scanner capability to ensure its products operate correctly with FDCC configurations and do not alter FDCC settings - see <http://nvd.nist.gov/validation.cfm>. The Contractor shall test applicable product versions with all relevant and current updates and patches installed. The Contractor shall ensure currently supported versions of information technology products met the latest FDCC major version and subsequent major versions.
- d. The Contractor shall ensure IT applications designed for end users run in the standard user context without requiring elevated administrative privileges.
- e. The Contractor shall ensure hardware and software installation, operation, maintenance, update, and patching will not alter the configuration settings or requirements specified above.
- f. The Contractor shall (1) include Federal Information Processing Standard (FIPS) 201-compliant (<http://csrc.nist.gov/publications/fips/fips201-1/FIPS-201-1-chng1.pdf>), Homeland Security Presidential Directive 12 (HSPD-12) card readers with the purchase of servers, desktops, and laptops; and (2) comply with FAR Subpart 4.13, Personal Identity Verification.
- g. The Contractor shall ensure that its subcontractors (at all tiers) which perform work under this contract comply with the requirements contained in this clause.

(The following Paragraph C. of this Article is not applicable to this contract, but is applicable to any task order issued under this contract that involves the acquisition or lease of, or the requirement to use, desktop or laptop computers, mobile devices, or portable media to store or process HHS sensitive information that the COR categorizes as moderate or high under Federal Information Processing Standard (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems, dated February 2004.)

C. Standard for Encryption language, HHSAR 352.239-71, (January 2010)

- a. The Contractor shall use Federal Information processing Standard (FIPS) 140-2-compliant encryption (Security) Requirements for Cryptographic Module, as amended) to protect all instances of HHS sensitive information during storage and transmission. (Note: The Government has determined that HHS information under this contract is considered "sensitive" in accordance with FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, dated February 2004).
- b. The Contractor shall verify that the selected encryption product has been validated under the Cryptographic Module Validation Program (see <http://csrc.nist.gov/cryptval/>) to confirm

compliance with FIPS 140-2 (as amended). The Contractor shall provide a written copy of the validation documentation to the Contracting Officer and the Contracting Officer's Technical Representative.

- c. The Contractor shall use the Key Management Key (see FIPS 201, Chapter 4, as amended) on the HHS personal identification verification (PIV) card; or alternatively, the Contractor shall establish and use a key recovery mechanism to ensure the ability for authorized personnel to decrypt and recover all encrypted information (see <http://csrc.nist.gov/drivers/documents/ombencryption-guidance.pdf>). The Contractor shall notify the Contracting Officer and the Contracting Officer's Technical Representative of personnel authorized to decrypt and recover all encrypted information.
- d. The Contractor shall securely generate and manage encryption keys to prevent unauthorized decryption of information in accordance with FIPS 140-2 (as amended).
- e. The Contractor shall ensure that this standard is incorporated into the Contractor's property management/control system or establish a separate procedure to account for all laptop computers, desktop computers, and other mobile devices and portable media that store or process sensitive HHS information.
- f. The Contractor shall ensure that its subcontractors (all all tiers) which perform work under this contract comply with the requirements contained in this clause.

(The following Paragraph D. of this Article is not applicable to this contract, but is applicable to any task order issued under this contract that involves contractor access to Federal Information or Federal Information Systems.)

D. Security Requirements For Federal Information Technology Resources, HHSAR 352.239-72, (January 2010)

- a. **Applicability.** This clause applies whether the entire contract or order (hereafter "contract"), or portion thereof, includes information technology resources or services in which the Contractor has physical or logical (electronic) access to, or operates a Department of Health and Human Services (HHS) system containing, information that directly supports HHS' mission. The term "information technology (IT)", as used in this clause, includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services) and related resources. This clause does not apply to national security systems as defined in FISMA.
- b. **Contractor responsibilities.** The Contractor is responsible for the following:
 1. Protecting Federal information and Federal information systems in order to ensure their -
 - a. Integrity, which means guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity;
 - b. Confidentiality, which means preserving authorized restrictions on access and disclosure, including means for protecting personal privacy and proprietary information; and
 - c. Availability, which means ensuring timely and reliable access to and use of information.
 2. Providing security of any Contractor systems, and information contained therein, connected to an HHS network or operated by the Contractor, regardless of location, on behalf of HHS.
 3. Adopting, and implementing, at a minimum, the policies, procedures, controls and standards of the HHS Information Security Program to ensure the integrity, confidentiality, and availability of Federal information and Federal information systems for which the Contractor is responsible under this contract or to which it may otherwise have access under this contract. The HHS Information Security Program is outlined in the

HHS Information Security Program Policy, which is available on the HHS Office of the Chief Information Officer's (OCIO) Web site.

- c. **Contractor security deliverables.** In accordance with the timeframes specified, the Contractor shall prepare and submit the following security documents to the Contracting Officer for review, comment, and acceptance:
1. **IT Security Plan (IT-SP)** - due within 30 days after contract award. The IT-SP shall be consistent with, and further detail the approach to, IT security contained in the Contractor's bid or proposal that resulted in the award of this contract. The IT-SP shall describe the processes and procedures that the Contractor will follow to ensure appropriate security of IT resources that are developed, processed, or used under this contract. If the IT-SP only applies to a portion of the contract, the Contractor shall specify those parts of the contract to which the IT-SP applies.
 - a. The Contractor's IT-SP shall comply with applicable Federal laws that include, but are not limited to, the Federal Information Security Management Act (FISMA) of 2002 (Title III of the E-Government Act of 2002, Public Law 107-347), and the following Federal and HHS policies and procedures:
 - i. Office of Management and Budget (OMB) Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automation Information Resources.
 - ii. National Institutes of Standards and Technology (NIST) Special Publication (SP) 800-18, Guide for Developing Security Plans for Information Systems, in form and content, and with any pertinent contract Statement of Work/Performance Work Statement (SOW/PWS) requirements. The IT-SP shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standard (FIPS) 200, Recommend Security Controls for Federal Information Systems. The Contractor shall review and update the IT-SP in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems and FIPS 200, on an annual basis.
 - iii. HHS-OCIO Information Systems Security and Privacy Policy.
 2. **IT Risk Assessment (IT-RA)** - due within 30 days after contract award. The IT-RA shall be consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions or augmentations described in the HHS-OCIO Information Systems Security and Privacy Policy. After resolution of any comments provided by the Government on the draft IT-RA, the Contracting Officer shall accept the IT-RA and incorporate the Contractor's final version into the contract for Contractor implementation and maintenance. The Contractor shall update the IT-RA on an annual basis.
 3. **FIPS 199 Standards for Security Categorization of Federal Information and Information Systems Assessment (FIPS 199 Assessment)** - due within 30 days after contract award. The FIPS 199 Assessment shall be consistent with the cited NIST standard. After resolution of any comments by the Government on the draft FIPS 199 Assessment, the Contracting Officer shall accept the FIPS 199 Assessment and incorporate the Contractor's final version into the contract.
 4. **IT Security Certification and Accreditation (IT-SC&A)** - due within 3 months after contract award. The Contractor shall submit written proof to the Contracting Officer that an IT-SC&A was performed for applicable information systems - see paragraph (a) of this clause. The Contractor shall perform the IT-SC&A in accordance with the HHS Chief Information Security Officer's Certification and Accreditation Checklist; NIST SP 800-37,

Guide for the Security, Certification and Accreditation of Federal Information Systems; and NIST 800-53, Recommended Security Controls for Federal Information Systems. An authorized senior management official shall sign the draft IT-SC&A and provided it to the Contracting Officer for review, comment, and acceptance.

- a. After resolution of any comments provided by the Government on the draft IT SC&A, the Contracting Officer shall accept the IT-SC&A and incorporate the Contractor's final version into the contract as a compliance requirement.
- b. The Contractor shall also perform an annual security control assessment and provide to the Contracting Officer verification that the IT-SC&A remains valid. Evidence of a valid system accreditation includes written results of:
 - iv. Annual testing of the system contingency plan; and
 - v. The performance of security control testing and evaluation.
- d. **Personal identity verification.** The Contractor shall identify its employees with access to systems operated by the Contractor for HHS or connected to HHS systems and networks. The Contracting Officer's Representative (COR) shall identify, for those identified employees, position sensitivity levels that are commensurate with the responsibilities and risks associated with their assigned positions. The Contractor shall comply with the HSPD-12 requirements contained in "HHS-Controlled Facilities and Information Systems Security" requirements specified in the SOW/PWS of this contract.
- e. **Contractor and subcontractor employee training.** The Contractor shall ensure that its employees, and those of its subcontractors, performing under this contract complete HHS-furnished initial and refresher security and privacy education and awareness training before being granted access to systems operated by the Contractor on behalf of HHS or access to HHS systems and networks. The Contractor shall provide documentation to the COR evidencing that Contractor employees have completed the required training.
- f. **Government access for IT inspection.** The Contractor shall afford the Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of this contract to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation, and audit to safeguard against threats and hazards to the integrity, confidentiality, and availability, of HHS data or to the protection of information systems operated on behalf of HHS.
- g. **Subcontracts.** The Contractor shall incorporate the substance of this clause in all subcontracts that require protection of Federal information and Federal information systems as described in paragraph (a) of this clause, including those subcontracts that –
 - a. Have physical or electronic access to HHS' computer systems, networks, or IT infrastructure; or
 - b. Use information systems to generate, store, process, or exchange data with HHS or on behalf of HHS, regardless of whether the data resides on a HHS or the Contractor's information system.
- h. **Contractor employment notice.** The Contractor shall immediately notify the Contracting Officer when an employee either begins or terminates employment (or is no longer assigned to the HHS project under this contract), if that employee has, or had, access to HHS information systems or data.
- i. **Document information.** The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.
- j. **Contractor responsibilities upon physical completion of the contract.** The Contractor shall return all HHS information and IT resources provided to the Contractor during contract performance and certify that all HHS information has been purged from Contractor-owned systems used in contract performance.

- k. **Failure to comply.** Failure on the part of the Contractor or its subcontractors to comply with the terms of this clause shall be grounds for the Contracting Officer to terminate this contract.

(End of Clause)

Note: The NIST Special Publication SP-800-26 cited in subparagraph c.1.a.(ii) of this clause has been superseded by NIST SP 800-53A, "Guide for Assessing the Security Controls in Federal Information Systems and Organizations" for use for the assessment of security control effectiveness. See <http://csrc.nist.gov/publications/PubsSPs.html> to access NIST Special Publications (800 Series).

(The following Paragraph E. of this Article is not applicable to this contract, but may be applicable to any task order issued under this contract that includes the Clause at HHSAR 352.239-72, Security Requirements for Federal Information Technology Resources.)

E. Additional NIH Requirements

(Include subparagraph 1. below if the task order requires the contractor to: 1) develop; 2) have the ability to access; or 3) host and/or maintain a Federal Information System).

1. SECURITY CATEGORIZATION OF FEDERAL INFORMATION AND INFORMATION SYSTEMS (FIPS 199 Assessment)

a. Information Type:

Administrative, Management and Support Information:

Mission Based Information:

b. Security Categories and Levels:

Confidentiality Level: Low Moderate High

Integrity Level: Low Moderate High

Availability Level: Low Moderate High

Overall Level: Low Moderate High

c. In accordance with HHSAR Clause 352.239-72, the contractor shall submit a FIPS 199 Assessment within 30 days after contract award. Any differences between the contractor's assessment and the information contained herein, will be resolved, and if required, the contract will be modified to incorporate the final FIPS 199 Assessment.

(Include subparagraph 2. below if the task order issued under this contract includes the Clause at HHSAR 352.239-72, Security Requirements for Federal Information Technology Resources.)

9. INFORMATION SECURITY TRAINING

In addition to any training covered under paragraph (e) of HHSAR 352.239-72, the contractor shall comply with the below training:

a. Mandatory Training

1. All Contractor employees having access to (1) Federal information or a Federal information system or (2) sensitive data/information as defined at HHSAR 304.1300(a)(4), shall complete the NIH Computer Security Awareness Training course at <http://irtsectraining.nih.gov/> before performing any work under this contract. Thereafter, Contractor employees having access to the information identified above shall complete an annual NIH-specified refresher course during the life of this contract. The Contractor shall also ensure subcontractor compliance with this training requirement.

2. The Contractor shall maintain a listing by name and title of each Contractor/Subcontractor employee working on this contract and having access

of the kind in paragraph 1.a(1) above, who has completed the NIH required training. Any additional security training completed by the Contractor/Subcontractor staff shall be included on this listing. The list shall be provided to the COR and/or Contracting Officer upon request.

b. Role-based Training

HHS requires role-based training when responsibilities associated with a given role or position, could, upon execution, have the potential to adversely impact the security posture of one or more HHS systems. Read further guidance at [Secure One HHS Memorandum on Role-Based Training Requirement](#) .

For additional information see the following: <http://ocio.nih.gov/security/security-communicating.htm#RoleBased> .

The Contractor shall maintain a list of all information security training completed by each contractor/subcontractor employee working under this contract. The list shall be provided to the COR and/or Contracting Officer upon request.

c. Rules of Behavior

The Contractor shall ensure that all employees, including subcontractor employees, comply with the NIH Information Technology General Rules of Behavior (<http://ocio.nih.gov/security/nihitrob.html>), which are contained in the NIH Information Security Awareness Training Course <http://irtsectraining.nih.gov> .

(Include subparagraph 2. below if the task order issued under this contract includes the Clause at HHSAR 352.239-72, Security Requirements for Federal Information Technology Resources.)

10. PERSONNEL SECURITY RESPONSIBILITIES

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

1. In accordance with Paragraph (h) of HHSAR 352.239-72, the Contractor shall notify the Contracting officer and the COR **within five working days** before a new employee assumes a position that requires access to HHS information systems or data, or when an employee with such access stops working on this contract. The Government will initiate a background investigation on new employees assuming a position that requires access to HHS information systems or data, and will stop pending background investigations for employees that no longer work under the contract or no longer have such access.
2. **New contractor employees who have or will have access to HHS information systems or data:** The Contractor shall provide the COR with the name, position title, e-mail address, and phone number of all new contract employees working under the contract and provide the name, position title and position sensitivity level held by the former incumbent. If an employee is filling a new position, the Contractor shall provide a position description and the Government will determine the appropriate position sensitivity level.
3. **Departing contractor employees:** The Contractor shall provide the COR with the name, position title, and position sensitivity level held by or pending for departing employees. The Contractor shall perform and document the actions identified in the Contractor Employee Separation Checklist (<http://ocio.nih.gov/nihsecurity/Emp-sep-checklist.pdf>) when a Contractor/subcontractor employee terminates work under this contract. All documentation shall be made available to the COR upon request.
4. **Commitment to Protect Non-Public Departmental Information and Data.**

The Contractor, and any subcontractors performing under this contract, shall not release,

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

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

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

(Include subparagraph 4. below in task orders when contractor/subcontractor personnel will have access to, or use of personally identifiable information (PII), including instances of remote access to or physical removal of such information beyond agency premises or control.)

11. Loss and/or Disclosure of Personally Identifiable Information (PII) - Notification of Data Breach

The Contractor shall report all suspected or confirmed incidents involving the loss and/or disclosure of PII in electronic or physical form. Notification shall be made to the NIH Incident Response Team (IRT) via email (IRT@mail.nih.gov) within one hour of discovering the incident. The Contractor shall follow up with IRT by completing and submitting one of the applicable two forms below within three (3) work days of incident discovery:

NIH PII Spillage Report at:
http://ocio.nih.gov/docs/public/PII_Spillage_Report.doc
NIH Lost or Stolen Assets Report at:
http://ocio.nih.gov/docs/public/Lost_or_Stolen.doc

(Include subparagraph 5. below in task orders when the contractor/subcontractor will host NIH web pages or databases.)

12. VULNERABILITY SCANNING REQUIREMENTS

This acquisition requires the Contractor to host an NIH webpage or database. The Contractor shall conduct periodic and special vulnerability scans, and install software/hardware patches and upgrades to protect automated federal information assets. The minimum requirement shall be to protect against vulnerabilities identified on the SANS Top-20 Internet Security Attack Targets list (<http://www.sans.org/top20/?ref=3706#w1>). The Contractor shall report the results of these scans to the Project Officer/COR on a monthly basis, with reports due 10 calendar days following the end of each reporting period. The Contractor shall ensure that all of its subcontractors (at all tiers), where applicable, comply with the above requirements.

ARTICLE H.9. ELECTRONIC AND INFORMATION TECHNOLOGY ACCESSIBILITY, HHSAR 352.239-73(b) (January 2010)

- a. Pursuant to Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998, all electronic and information technology (EIT) products and services developed, acquired, maintained, or used under this contract/order must comply with the "Electronic and Information Technology Accessibility Provisions" set forth by the Architectural and Transportation Barriers Compliance Board (also referred to as the "Access Board") in 36 CFR part 1194. Information about Section 508 provisions is available at <http://www.section508.gov/> . The complete text of Section 508 Final provisions can be accessed at <http://www.access-board.gov/sec508/provisions.htm> .

- b. The Section 508 standards applicable to this contract/order are identified in the [Statement of Work/Specification/Performance Work Statement] . The contractor must provide a written Section 508 conformance certification due at the end of each contract/order exceeding \$100,000 when the contract/order duration is one year or less. If it is determined by the Government that EIT products and services provided by the Contractor do not conform to the described accessibility standards in the Product Assessment Template, remediation of the products or services to the level of conformance specified in the Contractor's Product Assessment Template will be the responsibility of the Contractor at its own expense.
- c. In the event of a modification(s) to this contract/order, which adds new EIT products or services or revises the type of, or specifications for, products or services the Contractor is to provide, including EIT deliverables such as electronic documents and reports, the Contracting Officer may require that the contractor submit a completed HHS Section 508 Product Assessment Template to assist the Government in determining that the EIT products or services support Section 508 accessibility standards. Instructions for documenting accessibility via the HHS Section 508 Product Assessment Template may be found under Section 508 policy on the HHS Office on Disability Web site (<http://www.hhs.gov/od/>).

ARTICLE H.10. TASK ORDER/DELIVERY ORDER CONTRACT OMBUDSMAN

In accordance with FAR 16.505(b)(5), the following individual has been designated as the NIH Ombudsman for task order and delivery order contracts.

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

ARTICLE H.11. REPORTING MATTERS INVOLVING FRAUD, WASTE AND ABUSE

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

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

ARTICLE H.12. YEAR 2000 COMPLIANCE

(This Article is not applicable to the contract, but is applicable to all task orders.)

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

1. Service Involving the Use of Information Technology

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

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

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

Year 2000 and leap year calculations.

(End of Clause)

19. Non Commercial Supply Items Warranty

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

YEAR 2000 WARRANTY--NONCOMMERCIAL SUPPLY ITEMS

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

YEAR 2000 COMPLIANT ITEMS

(End of Clause)

ARTICLE H.13. HARDWARE/SOFTWARE ACQUISITION

To help ensure the ability to provide hardware/software without limitation, but not become a shopping center, CIO-SP3 is considered to be a "solutions based contract". This term refers to contracts that encompass everything from the analysis of hardware/software implementation to ongoing operational support of an IT solution.

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

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

ARTICLE H.14. SECURITY CONSIDERATIONS

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

Clearances may require Special Background Investigations, Sensitive Compartmented Information access or

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

ARTICLE H.15. COST ACCOUNTING SYSTEM

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

ARTICLE H.16. PURCHASING SYSTEM

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

ARTICLE H.17. RAMP ON PROCEDURE

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

If the PCO determines that it is in the best interest of the government to open the GWAC to new contractors, the PCO has the discretion to announce an open season at any time during the effective period of the GWAC but no earlier than three years from date of award.

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

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

ARTICLE H.18. RAMP OFF PROCEDURE

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

ARTICLE H.19. REPLACEMENT OF TEAM MEMBERS UNDER A FAR 9.601(1) CONTRACTOR TEAM ARRANGEMENT (CTA)

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

PART II – CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

ARTICLE I.1. GENERAL CLAUSES FOR A NEGOTIATED FIXED-PRICE SERVICE CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <https://www.acquisition.gov/far/> . HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html> .

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

<u>FAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jan 2012	Definitions (Over the Simplified Acquisition Threshold)
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Oct 2010	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Oct 2010	Limitation on Payments to Influence Certain Federal Transactions (Over \$150,000)
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-7	Feb 2012	Central Contractor Registration
52.204-10	Feb 2012	Reporting Executive Compensation and First-Tier Subcontract Awards (\$25,000 or more)
52.209-6	Dec 2010	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$30,000)
52.215-2	Oct 2010	Audit and Records - Negotiation [Note: Applies to ALL contracts funded in whole or in part with Recovery Act funds, regardless of dollar value, AND contracts over the Simplified Acquisition Threshold funded exclusively with non-Recovery Act funds.]
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$700,000)
52.215-12	Oct 2010	Subcontractor Cost or Pricing Data (Over \$700,000)
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$700,000)
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 2010	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Modifications
52.219-8	Jan 2011	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jan 2011	Small Business Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.222-3	Jun 2003	Convict Labor
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2010	Equal Opportunity for Veterans (\$100,000 or more)
52.222-36	Oct 2010	Affirmative Action for Workers with Disabilities

<u>FAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.222-37	Sep 2010	Employment Reports on Veterans (\$100,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Aug 2011	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Feb 2009	Buy American Act – Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Apr 2003	Federal, State and Local Taxes (Over the Simplified Acquisition Threshold)
52.232-1	Apr 1984	Payments
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-11	Apr 1984	Extras
52.232-17	Oct 2010	Interest (Over the Simplified Acquisition Threshold)
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Oct 2008	Prompt Payment
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-1	Aug 1987	Changes - Fixed-Price, Alternate I (Apr 1984)
52.244-6	Dec 2010	Subcontracts for Commercial Items
52.246-25	Feb 1997	Limitation of Liability - Services (Over the Simplified Acquisition Threshold)
52.249-4	Apr 1984	Termination for Convenience of the Government (Services) (Short Form)
52.249-8	Apr 1984	Default (Fixed-Price Supply and Service)(Over the Simplified Acquisition Threshold)
52.253-1	Jan 1991	Computer Generated Forms

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

<u>HHSAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.202-1	Jan 2006	Definitions
352.203-70	Mar 2012	Anti-Lobbying
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.231-71	Jan 2001	Pricing of Adjustments
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments

ARTICLE I.2. GENERAL CLAUSES FOR A COST-REIMBURSEMENT SERVICE CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <https://www.acquisition.gov/far/> . HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html> .

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

<u>FAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jan 2012	Definitions (Over the Simplified Acquisition Threshold)
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)

FAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Oct 2010	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Oct 2010	Limitation on Payments to Influence Certain Federal Transactions (Over \$150,000)
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-7	Feb 2012	Central Contractor Registration
52.204-10	Feb 2012	Reporting Executive Compensation and First-Tier Subcontract Awards (\$25,000 or more)
52.209-6	Dec 2010	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$30,000)
52.215-2	Oct 2010	Audit and Records - Negotiation [Note: Applies to ALL contracts funded in whole or in part with Recovery Act funds, regardless of dollar value, AND contracts over the Simplified Acquisition Threshold funded exclusively with non-Recovery Act funds.]
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$700,000)
52.215-12	Oct 2010	Subcontractor Cost or Pricing Data (Over \$700,000)
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$700,000)
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 2010	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data – Modifications
52.215-23	Oct 2009	Limitations on Pass-Through Charges (Over the Simplified Acquisition Threshold)
52.216-7	Jun 2011	Allowable Cost and Payment
52.216-8	Jun 2011	Fixed Fee
52.219-8	Jan 2011	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jan 2011	Small Business Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.222-2	Jul 1990	Payment for Overtime Premium (Over the Simplified Acquisition Threshold) (Note: The dollar amount in paragraph (a) of this clause is \$0 unless otherwise specified in the contract.)
52.222-3	Jun 2003	Convict Labor
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2010	Equal Opportunity for Veterans (\$100,000 or more)
52.222-36	Oct 2010	Affirmative Action for Workers with Disabilities
52.222-37	Sep 2010	Employment Reports on Veterans (\$100,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Aug 2011	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Feb 2009	Buy American Act – Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases

FAR

<u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.227-14	Dec 2007	Rights in Data – General
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	Oct 2010	Interest (Over the Simplified Acquisition Threshold)
52.232-20	Apr 1984	Limitation of Cost
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Oct 2008	Prompt Payment, Alternate I (Feb 2002)
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award, Alternate I (Jun 1985)
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-3	May 2001	Penalties for Unallowable Costs (Over \$700,000)
52.242-4	Jan 1997	Certification of Final Indirect Costs
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-2	Aug 1987	Changes - Cost Reimbursement, Alternate I (Apr 1984)
52.244-2	Oct 2010	Subcontracts (Over the Simplified Acquisition Threshold), Alternate I (June 2007)
52.244-5	Dec 1996	Competition in Subcontracting (Over the Simplified Acquisition Threshold)
52.244-6	Dec 2010	Subcontracts for Commercial Items
52.245-1	Apr 2012	Government Property
52.245-9	Apr 2012	Use and Charges
52.246-25	Feb 1997	Limitation of Liability - Services (Over the Simplified Acquisition Threshold)
52.249-6	May 2004	Termination (Cost-Reimbursement)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

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

<u>HHSAR CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.202-1	Jan 2006	Definitions - with Alternate paragraph (h) (Jan 2006)
352.203-70	Mar 2012	Anti-Lobbying
352.216-70	Jan 2006	Additional Cost Principles
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.233-71	Jan 2006	Litigation and Claims
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments
352.242-74	Apr 1984	Final Decisions on Audit Findings

ARTICLE I.3. GENERAL CLAUSES FOR A TIME AND MATERIAL OR A LABOR HOUR CONTRACT

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically as follows: FAR Clauses at: <https://www.acquisition.gov/far/> . HHSAR Clauses at: <http://www.hhs.gov/policies/hhsar/subpart352.html> .

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

<u>FAR CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.202-1	Jan 2012	Definitions (Over the Simplified Acquisition Threshold)

<u>FAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.203-3	Apr 1984	Gratuities (Over the Simplified Acquisition Threshold)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over the Simplified Acquisition Threshold)
52.203-6	Sep 2006	Restrictions on Subcontractor Sales to the Government (Over the Simplified Acquisition Threshold)
52.203-7	Oct 2010	Anti-Kickback Procedures (Over the Simplified Acquisition Threshold)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over the Simplified Acquisition Threshold)
52.203-12	Oct 2010	Limitation on Payments to Influence Certain Federal Transactions (Over \$150,000)
52.204-4	May 2011	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper(Over the Simplified Acquisition Threshold)
52.204-7	Feb 2012	Central Contractor Registration
52.204-10	Feb 2012	Reporting Executive Compensation and First-Tier Subcontract Awards (\$25,000 or more)
52.209-6	Dec 2010	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$30,000)
52.215-2	Oct 2010	Audit and Records - Negotiation [Note: Applies to ALL contracts funded in whole or in part with Recovery Act funds, regardless of dollar value, AND contracts over the Simplified Acquisition Threshold funded exclusively with non-Recovery Act funds.]
52.215-8	Oct 1997	Order of Precedence - Uniform Contract Format
52.215-10	Aug 2011	Price Reduction for Defective Certified Cost or Pricing Data (Over \$700,000)
52.215-12	Oct 2010	Subcontractor Cost or Pricing Data (Over \$700,000)
52.215-14	Oct 2010	Integrity of Unit Prices (Over the Simplified Acquisition Threshold)
52.215-15	Oct 2010	Pension Adjustments and Asset Reversions (Over \$700,000)
52.215-18	Jul 2005	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 2010	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data - Modifications
52.219-8	Jan 2011	Utilization of Small Business Concerns (Over the Simplified Acquisition Threshold)
52.219-9	Jan 2011	Small Business Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$650,000, \$1.5 million for Construction)
52.222-20	Oct 2010	Walsh-Healey Public Contracts Act
52.222-21	Feb 1999	Prohibition of Segregated Facilities
52.222-26	Mar 2007	Equal Opportunity
52.222-35	Sep 2010	Equal Opportunity for Veterans (\$100,000 or more)
52.222-36	Oct 2010	Affirmative Action for Workers with Disabilities
52.222-37	Sep 2010	Employment Reports on Veterans (\$100,000 or more)
52.222-40	Dec 2010	Notification of Employee Rights Under the National Labor Relations Act (Over the Simplified Acquisition Threshold)
52.222-50	Feb 2009	Combating Trafficking in Persons
52.222-54	Jan 2009	Employment Eligibility Verification (Over the Simplified Acquisition Threshold)
52.223-6	May 2001	Drug-Free Workplace
52.223-18	Aug 2011	Encouraging Contractor Policies to Ban Text Messaging While Driving
52.225-1	Feb 2009	Buy American Act - Supplies
52.225-13	Jun 2008	Restrictions on Certain Foreign Purchases
52.227-1	Dec 2007	Authorization and Consent
52.227-2	Dec 2007	Notice and Assistance Regarding Patent and Copyright Infringement
52.229-3	Apr 2003	Federal, State and Local Taxes (Over the Simplified Acquisition Threshold)
52.232-7	Feb 2007	Payments under Time-and-Materials and Labor-Hour Contracts (with Alternate I (Feb 2007) for a Labor Hour contract)

<u>FAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
52.232-8	Feb 2002	Discounts for Prompt Payment
52.232-9	Apr 1984	Limitation on Withholding of Payments
52.232-17	Oct 2010	Interest (Over the Simplified Acquisition Threshold)
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Oct 2008	Prompt Payment
52.232-33	Oct 2003	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul 2002	Disputes
52.233-3	Aug 1996	Protest After Award
52.233-4	Oct 2004	Applicable Law for Breach of Contract Claim
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-13	Jul 1995	Bankruptcy (Over the Simplified Acquisition Threshold)
52.243-3	Sep 2000	Changes - Time-and-Materials and Labor-Hours
52.244-2	Oct 2010	Subcontracts (Over the Simplified Acquisition Threshold)
52.244-6	Dec 2010	Subcontracts for Commercial Items
52.245-1	Aug 2010	Government Property
52.245-9	Aug 2010	Use and Charges
52.249-6	May 2004	Termination (Cost-Reimbursement), Alternate IV (Sep 1996)
52.249-14	Apr 1984	Excusable Delays
52.253-1	Jan 1991	Computer Generated Forms

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

<u>HHSAR</u> <u>CLAUSE NO.</u>	<u>DATE</u>	<u>TITLE</u>
352.202-1	Jan 2006	Definitions
352.203-70	Jan 2006	Anti-Lobbying (Over Simplified Acquisition Threshold)
352.222-70	Jan 2010	Contractor Cooperation in Equal Employment Opportunity Investigations
352.227-70	Jan 2006	Publications and Publicity
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.233-71	Jan 2006	Litigation and Claims
352.242-70	Jan 2006	Key Personnel
352.242-73	Jan 2006	Withholding of Contract Payments
352.242-74	Apr 1984	Final Decisions on Audit Findings

ARTICLE I.4. AUTHORIZED SUBSTITUTION OF CLAUSES

ARTICLES I.1., I.2., or I.3 of this SECTION are hereby modified as follows, as appropriate:

(For use in task orders for services involving the furnishing of supplies with a cost exceeding \$25,000 but less than \$203,300. If the contract value is \$25,000 or more but less than \$50,000, the clause will be used with its Alternate I (March 12). If the contract is \$50,000 or more but less than \$77,494, the clause will be used with its Alternate II (March 12). If the contract value is \$77,494 or more but is less than \$100,000, the clause will be used with its Alternate III (March 12).)

- a. FAR Clause 52.225-1, Buy American Act--Supplies (June 2003) is deleted in its entirety and FAR Clause 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (March 2012) is substituted therefor.

(For use in task orders for services involving the furnishing of supplies with a cost valued at \$202,000 or more, if the Trade Agreements Act applies.)

- b. FAR Clause 52.225-1, Buy American Act--Supplies (June 2003) is deleted in its entirety and FAR Clause 52.225-5, Trade Agreements (April 2012) is substituted therefor.

(For use in fixed price task orders for services involving the furnishing of supplies.)

kk. Alternate I (April 1984) of FAR Clause 52.243-1, Changes, Fixed Price (August 1987), is hereby deleted in its entirety and Alternate II (April 1984) of FAR Clause 52.243-1, Changes, Fixed Price (August 1987), is substituted therefor.

ARTICLE I.5. ADDITIONAL CONTRACT CLAUSES

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

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

- 1. FAR Clause 52.203-13, Contractor Code of Business Ethics and Conduct (April 2010).
- 2. FAR Clause 52.203-14, Display of Hotline Poster(s) (December 2007).

".....(3) Any required posters may be obtained as follows:

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

(This clause will be used in Task Orders that require access to classified information under National Security Designations Level 2 (Confidential Or Secret), Level 3 (Top Secret), Or Level 4 (Special Access)).

- 3. FAR Clause 52.204-2, Security Requirements (August 1996).

(This clause will be used in Task Orders when contract performance will require the contractor to have routine physical access to a federally controlled facility and/or routine access to a federally controlled information system.)

- 4. FAR Clause 52.204-9, Personal Identity Verification of Contractor Personnel (January 2011).
- 5. FAR Clause 52.216-18, Ordering (October 1995).
 "(a)Such orders may be issued from the date of award through 120 months thereafter."

- 6. FAR Clause 52.216-22, Indefinite Quantity (October 1995).
 "(d) ...the Contractor shall not be required to make any deliveries under this contract 60 months following expiration of the GWAC ordering period."

(This clause will be used in Task Order solicitations and awards that are set aside, or reserved for, or awarded on a sole source basis to HubZone Small Business Concerns under FAR 19.1305 or 19.1306.)

- 7. FAR Clause 52.219-3, Notice of HUBZone Set-Aside or Sole Source Award (November 2011).

(This clause may be used in Task Order solicitations and awards when the inclusion of an option is appropriate.)

- 8. FAR Clause 52.217-8, Option to Extend Services (November 1999).

"..The Contracting Officer may exercise the option by written notice to the Contractor within _____ [INSERT THE PERIOD OF TIME WITHIN WHICH THE CONTRACTING OFFICER MAY EXERCISE THE

OPTION].

(This clause may be used in Task Orders that contain an option.)

9. FAR Clause 52.217-9, Option to Extend the Term of the Contract (March 2000).

"(a) The Government may extend the term of this contract by written notice to the Contractor within _____ [INSERT THE PERIOD OF TIME WITHIN WHICH THE CONTRACTING OFFICER MAY EXERCISE THE OPTION]; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least __ days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the Government to an extension."

"c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed __ [MONTHS/YEARS]."

(This clause will be used in Task Order solicitations and awards involving total small business set-asides or reserves.)

10. FAR Clause 52.219-6, Notice of Total Small Business Set-Aside (November 2011).

(This clause will be used in Task Order solicitations and awards involving partial small business set-asides.)

11. FAR Clause 52.219-7, Notice of Partial Small Business Set-Aside (June 2003).

(This clause will be used in Task Order solicitations and awards if the task order is to be set aside for any of the Small Business concerns identified in FAR 19.000(a)(3)).

12. FAR Clause 52.219-13, Notice of Set-Aside of Orders (November 2011).

(This clause will be used in Task Order solicitations and awards if any portion of the requirement is to be set aside or reserved for Small Business and the task order amount is expected to exceed \$150,000.)

13. FAR Clause 52.219-14, Limitations on Subcontracting (November 2011).

(This clause will be used in Task Order solicitations and awards set-aside or reserved for, or awarded on a sole source basis to, service-disabled veteran-owned small business concerns under FAR 19.1405 and 19.1406.)

14. FAR Clause 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (November 2011).

15. FAR Clause 52.219-28, Post-Award Small Business Program Rerepresentation (April 2009).

(This clause will be used in Task Order solicitations and awards that are set-aside or reserved for economically disadvantaged women-owned small business concerns under FAR 19.505(b)).

16. FAR Clause 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business Concerns (April 2012).

(This clause will be used in Task Order solicitations and awards set-aside or reserved for women-owned small business concerns under FAR 19.1505(c)).

17. FAR Clause 52.219-30, Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (April 2012).

(This clause will be used in Task Orders. If the task order for services will not involve the furnishing of supplies, use the clause with its Alternate I. If the task order for services will involve the furnishing of supplies, use the clause with its Alternate II.)

18. FAR Clause 52.243-1, Changes-Fixed Price (August 1987)

19. FAR Clause 52.251-1, Government Supply Sources (April 2012).

ARTICLE I.6. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT

This contract incorporates the following clauses in full text.

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

(The following clause applies to the contract, if the offeror has checked "has" current active federal contracts and grants with a total value greater than \$10,000,000 in paragraph "b" of the provision 52.209-7, Information Regarding Responsibility Matters.)

1. FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (February 2012)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the Central Contractor Registration database at <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIS consists of two segments--

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by--

(i) Government personnel and authorized users performing business on behalf of the Government; or
(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIS is automatically transferred after a waiting period of 14 calendar days, except for--

(i) Past performance reviews required by subpart 42.15;
(ii) Information that was entered prior to April 15, 2011; or
(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

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

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIS is covered by a disclosure exemption under the Freedom of Information Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIS and resolve the issue in accordance with agency Freedom

of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.

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

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

2. FAR Clause 52.216-19, Order Limitations (October 1995)

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

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

(1) Any order for a single item in excess of \$1,000,000.

(2) Any order for a combination of items in excess of \$1,000,000; or

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

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

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

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

(The following clause is applicable to any task order that contains Prevention and Public Health Fund (PPHF) Funds.

HHSAR Clause 352.204-16, Prevention and Public Health Fund--Reporting Requirements (March 2012).

(a) Pursuant to Public Law 112-74, FY2012 Labor, HHS and Education

Appropriations Act, Sec. 220, this contract requires the contractor to provide products and/or services that are funded from the Prevention and Public Health Fund (PPHF), Public Law 111-148, sec. 4002. Section 220(a)(5) requires each contractor to report on its use of these funds under this contract. These reports will be made available to the public.

(b) Semi-annual reports from the Contractor for all work funded, in whole or in part, by the PPHF, are due no later than 20 days following the end of each six-month period. The six-month reporting periods are January through June and July through December. The first report is due no later than 20 days after the end of the six-month period following contract award. Subsequent reports are due no later than 20 days after the end of each reporting period. If applicable, the Contractor shall submit its final report for the remainder of the contract period no later than 20 days after the end of the reporting period in which the contract ended.

(c) The Contractor shall provide the following information in an electronic and 508 compliant format to the Contracting Officer.

(1) The Government contract and order number, as applicable.

(2) The amount of PPHF funds invoiced by the contractor for the reporting period and the cumulative amount invoiced for the contract or order period.

(3) A list of all significant services performed or supplies delivered, including construction, for which the contractor invoiced in the reporting period.

(4) Program or project title, if any.

(5) The Contractor shall report any subcontract funded in whole or in part with PPHF funding, that is valued at \$25,000 or more. The Contractor shall advise the subcontractor that the information will be made available to the public. The Contractor shall report:

(i) Name and address of the subcontractor.

(ii) Amount of the subcontract award.

(iii) Date of the subcontract award.

(iv) A description of the products or services (including construction) being provided under the subcontract.

(End of clause)

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The following documents are attached and incorporated in this contract:

1. Attachment J.1., Labor Rates
2. Attachment J.2, Small Business Subcontracting Plan
Small Business Subcontracting Plan, dated 11/18/2010, 18 pages.

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS AND CERTIFICATIONS

The following documents are incorporated by reference in this contract:

1. Annual Representations and Certifications completed and located at the Online Representations and Certifications Application (ORCA) website.
2. NIH Representations & Certifications, dated 11/19/2010

Attachment J.1

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
	Escalation rate			3%	3%	3%	3%	3%	3%	3%	3%	3%
0002 AA01	Administrative Assistant – Level I	HR	\$27.81	\$28.64	\$29.50	\$30.39	\$31.30	\$32.24	\$33.21	\$34.20	\$35.23	\$36.29
0002 AA02	Administrative Assistant – Level II	HR	\$31.91	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0002 AB01	Application Engineer – Level I	HR	\$77.73	\$80.06	\$82.46	\$84.94	\$87.49	\$90.11	\$92.81	\$95.60	\$98.47	\$101.42
0002 AB02	Application Engineer – Level II	HR	\$97.52	\$100.45	\$103.46	\$106.56	\$109.76	\$113.05	\$116.44	\$119.94	\$123.54	\$127.24
0002 AC01	Application Programmer – Level I	HR	\$53.09	\$54.68	\$56.32	\$58.01	\$59.75	\$61.55	\$63.39	\$65.29	\$67.25	\$69.27
0002 AC02	Application Programmer – Level II	HR	\$74.11	\$76.33	\$78.62	\$80.98	\$83.41	\$85.91	\$88.49	\$91.15	\$93.88	\$96.70
0002 AC03	Applications Programmer – Level III	HR	\$107.82	\$111.05	\$114.39	\$117.82	\$121.35	\$124.99	\$128.74	\$132.61	\$136.58	\$140.68
0002 AD00	Application Systems Analyst	HR	\$98.79	\$101.75	\$104.81	\$107.95	\$111.19	\$114.52	\$117.96	\$121.50	\$125.14	\$128.90
0002 AE00	Biostatistician	HR	\$98.05	\$100.99	\$104.02	\$107.14	\$110.36	\$113.67	\$117.08	\$120.59	\$124.21	\$127.93
0002 AF01	Business Analyst – Level I	HR	\$74.11	\$76.33	\$78.62	\$80.98	\$83.41	\$85.91	\$88.49	\$91.15	\$93.88	\$96.70
0002 AF02	Business Analyst – Level II	HR	\$86.25	\$88.84	\$91.50	\$94.25	\$97.08	\$99.99	\$102.99	\$106.08	\$109.26	\$112.54
0002 AF03	Business Analyst – Level III	HR	\$103.05	\$106.14	\$109.33	\$112.61	\$115.98	\$119.46	\$123.05	\$126.74	\$130.54	\$134.46
0002 AG01	Business Process Reengineering Specialist – Level I	HR	\$85.64	\$88.21	\$90.86	\$93.58	\$96.39	\$99.28	\$102.26	\$105.33	\$108.49	\$111.74
0002 AG02	Business Process Reengineering Specialist – Level II	HR	\$116.24	\$119.73	\$123.32	\$127.02	\$130.83	\$134.75	\$138.80	\$142.96	\$147.25	\$151.67
0002 AG03	Business Process Reengineering Specialist – Level III	HR	\$143.89	\$148.21	\$152.65	\$157.23	\$161.95	\$166.81	\$171.81	\$176.97	\$182.28	\$187.74
0002 AH00	Chief Information Security Officer	HR	\$139.88	\$144.08	\$148.40	\$152.85	\$157.44	\$162.16	\$167.02	\$172.03	\$177.20	\$182.51
0002 AI00	Communications Hardware Specialist	HR	\$61.07	\$62.90	\$64.79	\$66.73	\$68.73	\$70.80	\$72.92	\$75.11	\$77.36	\$79.68
0002 AJ00	Communications Network Manager	HR	\$79.18	\$81.56	\$84.00	\$86.52	\$89.12	\$91.79	\$94.55	\$97.38	\$100.30	\$103.31
0002 AK00	Communications Software Specialist	HR	\$80.32	\$82.73	\$85.21	\$87.77	\$90.40	\$93.11	\$95.91	\$98.78	\$101.75	\$104.80
0002 AL00	Communications Specialist	HR	\$66.17	\$68.16	\$70.20	\$72.31	\$74.47	\$76.71	\$79.01	\$81.38	\$83.82	\$86.34
0002 AM00	Computer Data Librarian	HR	\$33.56	\$34.57	\$35.60	\$36.67	\$37.77	\$38.91	\$40.07	\$41.27	\$42.51	\$43.79
0002 AN00	Computer Scientist	HR	\$102.02	\$105.08	\$108.23	\$111.48	\$114.82	\$118.27	\$121.82	\$125.47	\$129.24	\$133.11
0002 AO01	Computer Security System Specialist – Level I	HR	\$88.23	\$90.88	\$93.60	\$96.41	\$99.30	\$102.28	\$105.35	\$108.51	\$111.77	\$115.12
0002 AO02	Computer Security System Specialist – Level II	HR	\$94.44	\$97.27	\$100.19	\$103.20	\$106.29	\$109.48	\$112.77	\$116.15	\$119.63	\$123.22
0002 AO03	Computer Security System Specialist – Level III	HR	\$106.46	\$109.65	\$112.94	\$116.33	\$119.82	\$123.42	\$127.12	\$130.93	\$134.86	\$138.91
0002 AP01	Computer Systems Analyst – Level I	HR	\$58.86	\$60.63	\$62.44	\$64.32	\$66.25	\$68.23	\$70.28	\$72.39	\$74.56	\$76.80
0002 AP02	Computer Systems Analyst – Level II	HR	\$63.39	\$65.29	\$67.25	\$69.27	\$71.35	\$73.49	\$75.69	\$77.96	\$80.30	\$82.71
0002 AP03	Computer Systems Analyst – Level III	HR	\$78.47	\$80.82	\$83.25	\$85.75	\$88.32	\$90.97	\$93.70	\$96.51	\$99.40	\$102.39
0002 AQ00	Configuration Management Specialist	HR	\$63.52	\$65.43	\$67.39	\$69.41	\$71.49	\$73.64	\$75.85	\$78.12	\$80.47	\$82.88
0002 AR01	Cost Analyst – Level I	HR	\$63.36	\$65.26	\$67.22	\$69.24	\$71.31	\$73.45	\$75.66	\$77.92	\$80.26	\$82.67
0002 AR02	Cost Analyst – Level II	HR	\$83.75	\$86.26	\$88.85	\$91.52	\$94.26	\$97.09	\$100.00	\$103.00	\$106.09	\$109.27
0002 AS00	Data Entry Clerk	HR	\$21.64	\$22.29	\$22.96	\$23.65	\$24.36	\$25.09	\$25.84	\$26.61	\$27.41	\$28.24

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0002 AT00	Data Security Specialist	HR	\$98.05	\$100.99	\$104.02	\$107.14	\$110.36	\$113.67	\$117.08	\$120.59	\$124.21	\$127.93
0002 AU00	Data Standardization Specialist	HR	\$50.31	\$51.82	\$53.37	\$54.98	\$56.62	\$58.32	\$60.07	\$61.87	\$63.73	\$65.64
0002 AV00	Database Administrator	HR	\$79.45	\$81.83	\$84.29	\$86.82	\$89.42	\$92.10	\$94.87	\$97.71	\$100.64	\$103.66
0002 AW01	Database Management Specialist – Level I	HR	\$54.56	\$56.20	\$57.88	\$59.62	\$61.41	\$63.25	\$65.15	\$67.10	\$69.11	\$71.19
0002 AW02	Database Management Specialist – Level II	HR	\$66.02	\$68.00	\$70.04	\$72.14	\$74.31	\$76.54	\$78.83	\$81.20	\$83.63	\$86.14
0002 AW03	Database Management Specialist – Level III	HR	\$75.29	\$77.55	\$79.88	\$82.27	\$84.74	\$87.28	\$89.90	\$92.60	\$95.38	\$98.24
0002 AX01	Database Specialist – Level I	HR	\$71.88	\$74.04	\$76.26	\$78.55	\$80.90	\$83.33	\$85.83	\$88.40	\$91.06	\$93.79
0002 AX02	Database Specialist – Level II	HR	\$83.42	\$85.92	\$88.50	\$91.16	\$93.89	\$96.71	\$99.61	\$102.60	\$105.67	\$108.84
0002 AX03	Database Specialist – Level III	HR	\$91.97	\$94.73	\$97.57	\$100.50	\$103.51	\$106.62	\$109.82	\$113.11	\$116.50	\$120.00
0002 AY00	Data Warehousing Administrator	HR	\$53.96	\$55.58	\$57.25	\$58.96	\$60.73	\$62.55	\$64.43	\$66.36	\$68.35	\$70.41
0002 AZ00	Data Warehouse Analyst	HR	\$58.17	\$59.92	\$61.71	\$63.56	\$65.47	\$67.43	\$69.46	\$71.54	\$73.69	\$75.90
0002 BA00	Data Warehouse Programmer	HR	\$58.17	\$59.92	\$61.71	\$63.56	\$65.47	\$67.43	\$69.46	\$71.54	\$73.69	\$75.90
0002 BB00	Disaster Recovery Specialist	HR	\$69.96	\$72.06	\$74.22	\$76.45	\$78.74	\$81.10	\$83.54	\$86.04	\$88.62	\$91.28
0002 BC01	Document Control Specialist – Level I	HR	\$33.56	\$34.57	\$35.60	\$36.67	\$37.77	\$38.91	\$40.07	\$41.27	\$42.51	\$43.79
0002 BC02	Document Control Specialist - Level II	HR	\$41.97	\$43.23	\$44.53	\$45.86	\$47.24	\$48.65	\$50.11	\$51.62	\$53.17	\$54.76
0002 BC03	Document Control Specialist – Level III	HR	\$50.31	\$51.82	\$53.37	\$54.98	\$56.62	\$58.32	\$60.07	\$61.87	\$63.73	\$65.64
0002 BD01	Document Support Specialist – Level I	HR	\$33.56	\$34.57	\$35.60	\$36.67	\$37.77	\$38.91	\$40.07	\$41.27	\$42.51	\$43.79
0002 BD02	Document Support Specialist – Level II	HR	\$41.97	\$43.23	\$44.53	\$45.86	\$47.24	\$48.65	\$50.11	\$51.62	\$53.17	\$54.76
0002 BE00	Duplicating Machine Operator	HR	\$31.91	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0002 BF00	Electronic Data Interchange (EDI) Specialist	HR	\$110.40	\$113.71	\$117.12	\$120.64	\$124.26	\$127.98	\$131.82	\$135.78	\$139.85	\$144.05
0002 BG00	Electronic Meeting Technographer	HR	\$23.37	\$24.07	\$24.79	\$25.54	\$26.30	\$27.09	\$27.91	\$28.74	\$29.60	\$30.49
0002 BH00	Enterprise Resource Planning (ERP) Specialist	HR	\$101.67	\$104.72	\$107.86	\$111.10	\$114.43	\$117.86	\$121.40	\$125.04	\$128.79	\$132.66
0002 BI00	Facilitator	HR	\$63.86	\$65.78	\$67.75	\$69.78	\$71.87	\$74.03	\$76.25	\$78.54	\$80.90	\$83.32
0002 BJ00	Financial Analyst – IT	HR	\$62.79	\$64.67	\$66.61	\$68.61	\$70.67	\$72.79	\$74.97	\$77.22	\$79.54	\$81.93
0002 BK01	Functional Analyst – Level I	HR	\$48.77	\$50.23	\$51.74	\$53.29	\$54.89	\$56.54	\$58.23	\$59.98	\$61.78	\$63.63
0002 BK02	Functional Analyst – Level II	HR	\$58.17	\$59.92	\$61.71	\$63.56	\$65.47	\$67.43	\$69.46	\$71.54	\$73.69	\$75.90
0002 BL01	General Clerk – Level I	HR	\$27.81	\$28.64	\$29.50	\$30.39	\$31.30	\$32.24	\$33.21	\$34.20	\$35.23	\$36.29
0002 BL02	General Clerk – Level II	HR	\$31.91	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0002 BL03	General Clerk – Level III	HR	\$35.02	\$36.07	\$37.15	\$38.27	\$39.42	\$40.60	\$41.82	\$43.07	\$44.36	\$45.69
0002 BM00	Geographic Information System (GIS) Specialist	HR	\$107.81	\$111.04	\$114.38	\$117.81	\$121.34	\$124.98	\$128.73	\$132.59	\$136.57	\$140.67
0002 BN00	Graphical User Interface Designer	HR	\$87.52	\$90.15	\$92.85	\$95.64	\$98.50	\$101.46	\$104.50	\$107.64	\$110.87	\$114.19
0002 BO00	Graphics Specialist	HR	\$57.99	\$59.73	\$61.52	\$63.37	\$65.27	\$67.23	\$69.24	\$71.32	\$73.46	\$75.66
0002 BP00	Hardware Draftsman	HR	\$67.93	\$69.97	\$72.07	\$74.23	\$76.46	\$78.75	\$81.11	\$83.55	\$86.05	\$88.63
0002 BQ01	Hardware Installation Technician – Level I	HR	\$63.52	\$65.43	\$67.39	\$69.41	\$71.49	\$73.64	\$75.85	\$78.12	\$80.47	\$82.88
0002 BQ02	Hardware Installation Technician – Level II	HR	\$79.45	\$81.83	\$84.29	\$86.82	\$89.42	\$92.10	\$94.87	\$97.71	\$100.64	\$103.66
0002 BR00	Hardware Specialist – Information Technology	HR	\$84.40	\$86.93	\$89.54	\$92.23	\$94.99	\$97.84	\$100.78	\$103.80	\$106.92	\$110.12

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0002 BS00	Help Desk Manager	HR	\$79.50	\$81.89	\$84.34	\$86.87	\$89.48	\$92.16	\$94.93	\$97.77	\$100.71	\$103.73
0002 BT00	Help Desk Specialist	HR	\$66.53	\$68.53	\$70.58	\$72.70	\$74.88	\$77.13	\$79.44	\$81.82	\$84.28	\$86.81
0002 BU01	Imaging Specialist/Technician – Level I	HR	\$27.81	\$28.64	\$29.50	\$30.39	\$31.30	\$32.24	\$33.21	\$34.20	\$35.23	\$36.29
0002 BU02	Imaging Specialist/Technician – Level II	HR	\$31.91	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0002 BU03	Imaging Specialist/Technician – Level III	HR	\$35.02	\$36.07	\$37.15	\$38.27	\$39.42	\$40.60	\$41.82	\$43.07	\$44.36	\$45.69
0002 BV00	Informatic Specialist/Bioinformatician	HR	\$91.84	\$94.60	\$97.43	\$100.36	\$103.37	\$106.47	\$109.66	\$112.95	\$116.34	\$119.83
0002 BW01	Information Engineer – Level I	HR	\$44.83	\$46.17	\$47.56	\$48.99	\$50.46	\$51.97	\$53.53	\$55.14	\$56.79	\$58.49
0002 BW02	Information Engineer – Level II	HR	\$53.94	\$55.56	\$57.22	\$58.94	\$60.71	\$62.53	\$64.41	\$66.34	\$68.33	\$70.38
0002 BX00	Information Resource Management Analyst	HR	\$102.84	\$105.93	\$109.10	\$112.38	\$115.75	\$119.22	\$122.80	\$126.48	\$130.27	\$134.18
0002 BY00	Information Systems Training Specialist	HR	\$76.15	\$78.43	\$80.79	\$83.21	\$85.71	\$88.28	\$90.93	\$93.65	\$96.46	\$99.36
0002 BZ00	IT Policy/Legislative Specialist	HR	\$94.44	\$97.27	\$100.19	\$103.20	\$106.29	\$109.48	\$112.77	\$116.15	\$119.63	\$123.22
0002 CA00	IT Strategic/Capital Planner	HR	\$116.19	\$119.68	\$123.27	\$126.96	\$130.77	\$134.70	\$138.74	\$142.90	\$147.19	\$151.60
0002 CB00	Knowledge Management Specialist	HR	\$83.55	\$86.06	\$88.64	\$91.30	\$94.04	\$96.86	\$99.76	\$102.76	\$105.84	\$109.01
0002 CC00	Librarian	HR	\$55.68	\$57.35	\$59.07	\$60.84	\$62.67	\$64.55	\$66.48	\$68.48	\$70.53	\$72.65
0002 CD00	Librarian Technician	HR	\$31.91	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0002 CE00	Medical Billing/Account Management Specialist	HR	\$55.68	\$57.35	\$59.07	\$60.84	\$62.67	\$64.55	\$66.48	\$68.48	\$70.53	\$72.65
0002 CF00	Modeling and Simulation Specialist	HR	\$98.05	\$100.99	\$104.02	\$107.14	\$110.36	\$113.67	\$117.08	\$120.59	\$124.21	\$127.93
0002 CG00	Network Administrator	HR	\$68.20	\$70.25	\$72.35	\$74.52	\$76.76	\$79.06	\$81.43	\$83.88	\$86.39	\$88.99
0002 CH00	Network Draftsman	HR	\$49.46	\$50.94	\$52.47	\$54.05	\$55.67	\$57.34	\$59.06	\$60.83	\$62.65	\$64.53
0002 CI01	Network Installation Technician – Level I	HR	\$60.60	\$62.42	\$64.29	\$66.22	\$68.21	\$70.25	\$72.36	\$74.53	\$76.77	\$79.07
0002 CI02	Network Installation Technician – Level II	HR	\$70.79	\$72.91	\$75.10	\$77.35	\$79.67	\$82.07	\$84.53	\$87.06	\$89.67	\$92.36
0002 CJ00	Network Support Technician	HR	\$49.46	\$50.94	\$52.47	\$54.05	\$55.67	\$57.34	\$59.06	\$60.83	\$62.65	\$64.53
0002 CK00	Operations Manager	HR	\$120.31	\$123.92	\$127.64	\$131.47	\$135.41	\$139.47	\$143.66	\$147.97	\$152.41	\$156.98
0002 CL00	Procurement Product Specialist	HR	\$69.96	\$72.06	\$74.22	\$76.45	\$78.74	\$81.10	\$83.54	\$86.04	\$88.62	\$91.28
0002 CM00	Program Administration Specialist	HR	\$45.29	\$46.65	\$48.05	\$49.49	\$50.97	\$52.50	\$54.08	\$55.70	\$57.37	\$59.09
0002 CN00	Program Analyst	HR	\$95.25	\$98.11	\$101.05	\$104.08	\$107.20	\$110.42	\$113.73	\$117.15	\$120.66	\$124.28
0002 CO00	Program Manager	HR	\$152.46	\$157.03	\$161.74	\$166.60	\$171.60	\$176.74	\$182.05	\$187.51	\$193.13	\$198.93
0002 CP00	Project Control Specialist	HR	\$70.11	\$72.21	\$74.38	\$76.61	\$78.91	\$81.28	\$83.72	\$86.23	\$88.81	\$91.48
0002 CQ00	Project Leader	HR	\$99.46	\$102.44	\$105.52	\$108.68	\$111.94	\$115.30	\$118.76	\$122.32	\$125.99	\$129.77
0002 CR01	Project Manager – Level I	HR	\$87.45	\$90.07	\$92.78	\$95.56	\$98.43	\$101.38	\$104.42	\$107.55	\$110.78	\$114.10
0002 CR02	Project Manager – Level II	HR	\$99.46	\$102.44	\$105.52	\$108.68	\$111.94	\$115.30	\$118.76	\$122.32	\$125.99	\$129.77
0002 CR03	Project Manager – Level III	HR	\$120.91	\$124.54	\$128.27	\$132.12	\$136.09	\$140.17	\$144.37	\$148.70	\$153.17	\$157.76
0002 CS00	Public Health Analyst	HR	\$79.96	\$82.36	\$84.83	\$87.37	\$90.00	\$92.70	\$95.48	\$98.34	\$101.29	\$104.33
0002 CT00	Quality Assurance Analyst	HR	\$67.64	\$69.67	\$71.76	\$73.91	\$76.13	\$78.41	\$80.77	\$83.19	\$85.68	\$88.25
0002 CU00	Quality Assurance Manager	HR	\$86.20	\$88.79	\$91.45	\$94.19	\$97.02	\$99.93	\$102.93	\$106.02	\$109.20	\$112.47
0002 CV00	Quality Assurance Specialist	HR	\$76.29	\$78.58	\$80.94	\$83.36	\$85.87	\$88.44	\$91.09	\$93.83	\$96.64	\$99.54

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0002 CW00	Records Management Specialist	HR	\$60.09	\$61.89	\$63.75	\$65.66	\$67.63	\$69.66	\$71.75	\$73.90	\$76.12	\$78.40
0002 CX00	Scanner Operator	HR	\$26.18	\$26.97	\$27.77	\$28.61	\$29.47	\$30.35	\$31.26	\$32.20	\$33.16	\$34.16
0002 CY00	Scientific Data Analyst	HR	\$76.91	\$79.22	\$81.59	\$84.04	\$86.56	\$89.16	\$91.83	\$94.59	\$97.43	\$100.35
0002 CZ01	Subject Matter Expert – Level I	HR	\$98.05	\$100.99	\$104.02	\$107.14	\$110.36	\$113.67	\$117.08	\$120.59	\$124.21	\$127.93
0002 CZ02	Subject Matter Expert – Level II	HR	\$116.19	\$119.68	\$123.27	\$126.96	\$130.77	\$134.70	\$138.74	\$142.90	\$147.19	\$151.60
0002 CZ03	Subject Matter Expert – Level III	HR	\$128.36	\$132.21	\$136.18	\$140.26	\$144.47	\$148.80	\$153.27	\$157.87	\$162.60	\$167.48
0002 DA01	System Administrator – Level I	HR	\$58.40	\$60.15	\$61.96	\$63.82	\$65.73	\$67.70	\$69.73	\$71.82	\$73.98	\$76.20
0002 DA02	System Administrator – Level II	HR	\$67.49	\$69.51	\$71.60	\$73.75	\$75.96	\$78.24	\$80.59	\$83.00	\$85.49	\$88.06
0002 DA03	System Administrator – Level III	HR	\$76.15	\$78.43	\$80.79	\$83.21	\$85.71	\$88.28	\$90.93	\$93.65	\$96.46	\$99.36
0002 DB01	Systems Architect – Level I	HR	\$85.15	\$87.70	\$90.34	\$93.05	\$95.84	\$98.71	\$101.67	\$104.72	\$107.87	\$111.10
0002 DB02	Systems Architect – Level II	HR	\$103.98	\$107.10	\$110.31	\$113.62	\$117.03	\$120.54	\$124.16	\$127.88	\$131.72	\$135.67
0002 DC01	Systems Engineer – Level I	HR	\$71.88	\$74.04	\$76.26	\$78.55	\$80.90	\$83.33	\$85.83	\$88.40	\$91.06	\$93.79
0002 DC02	Systems Engineer – Level II	HR	\$85.35	\$87.91	\$90.55	\$93.26	\$96.06	\$98.94	\$101.91	\$104.97	\$108.12	\$111.36
0002 DC03	Systems Engineer – Level III	HR	\$96.58	\$99.48	\$102.46	\$105.54	\$108.70	\$111.96	\$115.32	\$118.78	\$122.34	\$126.01
0002 DD00	System Operator	HR	\$68.09	\$70.13	\$72.24	\$74.40	\$76.64	\$78.93	\$81.30	\$83.74	\$86.25	\$88.84
0002 DE00	System Programmer	HR	\$84.40	\$86.93	\$89.54	\$92.23	\$94.99	\$97.84	\$100.78	\$103.80	\$106.92	\$110.12
0002 DF01	Technical Writer/Editor – Level I	HR	\$72.01	\$74.17	\$76.40	\$78.69	\$81.05	\$83.48	\$85.98	\$88.56	\$91.22	\$93.96
0002 DF02	Technical Writer/Editor – Level II	HR	\$83.28	\$85.78	\$88.35	\$91.00	\$93.73	\$96.54	\$99.44	\$102.42	\$105.50	\$108.66
0002 DF03	Technical Writer/Editor – Level III	HR	\$90.64	\$93.36	\$96.16	\$99.04	\$102.02	\$105.08	\$108.23	\$111.48	\$114.82	\$118.26
0002 DG01	Telecommunications Engineer – Level I	HR	\$88.28	\$90.93	\$93.66	\$96.47	\$99.36	\$102.34	\$105.41	\$108.57	\$111.83	\$115.19
0002 DG02	Telecommunications Engineer - Level II	HR	\$100.13	\$103.13	\$106.23	\$109.41	\$112.70	\$116.08	\$119.56	\$123.15	\$126.84	\$130.65
0002 DH01	Telecommunications Specialist – Level I	HR	\$63.57	\$65.48	\$67.44	\$69.46	\$71.55	\$73.70	\$75.91	\$78.18	\$80.53	\$82.94
0002 DH02	Telecommunications Specialist - Level II	HR	\$71.88	\$74.04	\$76.26	\$78.55	\$80.90	\$83.33	\$85.83	\$88.40	\$91.06	\$93.79
0002 DI00	Test Engineer	HR	\$79.70	\$82.09	\$84.55	\$87.09	\$89.70	\$92.39	\$95.17	\$98.02	\$100.96	\$103.99
0002 DJ00	Training Manager	HR	\$89.99	\$92.69	\$95.47	\$98.33	\$101.28	\$104.32	\$107.45	\$110.68	\$114.00	\$117.42
0002 DK01	Training Specialist – Level I	HR	\$66.26	\$68.25	\$70.30	\$72.40	\$74.58	\$76.81	\$79.12	\$81.49	\$83.94	\$86.45
0002 DK02	Training Specialist – Level II	HR	\$88.23	\$90.88	\$93.60	\$96.41	\$99.30	\$102.28	\$105.35	\$108.51	\$111.77	\$115.12
0002 DL00	Web Content Administrator	HR	\$67.84	\$69.88	\$71.97	\$74.13	\$76.35	\$78.65	\$81.00	\$83.43	\$85.94	\$88.52
0002 DM00	Web Designer	HR	\$74.80	\$77.04	\$79.36	\$81.74	\$84.19	\$86.71	\$89.32	\$91.99	\$94.75	\$97.60
0002 DN00	Web Project Manager	HR	\$79.21	\$81.59	\$84.03	\$86.55	\$89.15	\$91.83	\$94.58	\$97.42	\$100.34	\$103.35
0002 DO00	Web Software Developer	HR	\$94.58	\$97.42	\$100.34	\$103.35	\$106.45	\$109.64	\$112.93	\$116.32	\$119.81	\$123.41
0002 DP00	Webmaster	HR	\$84.98	\$87.53	\$90.16	\$92.86	\$95.65	\$98.52	\$101.47	\$104.51	\$107.65	\$110.88
0002 DQ00	Wide Area Network Administrator	HR	\$71.25	\$73.39	\$75.59	\$77.86	\$80.19	\$82.60	\$85.08	\$87.63	\$90.26	\$92.97

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
	Escalation rate			3%	3%	3%	3%	3%	3%	3%	3%	3%
0001 AA01	Administrative Assistant – Level I	HR	\$31.74	\$32.69	\$33.67	\$34.68	\$35.72	\$36.80	\$37.90	\$39.04	\$40.21	\$41.41
0001 AA02	Administrative Assistant – Level II	HR	\$36.42	\$32.87	\$33.85	\$34.87	\$35.91	\$36.99	\$38.10	\$39.25	\$40.42	\$41.64
0001 AB01	Application Engineer – Level I	HR	\$88.70	\$80.06	\$82.46	\$84.94	\$87.49	\$90.11	\$92.81	\$95.60	\$98.47	\$101.42
0001 AB02	Application Engineer – Level II	HR	\$111.29	\$119.58	\$123.17	\$126.86	\$130.67	\$134.59	\$138.62	\$142.78	\$147.07	\$151.48
0001 AC01	Application Programmer – Level I	HR	\$60.58	\$65.10	\$67.05	\$69.06	\$71.13	\$73.27	\$75.47	\$77.73	\$80.06	\$82.46
0001 AC02	Application Programmer – Level II	HR	\$84.58	\$90.87	\$93.60	\$96.41	\$99.30	\$102.28	\$105.35	\$108.51	\$111.76	\$115.12
0001 AC03	Applications Programmer – Level III	HR	\$123.05	\$132.21	\$136.17	\$140.26	\$144.47	\$148.80	\$153.27	\$157.86	\$162.60	\$167.48
0001 AD00	Application Systems Analyst	HR	\$112.74	\$121.14	\$124.77	\$128.51	\$132.37	\$136.34	\$140.43	\$144.64	\$148.98	\$153.45
0001 AE00	Biostatitician	HR	\$111.89	\$120.23	\$123.83	\$127.55	\$131.38	\$135.32	\$139.38	\$143.56	\$147.87	\$152.30
0001 AF01	Business Analyst – Level I	HR	\$84.58	\$90.87	\$93.60	\$96.41	\$99.30	\$102.28	\$105.35	\$108.51	\$111.76	\$115.12
0001 AF02	Business Analyst – Level II	HR	\$98.43	\$105.76	\$108.93	\$112.20	\$115.57	\$119.03	\$122.60	\$126.28	\$130.07	\$133.97
0001 AF03	Business Analyst – Level III	HR	\$117.60	\$126.36	\$130.15	\$134.05	\$138.08	\$142.22	\$146.48	\$150.88	\$155.41	\$160.07
0001 AG01	Business Process Reengineering Specialist – Level I	HR	\$97.72	\$105.01	\$108.16	\$111.41	\$114.75	\$118.19	\$121.74	\$125.39	\$129.15	\$133.02
0001 AG02	Business Process Reengineering Specialist – Level II	HR	\$132.65	\$142.53	\$146.81	\$151.21	\$155.75	\$160.42	\$165.23	\$170.19	\$175.30	\$180.56
0001 AG03	Business Process Reengineering Specialist – Level III	HR	\$164.21	\$176.44	\$181.73	\$187.18	\$192.80	\$198.58	\$204.54	\$210.67	\$216.99	\$223.50
0001 AH00	Chief Information Security Officer	HR	\$159.63	\$171.52	\$176.67	\$181.97	\$187.42	\$193.05	\$198.84	\$204.80	\$210.95	\$217.28
0001 AI00	Communications Hardware Specialist	HR	\$69.69	\$74.88	\$77.13	\$79.44	\$81.83	\$84.28	\$86.81	\$89.41	\$92.10	\$94.86
0001 AJ00	Communications Network Manager	HR	\$90.35	\$97.09	\$100.00	\$103.00	\$106.09	\$109.28	\$112.55	\$115.93	\$119.41	\$122.99
0001 AK00	Communications Software Specialist	HR	\$91.66	\$98.49	\$101.44	\$104.49	\$107.62	\$110.85	\$114.17	\$117.60	\$121.13	\$124.76
0001 AL00	Communications Specialist	HR	\$75.51	\$81.14	\$83.57	\$86.08	\$88.66	\$91.32	\$94.06	\$96.88	\$99.79	\$102.78
0001 AM00	Computer Data Librarian	HR	\$38.30	\$41.15	\$42.39	\$43.66	\$44.97	\$46.32	\$47.71	\$49.14	\$50.61	\$52.13
0001 AN00	Computer Scientist	HR	\$116.42	\$125.10	\$128.85	\$132.71	\$136.70	\$140.80	\$145.02	\$149.37	\$153.85	\$158.47
0001 AO01	Computer Security System Specialist – Level I	HR	\$100.69	\$108.19	\$111.43	\$114.78	\$118.22	\$121.77	\$125.42	\$129.18	\$133.06	\$137.05
0001 AO02	Computer Security System Specialist – Level II	HR	\$107.77	\$115.80	\$119.28	\$122.85	\$126.54	\$130.34	\$134.25	\$138.27	\$142.42	\$146.69
0001 AO03	Computer Security System Specialist – Level III	HR	\$121.49	\$130.54	\$134.46	\$138.49	\$142.64	\$146.92	\$151.33	\$155.87	\$160.55	\$165.36
0001 AP01	Computer Systems Analyst – Level I	HR	\$67.17	\$72.17	\$74.34	\$76.57	\$78.87	\$81.23	\$83.67	\$86.18	\$88.76	\$91.43
0001 AP02	Computer Systems Analyst – Level II	HR	\$72.34	\$77.73	\$80.06	\$82.46	\$84.94	\$87.48	\$90.11	\$92.81	\$95.60	\$98.46
0001 AP03	Computer Systems Analyst – Level III	HR	\$89.55	\$96.22	\$99.11	\$102.08	\$105.14	\$108.30	\$111.54	\$114.89	\$118.34	\$121.89
0001 AQ00	Configuration Management Specialist	HR	\$72.49	\$77.89	\$80.22	\$82.63	\$85.11	\$87.66	\$90.29	\$93.00	\$95.79	\$98.67
0001 AR01	Cost Analyst – Level I	HR	\$72.30	\$77.69	\$80.02	\$82.42	\$84.90	\$87.44	\$90.07	\$92.77	\$95.55	\$98.42
0001 AR02	Cost Analyst – Level II	HR	\$95.57	\$102.69	\$105.77	\$108.95	\$112.22	\$115.58	\$119.05	\$122.62	\$126.30	\$130.09
0001 AS00	Data Entry Clerk	HR	\$24.70	\$26.53	\$27.33	\$28.15	\$29.00	\$29.87	\$30.76	\$31.68	\$32.63	\$33.61

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0001 AT00	Data Security Specialist	HR	\$111.89	\$120.23	\$123.83	\$127.55	\$131.38	\$135.32	\$139.38	\$143.56	\$147.87	\$152.30
0001 AU00	Data Standardization Specialist	HR	\$57.41	\$61.69	\$63.54	\$65.45	\$67.41	\$69.43	\$71.52	\$73.66	\$75.87	\$78.15
0001 AV00	Database Administrator	HR	\$90.66	\$97.42	\$100.34	\$103.35	\$106.45	\$109.65	\$112.94	\$116.33	\$119.82	\$123.41
0001 AW01	Database Management Specialist – Level I	HR	\$62.26	\$66.90	\$68.91	\$70.98	\$73.10	\$75.30	\$77.56	\$79.88	\$82.28	\$84.75
0001 AW02	Database Management Specialist – Level II	HR	\$75.34	\$80.95	\$83.38	\$85.88	\$88.46	\$91.11	\$93.85	\$96.66	\$99.56	\$102.55
0001 AW03	Database Management Specialist – Level III	HR	\$85.92	\$92.32	\$95.09	\$97.94	\$100.88	\$103.91	\$107.02	\$110.23	\$113.54	\$116.95
0001 AX01	Database Specialist – Level I	HR	\$82.03	\$88.14	\$90.78	\$93.51	\$96.31	\$99.20	\$102.18	\$105.24	\$108.40	\$111.65
0001 AX02	Database Specialist – Level II	HR	\$95.20	\$102.29	\$105.36	\$108.52	\$111.77	\$115.13	\$118.58	\$122.14	\$125.80	\$129.58
0001 AX03	Database Specialist – Level III	HR	\$104.95	\$112.77	\$116.16	\$119.64	\$123.23	\$126.93	\$130.73	\$134.66	\$138.70	\$142.86
0001 AY00	Data Warehousing Administrator	HR	\$61.57	\$66.17	\$68.15	\$70.19	\$72.30	\$74.47	\$76.70	\$79.00	\$81.37	\$83.82
0001 AZ00	Data Warehouse Analyst	HR	\$66.38	\$71.33	\$73.47	\$75.67	\$77.94	\$80.28	\$82.69	\$85.17	\$87.72	\$90.36
0001 BA00	Data Warehouse Programmer	HR	\$66.38	\$71.33	\$73.47	\$75.67	\$77.94	\$80.28	\$82.69	\$85.17	\$87.72	\$90.36
0001 BB00	Disaster Recovery Specialist	HR	\$79.84	\$85.78	\$88.36	\$91.01	\$93.74	\$96.55	\$99.45	\$102.43	\$105.50	\$108.67
0001 BC01	Document Control Specialist – Level I	HR	\$38.30	\$41.15	\$42.39	\$43.66	\$44.97	\$46.32	\$47.71	\$49.14	\$50.61	\$52.13
0001 BC02	Document Control Specialist - Level II	HR	\$47.89	\$51.46	\$53.01	\$54.60	\$56.24	\$57.92	\$59.66	\$61.45	\$63.29	\$65.19
0001 BC03	Document Control Specialist – Level III	HR	\$57.41	\$61.69	\$63.54	\$65.45	\$67.41	\$69.43	\$71.52	\$73.66	\$75.87	\$78.15
0001 BD01	Document Support Specialist – Level I	HR	\$38.30	\$41.15	\$42.39	\$43.66	\$44.97	\$46.32	\$47.71	\$49.14	\$50.61	\$52.13
0001 BD02	Document Support Specialist – Level II	HR	\$47.89	\$51.46	\$53.01	\$54.60	\$56.24	\$57.92	\$59.66	\$61.45	\$63.29	\$65.19
0001 BE00	Duplicating Machine Operator	HR	\$36.42	\$39.13	\$40.30	\$41.51	\$42.76	\$44.04	\$45.36	\$46.72	\$48.12	\$49.57
0001 BF00	Electronic Data Interchange (EDI) Specialist	HR	\$125.99	\$135.37	\$139.43	\$143.62	\$147.92	\$152.36	\$156.93	\$161.64	\$166.49	\$171.48
0001 BG00	Electronic Meeting Technographer	HR	\$26.67	\$28.66	\$29.52	\$30.40	\$31.31	\$32.25	\$33.22	\$34.22	\$35.24	\$36.30
0001 BH00	Enterprise Resource Planning (ERP) Specialist	HR	\$116.03	\$124.67	\$128.41	\$132.26	\$136.23	\$140.31	\$144.52	\$148.86	\$153.32	\$157.92
0001 BI00	Facilitator	HR	\$72.88	\$78.30	\$80.65	\$83.07	\$85.57	\$88.13	\$90.78	\$93.50	\$96.30	\$99.19
0001 BJ00	Financial Analyst – IT	HR	\$71.66	\$76.99	\$79.30	\$81.68	\$84.13	\$86.66	\$89.26	\$91.93	\$94.69	\$97.53
0001 BK01	Functional Analyst – Level I	HR	\$55.65	\$59.80	\$61.60	\$63.44	\$65.35	\$67.31	\$69.33	\$71.41	\$73.55	\$75.75
0001 BK02	Functional Analyst – Level II	HR	\$66.38	\$71.33	\$73.47	\$75.67	\$77.94	\$80.28	\$82.69	\$85.17	\$87.72	\$90.36
0001 BL01	General Clerk – Level I	HR	\$31.74	\$34.10	\$35.12	\$36.18	\$37.26	\$38.38	\$39.53	\$40.72	\$41.94	\$43.20
0001 BL02	General Clerk – Level II	HR	\$36.42	\$39.13	\$40.30	\$41.51	\$42.76	\$44.04	\$45.36	\$46.72	\$48.12	\$49.57
0001 BL03	General Clerk – Level III	HR	\$39.96	\$42.94	\$44.23	\$45.56	\$46.92	\$48.33	\$49.78	\$51.27	\$52.81	\$54.40
0001 BM00	Geographic Information System (GIS) Specialist	HR	\$123.03	\$132.20	\$136.16	\$140.25	\$144.45	\$148.79	\$153.25	\$157.85	\$162.58	\$167.46
0001 BN00	Graphical User Interface Designer	HR	\$99.88	\$107.32	\$110.54	\$113.85	\$117.27	\$120.79	\$124.41	\$128.14	\$131.99	\$135.94
0001 BO00	Graphics Specialist	HR	\$66.17	\$71.11	\$73.24	\$75.44	\$77.70	\$80.03	\$82.43	\$84.91	\$87.45	\$90.08
0001 BP00	Hardware Draftsman	HR	\$77.52	\$83.30	\$85.79	\$88.37	\$91.02	\$93.75	\$96.56	\$99.46	\$102.44	\$105.52
0001 BQ01	Hardware Installation Technician – Level I	HR	\$72.49	\$77.89	\$80.22	\$82.63	\$85.11	\$87.66	\$90.29	\$93.00	\$95.79	\$98.67
0001 BQ02	Hardware Installation Technician – Level II	HR	\$90.66	\$97.42	\$100.34	\$103.35	\$106.45	\$109.65	\$112.94	\$116.33	\$119.82	\$123.41
0001 BR00	Hardware Specialist – Information Technology	HR	\$96.32	\$103.49	\$106.60	\$109.79	\$113.09	\$116.48	\$119.97	\$123.57	\$127.28	\$131.10

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0001 BS00	Help Desk Manager	HR	\$90.73	\$97.48	\$100.41	\$103.42	\$106.52	\$109.72	\$113.01	\$116.40	\$119.89	\$123.49
0001 BT00	Help Desk Specialist	HR	\$75.92	\$81.58	\$84.03	\$86.55	\$89.14	\$91.82	\$94.57	\$97.41	\$100.33	\$103.34
0001 BU01	Imaging Specialist/Technician – Level I	HR	\$31.74	\$34.10	\$35.12	\$36.18	\$37.26	\$38.38	\$39.53	\$40.72	\$41.94	\$43.20
0001 BU02	Imaging Specialist/Technician – Level II	HR	\$36.42	\$39.13	\$40.30	\$41.51	\$42.76	\$44.04	\$45.36	\$46.72	\$48.12	\$49.57
0001 BU03	Imaging Specialist/Technician – Level III	HR	\$39.96	\$42.94	\$44.23	\$45.56	\$46.92	\$48.33	\$49.78	\$51.27	\$52.81	\$54.40
0001 BV00	Informatic Specialist/Bioinformatician	HR	\$104.81	\$112.61	\$115.99	\$119.47	\$123.06	\$126.75	\$130.55	\$134.47	\$138.50	\$142.66
0001 BW01	Information Engineer – Level I	HR	\$51.16	\$54.97	\$56.62	\$58.32	\$60.07	\$61.87	\$63.73	\$65.64	\$67.61	\$69.63
0001 BW02	Information Engineer – Level II	HR	\$61.55	\$66.14	\$68.12	\$70.17	\$72.27	\$74.44	\$76.68	\$78.98	\$81.34	\$83.79
0001 BX00	Information Resource Management Analyst	HR	\$117.35	\$126.10	\$129.88	\$133.78	\$137.79	\$141.93	\$146.19	\$150.57	\$155.09	\$159.74
0001 BY00	Information Systems Training Specialist	HR	\$86.90	\$93.37	\$96.18	\$99.06	\$102.03	\$105.09	\$108.25	\$111.49	\$114.84	\$118.28
0001 BZ00	IT Policy/Legislative Specialist	HR	\$107.77	\$115.80	\$119.28	\$122.85	\$126.54	\$130.34	\$134.25	\$138.27	\$142.42	\$146.69
0001 CA00	IT Strategic/Capital Planner	HR	\$132.59	\$142.47	\$146.75	\$151.15	\$155.68	\$160.35	\$165.16	\$170.12	\$175.22	\$180.48
0001 CB00	Knowledge Management Specialist	HR	\$95.34	\$102.45	\$105.52	\$108.69	\$111.95	\$115.31	\$118.77	\$122.33	\$126.00	\$129.78
0001 CC00	Librarian	HR	\$63.54	\$68.27	\$70.32	\$72.43	\$74.61	\$76.84	\$79.15	\$81.52	\$83.97	\$86.49
0001 CD00	Librarian Technician	HR	\$36.42	\$39.13	\$40.30	\$41.51	\$42.76	\$44.04	\$45.36	\$46.72	\$48.12	\$49.57
0001 CE00	Medical Billing/Account Management Specialist	HR	\$63.54	\$68.27	\$70.32	\$72.43	\$74.61	\$76.84	\$79.15	\$81.52	\$83.97	\$86.49
0001 CF00	Modeling and Simulation Specialist	HR	\$111.89	\$120.23	\$123.83	\$127.55	\$131.38	\$135.32	\$139.38	\$143.56	\$147.87	\$152.30
0001 CG00	Network Administrator	HR	\$77.83	\$83.63	\$86.13	\$88.72	\$91.38	\$94.12	\$96.95	\$99.85	\$102.85	\$105.94
0001 CH00	Network Draftsman	HR	\$56.44	\$60.65	\$62.47	\$64.34	\$66.27	\$68.26	\$70.31	\$72.42	\$74.59	\$76.83
0001 CI01	Network Installation Technician – Level I	HR	\$69.15	\$74.31	\$76.54	\$78.83	\$81.20	\$83.63	\$86.14	\$88.73	\$91.39	\$94.13
0001 CI02	Network Installation Technician – Level II	HR	\$80.79	\$86.80	\$89.41	\$92.09	\$94.85	\$97.70	\$100.63	\$103.65	\$106.76	\$109.96
0001 CJ00	Network Support Technician	HR	\$56.44	\$60.65	\$62.47	\$64.34	\$66.27	\$68.26	\$70.31	\$72.42	\$74.59	\$76.83
0001 CK00	Operations Manager	HR	\$137.29	\$147.52	\$151.95	\$156.51	\$161.20	\$166.04	\$171.02	\$176.15	\$181.43	\$186.88
0001 CL00	Procurement Product Specialist	HR	\$79.84	\$85.78	\$88.36	\$91.01	\$93.74	\$96.55	\$99.45	\$102.43	\$105.50	\$108.67
0001 CM00	Program Administration Specialist	HR	\$51.68	\$55.53	\$57.20	\$58.92	\$60.68	\$62.50	\$64.38	\$66.31	\$68.30	\$70.35
0001 CN00	Program Analyst	HR	\$108.70	\$116.79	\$120.30	\$123.91	\$127.62	\$131.45	\$135.40	\$139.46	\$143.64	\$147.95
0001 CO00	Program Manager	HR	\$173.98	\$186.95	\$192.55	\$198.33	\$204.28	\$210.41	\$216.72	\$223.22	\$229.92	\$236.82
0001 CP00	Project Control Specialist	HR	\$80.00	\$85.97	\$88.55	\$91.20	\$93.94	\$96.76	\$99.66	\$102.65	\$105.73	\$108.90
0001 CQ00	Project Leader	HR	\$113.50	\$121.96	\$125.62	\$129.38	\$133.27	\$137.26	\$141.38	\$145.62	\$149.99	\$154.49
0001 CR01	Project Manager – Level I	HR	\$99.80	\$107.23	\$110.45	\$113.76	\$117.17	\$120.69	\$124.31	\$128.04	\$131.88	\$135.84
0001 CR02	Project Manager – Level II	HR	\$113.50	\$121.96	\$125.62	\$129.38	\$133.27	\$137.26	\$141.38	\$145.62	\$149.99	\$154.49
0001 CR03	Project Manager – Level III	HR	\$137.97	\$148.26	\$152.71	\$157.29	\$162.01	\$166.87	\$171.87	\$177.03	\$182.34	\$187.81
0001 CS00	Public Health Analyst	HR	\$91.24	\$98.05	\$100.99	\$104.02	\$107.14	\$110.35	\$113.66	\$117.07	\$120.58	\$124.20
0001 CT00	Quality Assurance Analyst	HR	\$77.19	\$82.94	\$85.43	\$87.99	\$90.63	\$93.35	\$96.15	\$99.03	\$102.01	\$105.07
0001 CU00	Quality Assurance Manager	HR	\$98.37	\$105.70	\$108.87	\$112.13	\$115.50	\$118.96	\$122.53	\$126.21	\$129.99	\$133.89
0001 CV00	Quality Assurance Specialist	HR	\$87.06	\$93.55	\$96.35	\$99.24	\$102.22	\$105.29	\$108.45	\$111.70	\$115.05	\$118.50

ITEM	DESCRIPTION	U/M	Contract Year									
			1	2	3	4	5	6	7	8	9	10
0001 CW00	Records Management Specialist	HR	\$68.57	\$73.68	\$75.89	\$78.17	\$80.51	\$82.93	\$85.42	\$87.98	\$90.62	\$93.34
0001 CX00	Scanner Operator	HR	\$29.88	\$32.10	\$33.06	\$34.06	\$35.08	\$36.13	\$37.21	\$38.33	\$39.48	\$40.67
0001 CY00	Scientific Data Analyst	HR	\$87.77	\$94.31	\$97.14	\$100.05	\$103.05	\$106.14	\$109.33	\$112.61	\$115.98	\$119.46
0001 CZ01	Subject Matter Expert – Level I	HR	\$111.89	\$120.23	\$123.83	\$127.55	\$131.38	\$135.32	\$139.38	\$143.56	\$147.87	\$152.30
0001 CZ02	Subject Matter Expert – Level II	HR	\$132.59	\$142.47	\$146.75	\$151.15	\$155.68	\$160.35	\$165.16	\$170.12	\$175.22	\$180.48
0001 CZ03	Subject Matter Expert – Level III	HR	\$146.48	\$157.39	\$162.12	\$166.98	\$171.99	\$177.15	\$182.46	\$187.94	\$193.57	\$199.38
0001 DA01	System Administrator – Level I	HR	\$66.65	\$71.61	\$73.76	\$75.97	\$78.25	\$80.60	\$83.02	\$85.51	\$88.07	\$90.71
0001 DA02	System Administrator – Level II	HR	\$77.02	\$82.76	\$85.24	\$87.80	\$90.43	\$93.14	\$95.94	\$98.81	\$101.78	\$104.83
0001 DA03	System Administrator – Level III	HR	\$86.90	\$93.37	\$96.18	\$99.06	\$102.03	\$105.09	\$108.25	\$111.49	\$114.84	\$118.28
0001 DB01	Systems Architect – Level I	HR	\$97.17	\$104.41	\$107.54	\$110.77	\$114.09	\$117.51	\$121.04	\$124.67	\$128.41	\$132.26
0001 DB02	Systems Architect – Level II	HR	\$118.66	\$127.50	\$131.32	\$135.26	\$139.32	\$143.50	\$147.81	\$152.24	\$156.81	\$161.51
0001 DC01	Systems Engineer – Level I	HR	\$82.03	\$88.14	\$90.78	\$93.51	\$96.31	\$99.20	\$102.18	\$105.24	\$108.40	\$111.65
0001 DC02	Systems Engineer – Level II	HR	\$97.39	\$104.66	\$107.80	\$111.03	\$114.36	\$117.79	\$121.32	\$124.96	\$128.71	\$132.57
0001 DC03	Systems Engineer – Level III	HR	\$110.21	\$118.43	\$121.98	\$125.64	\$129.41	\$133.29	\$137.29	\$141.41	\$145.65	\$150.02
0001 DD00	System Operator	HR	\$77.70	\$83.49	\$86.00	\$88.58	\$91.23	\$93.97	\$96.79	\$99.69	\$102.68	\$105.76
0001 DE00	System Programmer	HR	\$96.32	\$103.49	\$106.60	\$109.79	\$113.09	\$116.48	\$119.97	\$123.57	\$127.28	\$131.10
0001 DF01	Technical Writer/Editor – Level I	HR	\$82.18	\$88.30	\$90.95	\$93.68	\$96.49	\$99.38	\$102.36	\$105.43	\$108.60	\$111.85
0001 DF02	Technical Writer/Editor – Level II	HR	\$95.03	\$102.12	\$105.18	\$108.34	\$111.59	\$114.93	\$118.38	\$121.93	\$125.59	\$129.36
0001 DF03	Technical Writer/Editor – Level III	HR	\$103.44	\$111.14	\$114.48	\$117.91	\$121.45	\$125.09	\$128.84	\$132.71	\$136.69	\$140.79
0001 DG01	Telecommunications Engineer – Level I	HR	\$100.75	\$108.25	\$111.50	\$114.84	\$118.29	\$121.83	\$125.49	\$129.25	\$133.13	\$137.13
0001 DG02	Telecommunications Engineer - Level II	HR	\$114.27	\$122.78	\$126.46	\$130.26	\$134.16	\$138.19	\$142.33	\$146.60	\$151.00	\$155.53
0001 DH01	Telecommunications Specialist – Level I	HR	\$72.55	\$77.95	\$80.29	\$82.70	\$85.18	\$87.73	\$90.36	\$93.08	\$95.87	\$98.74
0001 DH02	Telecommunications Specialist - Level II	HR	\$82.03	\$88.14	\$90.78	\$93.51	\$96.31	\$99.20	\$102.18	\$105.24	\$108.40	\$111.65
0001 DI00	Test Engineer	HR	\$90.95	\$97.73	\$100.66	\$103.68	\$106.79	\$109.99	\$113.29	\$116.69	\$120.19	\$123.80
0001 DJ00	Training Manager	HR	\$102.69	\$110.34	\$113.66	\$117.06	\$120.58	\$124.19	\$127.92	\$131.76	\$135.71	\$139.78
0001 DK01	Training Specialist – Level I	HR	\$75.61	\$81.25	\$83.68	\$86.20	\$88.78	\$91.44	\$94.19	\$97.01	\$99.92	\$102.92
0001 DK02	Training Specialist – Level II	HR	\$100.69	\$108.19	\$111.43	\$114.78	\$118.22	\$121.77	\$125.42	\$129.18	\$133.06	\$137.05
0001 DL00	Web Content Administrator	HR	\$77.41	\$83.18	\$85.68	\$88.25	\$90.90	\$93.63	\$96.43	\$99.33	\$102.31	\$105.38
0001 DM00	Web Designer	HR	\$85.36	\$91.72	\$94.47	\$97.30	\$100.22	\$103.23	\$106.33	\$109.52	\$112.80	\$116.19
0001 DN00	Web Project Manager	HR	\$90.40	\$97.13	\$100.04	\$103.04	\$106.13	\$109.32	\$112.60	\$115.97	\$119.45	\$123.04
0001 DO00	Web Software Developer	HR	\$107.93	\$115.97	\$119.45	\$123.04	\$126.73	\$130.53	\$134.44	\$138.48	\$142.63	\$146.91
0001 DP00	Webmaster	HR	\$96.98	\$104.20	\$107.33	\$110.55	\$113.86	\$117.28	\$120.80	\$124.42	\$128.15	\$132.00
0001 DQ00	Wide Area Network Administrator	HR	\$81.31	\$87.37	\$89.99	\$92.69	\$95.47	\$98.33	\$101.28	\$104.32	\$107.45	\$110.67

Attachment J.2

**SMALL, HUBZone, SMALL DISADVANTAGED, WOMEN-OWNED SMALL,
VETERAN-OWNED SMALL BUSINESS & SERVICE DISABLED VETERAN OWNED
SMALL BUSINESS CONCERNS**

SUBCONTRACTING PLAN

Global Strategies Group (North America), Mission Systems Division, Inc., a wholly-owned subsidiary of Global Defense Technology & Systems, Inc. (hereinafter referred to as "GTEC")

I. IDENTIFICATION DATA:

Company Name: Global Strategies Group (North America) Inc.
a wholly-owned subsidiary of Global Defense Technology & Systems, Inc. (GTEC)
DUNS: 048010532

Address: 1501 Farm Credit Drive
Suite 2300
McLean, VA 22102

Date Prepared: November 18, 2010

Item/Service: Information Technology

Solicitation Number: NIH CIO-SP3 NIHJT2010001

Estimated Contract Dollar Value: \$2,000,000,000

Individual Contract Period: Ten (10 Years)

TYPE OF PLAN: (Check only one)

_____ **COMMERCIAL PRODUCTS PLAN:** Used when the company sells large quantities of commercial off-the-shelf commodities to many government agencies. Goals are negotiated on a company-wide basis. Plan is done annually, effective during the company's fiscal year, approved by the first Federal agency awarding a contract for commercial products during the contractor's fiscal year, and is applicable to every additional Federal contract for commercial products awarded to that contractor during the contractor's same fiscal year. A new plan must be obtained and approved 30 days prior to the expiration of the current plan.

 X **INDIVIDUAL CONTRACT PLAN:** Covers the entire contract period (including option periods), applies to a specific contract, and has goals which are based on the company's planned subcontracting and purchasing in support of the performance of a specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

_____ **INDIVIDUAL CONTRACT PLAN INCORPORATING MASTER PLAN:** Master plans containing all the required elements of an individual contract plan, except goals, may be incorporated into individual contract plans providing the master plan has been approved. A master plan must be approved once every three years. Once incorporated into a contract with specific goals, it is valid for the life of the contract.

Table of Contents

1.0	Introduction	4
2.0	Global Strategies Group (North America), Inc. a wholly-owned subsidiary of Global Defense Technology & Systems, Inc. (GTEC)	4
3.0	GTEC Small Business Achievements	4
4.0	GTEC’s Commitment to Small Business Participation on CIO-SP3	5
5.0	GTEC’s Small Business Teammates on CIO-SP3	5
6.0	GTEC’s Approach to Ensure Small Business Goals are Achieved on CIO-SP3	6
6.1	Task Order Planning Phase	7
6.2	Task Order Subcontract Award Phase.....	10
6.3	Task Order Performance Management Phase	10
7.0	GTEC’s Approach for Seeking and Identifying New Subcontractors	12
7.1	Mentor-Protégé Agreements	13
8.0	Identification Data	13
9.0	Agency Approval	18

1.0 Small Business Subcontracting Plan Introduction (L.4, M.4)

This individual subcontracting plan is submitted in compliance with FAR 52.219-9 “Small Business Subcontracting Plan” and FAR 52.219-8 “Utilization of Small Business Concerns.” Global Strategies Group (North America), Inc. a wholly-owned subsidiary of Global Defense Technology & Systems, Inc. (GTEC) is committed throughout all levels of the corporation to achieving the policy of the NIH that Small Businesses (SB), Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Veteran-Owned Small Businesses (VOSB), Service-disabled Veteran-owned Small Businesses (SDVOSB), and Historically Underutilized Business Zone Small Businesses (HUBZone), be given the maximum practicable opportunity to participate as subcontractors in the performance of the Chief Information Officer – Solutions and Partners (CIO-SP3) contract. Historically, GTEC has been very successful in utilizing its small business partners across its programs. Our actual results have been significantly higher than the goals set by the Small Business Administration and we will continue to exceed those goals on the CIO-SP3 program. For instance, for the Intelligence Solutions business unit of GTEC which holds the majority of GTEC’s IDIQ contracts, over 75% of all subcontracted dollars over the past two years were awarded to Small Businesses. Further, the breakdown of the allocation of these subcontracted dollars is shown in [Figure 1](#) below:

Classification	Total	Percentage
Small Business Concerns	\$22,206,085	75%
Large Business Concerns	\$7,359,609	25%
Total	\$29,565,694	100%
SDB	\$5,814,439	20%
WOSB	\$6,305,310	21%
VOSB	\$7,543,030	26%
SDVO	\$2,508,824	8%

Figure 1. Example of GTEC’s subcontracted dollars over the past two years.

As a result, our goals are aggressive yet achievable in most of the small business types identified herein.

2.0 Global Strategies Group (North America), Inc. a wholly-owned subsidiary of Global Defense Technology & Systems, Inc. (GTEC)

GTEC has been strengthening national security and supporting mission critical programs for the last 40 years through developing and integrating innovative technologies, systems, intelligence tools analysis and decision support to our government Clients CONUS and OCONUS. With 813 employees and annual revenue of \$212.8M for 2009, we support NITAAC’s vision of providing full lifecycle support to the health and biomedical-related IT needs of Federal agencies by leveraging our broad capabilities in mission critical services, proactively managing and marketing the CIO-SP3 vehicle, and delivering innovations through task orders that support increased integration, security, and efficiency of Federal health services. With a strong financial corporate track record, we have developed a broad technology-oriented business base and sustained an enviable record of growth by responding to customer needs and continually expanding into new markets while remaining at the forefront of technological innovation. We have more than 100 active contracts and task orders.

3.0 GTEC Small Business Achievements

GTEC places a high priority on establishing effective subcontracting relationships to complement our performance capabilities and to support our clients in meeting their small business subcontracting goals. From 2001 through 2009, the Intelligence Solutions business unit of GTEC which holds the majority of GTEC’s IDIQ contracts awarded an average of 75% of all subcontracted dollars to small businesses.

We have a Small Business Subcontracting Office committed to adding new firms for participation in company-wide subcontracting and procurement. This office is headed by our Small Business Liaison Officer, Ms. Teri Smith, who has been recognized as having an outstanding level of accomplishment and service to the Small Business community, including multiple NIH major programs. Ms. Smith works closely with the enterprise IDIQ PMO and the IDIQ PMs when administering subcontracts of this scope and size. Ms. Smith administers Non-Disclosure, Teaming and Subcontract Agreements for all subcontracts to include subcontract vehicles, and on-boards additional teaming partners as Task Orders are bid. Key organizations that Ms. Smith has participated with and been

recognized by include the General Services Administration, DCAA, DCMA, VA, TSA, DOJ, USAID, DISA, and CIFA. Her talents and that of her organization will be an integral part of our CIO-SP3 team.

GTEC consistently exceeds its small business subcontracting goals. Our proven performance in meeting subcontracting requirements, combined with the methods and approaches contained in this plan, should give the NIH the confidence that we will meet our small business subcontracting goals on the CIO-SP3 contract. Our past history illustrates our consistency in exceeding small business participation goals. We are fully committed to maintaining and improving this successful track record in the future.

4.0 GTEC’s Commitment to Small Business Participation on CIO-SP3

We have set our revenue target for small business participation at 50% of all subcontracted dollars for the CIO-SP3 contract. This aggressive target is substantiated by our proven record as shown in [Section 1.0](#). This is well above the 28% goals reflected in the solicitation. We will also formally engage with the Office of Small and Disadvantaged Businesses Utilization to validate and enhance our small business subcontracting plan after contract award. We will actively research, pursue and implement new ideas and innovations that will enhance and continuously improve our small business partner network.

A comparison of the NITAAC subcontracting goals and GTEC’s subcontracting goals on the CIO-SP3 contract for each business category is shown in [Figure 2](#).

PER CONTRACT PERIOD			
	Dollars* (\$M)	NIH Goal	GTEC Goal
A. Total Estimated Contract Value	\$200		
B. Planned Subcontract Dollars	\$100	%	50%
C. Planned Subcontract Dollars to Large Business (Percent of Subcontract Dollars)	\$50	%	50%
D. Planned Subcontract Dollars to Small Business (Percent of Subcontract Dollars)	\$25	28%	50%
D.1 HUBZone Small Business (HUBZone) (Percent of Subcontract Dollars)	\$3	3%	3%
D.2 Small Disadvantaged Business (Percent of Subcontract Dollars)	\$7	5%	7%
D.3 Woman-Owned Small Business (WOSB) (Percent of Subcontract Dollars)	\$7	5%	7%
D.4 Veteran-Owned Small Business (VOSB) (Includes SDVOSB) (Percent of Subcontract Dollars)	\$7	3%	7%

* Dollars based on \$2B over 10 years, \$200M per year.

Figure 2. GTEC’s Subcontracting Goals for CIO-SP3

5.0 GTEC’s Small Business Teammates on CIO-SP3

GTEC selected our small business partners for CIO-SP3 based on (1) their breadth and depth of core competencies and ability to successfully support the functional areas of the CIO-SP3 RFQ; (2) the specific small business category in which each subcontractor is classified and their contribution in meeting NITAAC and GTEC subcontracting goals; and (3) their strong record of past performance on other relevant contract efforts. [Figure 3](#) shows each small business subcontractor on the CIO-SP3 Team, the GTEC rationale for selecting them, and the small business categories in which they are classified.

Service-Disabled Veteran-Owned Small Business: <i>DigiFlight</i>	Rationale for Selection to the GTEC CIO-SP3 Team: <i>DigiFlight, Incorporated is a Small Business Administration (SBA) certified 8(a) corporation and Service-Disabled Veteran-Owned Small Business. The company was founded in 2003. DigiFlight’s key lines of business include Acquisition and Program Management Support; Systems Engineering/Integration; Test and Evaluation/Independent Verification and Validation; Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR); and MAIS Cyberspace Operations/Information Assurance Test and Evaluation.</i>
Woman-Owned Small Business Partner:	Rationale for Selection to the GTEC CIO-SP3 Team: <i>Dowless & Associates is a woman-owned small-business, founded in 1994 and incorporated in 1999. Dowless & Associates’ competencies include Information</i>

<p><i>Dowless & Associates</i></p>	<p><i>Systems Security Engineering, Software Development and Training and Curriculum Development. Dowless & Associates provides the latest in enterprise solutions for information systems security, systems engineering and integration, software development and support activities. This includes custom training and curriculum development engagements for unique products and integrated solutions. Dowless & Associates has extensive experience within the Federal IT sector and we understand the unique security environment in which government agencies operate.</i></p>
<p>Woman-Owned Small Business Partner: <i>F1 Computer Solutions, Inc.</i></p>	<p>Rationale for Selection to the GTEC CIO-SP3 Team: <i>F1 Computer Solutions, Inc. is a woman-owned small business that specializes in developing, integrating, delivering, and supporting a wide range of applications, network systems and infrastructure solutions. F1 Computer Solutions has technology partnerships to bring to CIO-SP3 that include, Cisco, Microsoft, Dell, AT&T, Barracuda, HP, Symantec, and BICISI.</i></p>
<p>Veteran Owned Small Business Partner: <i>Missing Link Security (MLS)</i></p>	<p>Rationale for Selection to the GTEC CIO-SP3 Team: <i>MLS is a veteran-owned small business that has been serving the government since 1995. MLS' unique blend of experts in information, physical, and personnel security assure that all aspects of security are considered when implementing a security posture. MLS specializes in security policy and processes, certification and accreditation, security audits, security operations, continuous monitoring, security testing, and forensics. MLS has a staff of cleared personnel who are experts in cyber security. MLS clients include the Federal Bureau of Investigation, the National Cyber Security Division and the Office of Health Affairs of Homeland Security, and the Patent and Trademark Office of Department of Commerce.</i></p>
<p>Woman-Owned Small Business Partner: <i>Strohmer Consulting, LLC</i></p>	<p>Rationale for Selection to the GTEC CIO-SP3 Team: <i>Strohmer Consulting, LLC is a woman owned small business who delivers innovative Information Technology services to government and industry clients. Their capabilities include Information Assurance, Cyber-Security, and Governance. Strohmer Consulting employs Engineers, Analysts, Computer Scientists, and Technologists who hold one or more of the following certifications: Certified Information System Security Professionals (CISSPs), Certified Information Systems Auditors (CISAs), Certified Project Manager Professionals (PMPs), Certified in the Governance of Enterprise IT (CGEITs), Cisco Certified Network Associates (CCNAs), Cisco Certified Security Professional (CCSPs), and Certified Information Privacy Professional (CIPPs).</i></p>

Figure 3. Small Business Partner Team

6.0 GTEC’s Approach to Ensure Small Business Goals are Achieved on CIO-SP3

GTEC employs a proven and systematic process when selecting our small business subcontractors for participating on CIO-SP3 task orders. Our approach is customized to the needs of a GWAC contract. We understand that while we have chosen qualified teammates, we still need to enter into subcontracting agreements based on a quality selection process that enables us to choose the right subcontractor, capable of providing the services that make our customers successful while also meeting our subcontracting goals in each business category. In order to effectively and efficiently engage in subcontracting agreements, Ms. Smith works closely with the enterprise IDIQ PMO and the PM, Mr. Tim Jones. Ms. Smith was in charge of executing all of the teaming agreements for our current small business partners. She is intimately familiar with their companies histories’, capabilities and past experience which is documented and uploaded into Sub-Q, a database Ms. Smith maintains that stores the capabilities and information on former, current, and potential subcontractors. Sub-Q is also accessible through the enterprise Task Order Management Information System (eTOMIS™), an automated task order management collaboration and communications tool managed by the enterprise IDIQ PMO to communicate with the current team and help manage the selection of teammates to subcontract on specific Task Order Opportunities. The detailed Task Order Subcontractor Selection Process is outlined in [Section 7](#).

Ms. Smith is in routine contact with our teammates and together with the PM, Mr. Jones, we fully explain our management procedures, workmanship standards, cost and schedule controls, and performance objectives prior to entering into any subcontractor agreements. In this way, our small business subcontractors are fully aware of our management and technical plans including cost, schedule, and quality controls. We include our subcontractor partners in all performance reviews and conduct open discussions on all matters involving our joint efforts.

For new work brought to the CIO-SP3 contract as a result of marketing activities conducted solely by a specific subcontractor, that subcontractor will be granted the right to compete for this work as a subcontractor to GTEC and subsequently manage, staff, and perform the project as a whole, without additional direct project management or

project staffing from GTEC if the subcontractor so desires. In consideration of this “pass-through” arrangement, GTEC will apply a reasonable markup for any direct labor, overhead, general & administrative expense, materials and handling charge and fee established as a percentage of task order funding. There are three phases in our small business subcontract management approach: (1) Task Order Planning Phase, (2) Task Order Subcontract Award Phase, and (3) Task Order Performance Management Phase. The specific objectives, business processes, and tools used in implementing each phase are discussed below.

6.1 Task Order Planning Phase

In the Task Order Planning Phase, shown in [Figure 4](#), the GTEC Team analyzes CIO-SP3 task order requirements, breaks down the work required, reviews small business subcontractor capabilities, and then selects the integrated team for developing the task order proposal.

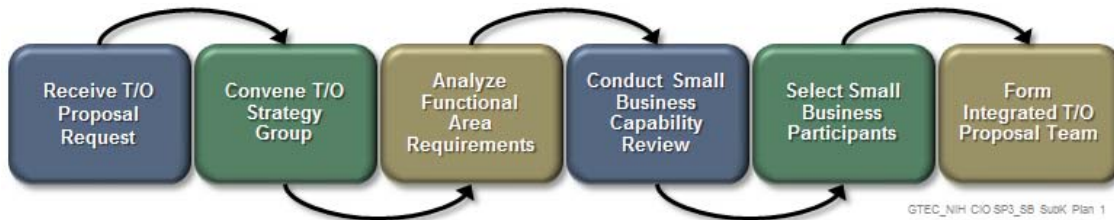


Figure 4. Task Order Planning Phase

Receive T/O Proposal Request: Under the CIO-SP3 contract, each prime contractor receives a fair opportunity to be considered on each task order. When GTEC receives a request for task order proposal from NITAAC, it is immediately uploaded into eTOMISTM by the enterprise IDIQ PMO and automatically distributed to all of the GTEC CIO-SP3 internal decision makers and all of our teaming partners. Since all of our teaming partners have access to eTOMISTM on day one, when task orders are issued, they can be viewed immediately and each team member can express interest in the opportunity and submit to the GTEC CIO-SP3 internal decision makers via eTOMISTM as seen in [Figure 5](#).

Title *	INSight Support
Solicitation Number *	received via email
Task Leader	<input checked="" type="radio"/> Yes <input type="radio"/> No
Incumbent	<input checked="" type="radio"/> Yes <input type="radio"/> No
Describe Relationship with Customer	<div style="border: 1px solid gray; padding: 2px;">Test</div>
Recent/Relevant Experience	<div style="border: 1px solid gray; padding: 2px;">Test</div>
Contract Vehicle *	CIO-SP3
Review Status	Reviewed - Yes, we will pursue
Company/POC Information (included name, email & phone number)	<div style="border: 1px solid gray; padding: 2px;"></div>
Workflow Status	Workflow has been completed

Created at 2/23/2010 3:11 PM by [Task Management User 3](#)
Last modified at 2/23/2010 3:12 PM by [Task Management User 3](#)

Figure 5. Example of Expression of Interest Form

Convene the CIO-SP3 Task Order Strategy Group: While the teammates are assessing the Task Order Requirements and submitting their Expression of Interest to participate on the task order the GTEC Program Manager convenes a Task Order Strategy Group (TOSG). The TOSG consists of the CIO-SP3 PM and technical subject matter experts based on the performance and technical objectives of the task order.

Conduct Functional Area Requirements Analysis: The TOSG analyzes the requirements of the CIO-SP3 task order and develops a level-3 work breakdown structure (WBS) that reflects the products and services required to meet task order performance objectives. The TOSG carefully reviews task order performance metrics, incentives, and monitoring approaches to thoroughly understand how the customer’s performance-based acquisition process is being implemented on the task order. The TOSG also conducts a “first-cut” risk assessment to identify high risk/high value aspects of the task order. The risk assessment information is used to determine roles and responsibilities of the GTEC Team on the task order. The end goal of the Functional Area Requirements Analysis is a documented WBS with clear indication of GTEC’s role as a prime contractor and the small business subcontractor needs.

Perform Small Business Capability Review: Using the Functional Area Requirements Analysis, and the pool of small business partners that have expressed interest in the Task Order, the TOSG then performs a small business capability review to determine which teammates are the best value providers for the WBS elements designated for small business. The Group already has access to the small business’ histories, capabilities and past performance through eTOMIS™, which houses the subcontractor capability and the Expression of Interest forms. If the pool of interested small businesses is not sufficient, we review our Sub-Q database for other qualified small businesses. Based on review of the Capability Form below (see [Figure 6](#)) and the information relayed in the Small Business Expression of Interest and personal interviews by the PM, we are able to make the determination of which partner(s) is/are the right fit for the task order. The process ensures thoroughness, consistency, and fairness in determining the best subcontractor(s) to perform the work elements of the task order.

Small Business Form

Corporate Information	
Company Name:	
Contact POC Name:	
Contact Email:	
Contact Phone:	
Company Web Address:	
Address:	
DUNS	
Primary NAICS Code	
Business Classification and Certifications	
Active SBA Certifications (must include expiration date)	
8(a) <input type="checkbox"/>	Expiration Date: <input type="text"/>
8(a) Joint Venture <input type="checkbox"/>	Expiration Date: <input type="text"/>
SDB <input type="checkbox"/>	Expiration Date: <input type="text"/>
HUBZone <input type="checkbox"/>	Expiration Date: <input type="text"/>
Additional Small Business Classifications	
Small Business <input type="checkbox"/>	
Self-Certified SDB <input type="checkbox"/>	
VOSB <input type="checkbox"/>	
SDVOSB <input type="checkbox"/>	
Woman Owned <input type="checkbox"/>	
Minority Owned <input type="checkbox"/>	
Minority Owned: Native American <input type="checkbox"/>	
Native American: Tribally Owned <input type="checkbox"/>	
Native American: ANC Owned <input type="checkbox"/>	
Native American: NHO Owned <input type="checkbox"/>	
Native American: Other <input type="checkbox"/>	
Other (include name of certifying entity): <input type="text"/>	
Quality Assurance Standards	
Active Quality Assurance Certifications	
ANSI/ASQC Z1.4 <input type="checkbox"/>	
MIL-Q-9858 <input type="checkbox"/>	
ISO-9000 Series <input type="checkbox"/>	
ISO 10012-1 <input type="checkbox"/>	
MIL-STD-45662A <input type="checkbox"/>	
CMI (Level 1) <input type="checkbox"/>	
CMI (Level 2) <input type="checkbox"/>	

Figure 6. Small Business Capability Review Form

Select Small Business Participants: Once the TOSG has completed its Team Member capability reviews, the members discuss and reach consensus on the subcontractors that provide the best value for accomplishing the WBS work elements for the task order. Preference is given to Small Business Team Members who are identified and they are given a scoring adder that increases their Total Capability Score--a key element of those best value discussions is GTEC's current progress in achieving percentage goals in each small business subcontractor business category.

Form Integrated Task Order Proposal Team: GTEC's PM notifies all large business and small business subcontractors selected to participate. The PM establishes an integrated task order proposal team and ensures that roles and responsibilities are clearly assigned to each member. To ensure clarity on the scope of work assigned to each selected subcontractor, the GTEC Contract Administrator issues draft task order agreements. The draft task order agreements are finalized and signed if NIH awards the task order to the GTEC Team.

6.2 Task Order Subcontract Award Phase

In the Task Order Subcontractor Award Phase, shown in [Figure 7](#), the GTEC Team carefully analyzes the awarded CIO-SP3 task order, flow down clauses, applicable performance standards/metrics and incentive structures to the subcontractor teammates, and establishes a quality assurance surveillance approach used by the GTEC PM to monitor the small business partners' progress and success in meeting the assigned task order performance objectives.

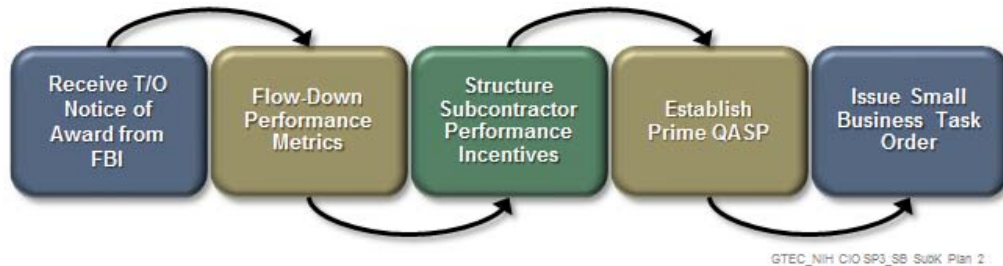


Figure 7. Task Order Subcontractor Award Phase

Receive Task Order Notice of Award from NIH: When GTEC receives the task order award announcement from NIH, the Program Manager notifies each member of the team and schedules a task order kickoff meeting. The purpose of the kickoff meeting is to update team members on any changes in task order scope or approach, discuss business-related action items, and resolve any issues or questions from subcontractors. The PM must ensure that small business subcontractors are thoroughly prepared to begin work on the task order. This includes establishing reasonable schedule milestones for small business subcontractors to “ramp up” their personnel during the initial transition to full operational capability on the awarded task order.

Flow-Down Performance Metrics to Subcontractors: GTEC is committed to successfully implementing performance-based acquisition (PBA) structures on each CIO-SP3 task order. For PBA to be successful, performance metrics and objectives that are contractually assigned to GTEC as the prime must be appropriately flowed-down to each subcontractor supporting the task order. Flowing-down metrics to each subcontractor helps ensure that accountability for performance is applied throughout all levels of the GTEC task order team. Flow-down metrics must be clearly documented in GTEC’s task order agreements with each subcontractor. The GTEC PM again ensures small business subcontractors are thoroughly prepared to receive and implement any flow-down metrics for which they are contractually responsible.

Structure Subcontractor Performance Incentives: In CIO-SP3 task orders where GTEC is assigned a structured NIH performance incentive, those incentives are appropriately allocated to each subcontractor on the team based on their assigned scope of work. Subcontractor incentives are clearly documented by the Contract Administrator in task order agreements with each subcontractor. The GTEC PM ensures small business subcontractors thoroughly understand their performance incentives and what they must accomplish during task order performance to successfully earn the incentive.

GTEC Quality Assurance Surveillance Plan (QASP): The QASP documents the specific monitoring methods, techniques, and tools used by the GTEC PM to monitor each subcontractor’s progress and success in meeting their performance metrics and objectives on the task order.

Issue Small Business Task Orders: Once performance metrics and objectives, incentive structures, and quality assurance surveillance approaches are determined for each subcontractor, they are accurately incorporated in each subcontract task order agreement. GTEC’s Senior Vice President of Contracts, Mr. Mike Weixel, ensures that applicable terms and conditions are incorporated in our task order subcontracts, and monitors the administrative aspects of subcontractor activities.

6.3 Task Order Performance Management Phase

In the Task Order Performance Management Phase, shown in [Figure 8](#), the GTEC PM and Contract Administrator conduct day-to-day monitoring of subcontractor task order responsibilities, ensure regular communication and

feedback with each small business subcontractor, implement subcontractor performance incentive structures and issue subcontractor payments, and collect and document small business subcontractor past performance.

Monitor Subcontractor Performance:

Based on the subcontractor QASP, the GTEC PM closely monitors and assesses each small business subcontractor’s performance on the task order team. This includes conducting technical and management program reviews and audits of subcontractor performance which are scored according to their meeting of the requirements to determine subcontractor compliance with contract requirements, and completion of technical efforts in compliance with major project milestones.



Figure 8. Task Order Performance Management Phase

GTEC requires timely and accurate technical, schedule, and cost reporting progress against performance metrics by each subcontractor. This mandatory reporting process provides timely, proactive reviews of subcontractor performance progress, product quality, and cost status. Trends in schedules, cost, quality, and technical performance are closely monitored by our PM and his management staff. Possible problems in staffing, schedules, or costs are analyzed, and corrective action is implemented immediately. The corrective action may include assignment of more personnel, increased assistance from other team resources, or realignment of interim milestones between various task orders. Through these procedures, we gain intimate knowledge of the subcontractor’s progress in fulfilling all task requirements within the established work schedules and funding ceilings.

Implement Performance Incentives and Issue Payments: Based on the performance incentive structure contained in each subcontract task order, the GTEC PM and Contract Administrator are responsible for implementing the performance incentive structures and issuing timely payments on each task order subcontract. GTEC is extremely sensitive to the cash flow needs of each small business subcontractor and ensures they are paid for their services fairly, promptly, and in accordance with contract incentive structures.

Measure & Evaluate Subcontractor Performance: GTEC believes the best indicator of future success in supporting our NIH customers is the level of performance and customer satisfaction on current and past relevant efforts. The GTEC PM implements a Task Order Past Performance Evaluation process to document the subcontractors’ record of performance on each task order. An example of this documentation is shown in [Figure 9](#). This information is collected and retained for use in future task order subcontractor capability reviews and teaming decisions.

Subcontractor:		Customer:	
Master Subcontract No:	Subcontract Task Order No.	Task Order Name:	
GTEC Program Manager Name/Email		Subcontractor Program Manager Name/Email:	
Subcontractor Performance Evaluation: 1 = Unsatisfactory 2 = Marginal 3 = Satisfactory 4 = Good 5 = Excellent Score			
The subcontractor’s record of providing a product or service that met mission requirements			
Comments:			
The subcontractor’s record of providing a product or service that met the required level of quality required by the task order.			
Comments:			
The subcontractor’s responsiveness to GTEC and customer concerns and issues, and related business relations.			
Comments:			

<p>The subcontractor's record of providing overall management of the task order, the contracting resources, and delivery performance, to include management of key lower tier subcontractors, if applicable.</p> <p>Comments:</p>	
<p>The subcontractor's ability to recruit and maintain a quality IT staff throughout the task order.</p> <p>Comments:</p>	
<p>The subcontractor's ability to deliver at the agreed upon price/cost of the task order, or the subcontractor's allotted price/cost of the task order.</p>	
<p>The subcontractor's ability to deliver a service or product according to the agreed schedule. The cause of any schedule variances will be examined to determine the extent to which the subcontractor delivered services or products in accordance with the task order schedule.</p>	
<p>Would you recommend using this subcontractor again on future task orders? Please comment.</p>	

Figure 9. Subcontractor Task Order Past Performance Evaluation Form

7.0 GTEC's Approach for Seeking and Identifying New Subcontractors

To ensure that we identify small businesses that provide diversity in terms of size, business ownership status, and technical capabilities, and promote their opportunities to support contract tasking, GTEC's Small Business Liaison Office, headed by Ms. Smith, established a number of initiatives for simplifying the teaming process. Ms. Smith maintains and manages our extensive subcontractor database, Sub-Q. The database stores the core capabilities and information on former, current and potential subcontractors and is also available through eTOMIS™. Our delivery and business development personnel continuously meet and evaluate firms that may be appropriate to fill unique and special needs. The information and a rating based on company qualifications/recommendations are put into Sub-Q where the records are accessible to the PM, Business Development and Task Order Managers through eTOMIS™. Sub-Q is continually refreshed with capable companies using our extensive industry contacts, relationships with professional organizations and industry affiliations like FedSources, INPUT, trade shows, conferences, and employee experience and knowledge of known firms. Because of our rapid growth and fair and effective partnering and participation in industry we are frequently approached by potential teaming partners. Many of these companies have customer relationships and opportunities, but may not have a vehicle to utilize to deliver the work. These companies can register with GTEC through our external website where their history, core capabilities and qualifications are submitted or they can reach out directly to Ms. Smith. Whether we approach potential subcontractors or they approach us, we are only focused on considering those subcontractors that consistently deliver high-quality services and solutions and share our commitment to ISO and CMMI standards and best practices. As seen in Section 5.0 for the Basic Contract we have already spent the last six month reviewing companies in our Sub-Q database, and meeting with potential partners that have the specific capabilities, resources and socioeconomic status that fit the requirements of the ten task areas of CIO-SP3 and will enable us to achieve our 50% small business subcontracting goal. Should the need arise through Task Order requirements that we need additional small businesses with additional/specialized resources and/or expertise on our team, we will on-board additional companies, using the selection process outlined in Section 6.0.

Methods Used to Identify New Small Business Sources

The following outreach efforts are used to identify small businesses:

- Contacts with minority and small business trade associations
- Contacts with business development organizations
- Attendance at small and minority business procurement conferences and trade fairs
- Involvement with the Virginia SBDC network which is the most extensive business development program in the Commonwealth of Virginia. The network is a partnership between the [U.S. Small Business Administration](#), [George Mason University-Mason Enterprise Center](#) at the [School of Public Policy](#) and premier local host organizations throughout Virginia

- Sources requested from DoD’s Central Contractor Registration (CCR) system, Dynamic Small Business Search (formerly known as PRO-NET)

7.1 Mentor-Protégé Agreements

GTEC has a rich history of supporting small businesses in a variety of ways including establishing mentor-protégé agreements to support business growth and strategic planning. GTEC has mentor-protégé agreements with a variety of small businesses (See Chart below).

Mentor Protégé Agreements	Associated Program
Madison System Solutions, Inc.	FBI IDW
iSystems	FBI IDW
Krozak	FBI TSC
Helios	DHS UA

8.0 Identification Data

Plan Administrator:

Name:	Mike Weixel
Title:	Senior Vice President of Contracts & Procurement
Address:	1501 Farm Credit Drive, Suite 2300, McLean, VA 22102
Telephone:	703-738-2892

The Plan Administrator has general overall responsibility for the subcontracting program, i.e., developing, preparing, and executing individual subcontracting plans and monitoring performance relative to the requirements of this particular plan. The Administrator’s duties include the following actions to ensure a good faith effort is performed in attaining the plan’s goals:

- Ensure SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses are provided an equitable opportunity to compete for GTEC subcontracts.
- Work with Ms. Teri Smith, Small Business Liaison Officer for GTEC, to develop and promote GTEC’s policies that demonstrate the company’s commitment for awarding contracts/subcontracts to SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns.
- Supervise or conduct employee training and motivation regarding utilization of SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns. Arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
- Maintain source lists, guides and other data (i.e., vendor size certifications) that identify SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns. Develop and maintain bidders’ lists of SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns. Contact appropriate organizations (i.e., DoD’s CCR system, Dynamic Small Business Search (--formerly known as PRO-NET)) to identify additional SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses as required.
- Ensure that subcontract procurement packages permit the maximum possible participation of SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit participation by SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns.
- Ensure that GTEC solicitation terms and conditions (i.e., format, wording, response time, specifications, quantities, delivery schedules, and terms of payment) are sufficiently simple and attainable to attract maximum SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses response.
- Review each planned procurement (subcontract or purchase order) of \$10,000 or more to ensure maximum solicitation from SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses, and at a minimum, all reasonable efforts are made to:
 - Identify and solicit at least one SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business source for each item or service previously procured from a large business “single source.”

- Solicit at least three SBs and one SDB for each procurement where adequate competition is known to exist.
- Ensure that when SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business source lists are excessively long, reasonable efforts are made to give all these firms an opportunity to compete over a period of time.
- Give each newly identified SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business source an opportunity to compete at the earliest possible date.
- Provide notice to subcontractors concerning penalties for misrepresentation of business status as SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses, for the purpose of obtaining a subcontract.
- Establish and maintain subcontract award records.
- Arrange corporate participation in trade associations, business development organizations, conferences, and trade fairs to locate SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business sources.
- Counsel and discuss subcontracting opportunities with potential SB, SDB, WOSB, VOSB, SDVOSB, HBCU, MI, and HUBZone small businesses, and arrange appropriate GTEC assistance (i.e., technical, financial, management, etc.) to these firms as required and practicable.
- Serve as a member of the GTEC make or buy committee to ensure timely consideration of the potentialities of SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses.
- Review each subcontract of \$500,000 or more planned for award to a large business to ensure that the solicitation includes the FAR 52.219-9 clause or equivalent.
- Review, approve, and monitor large business subcontractor-subcontracting plans when required.
- Perform semiannual internal audits of GTEC compliance with all current SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business program requirements and semiannual reviews of progress toward attaining goals.
- Prepare and submit timely reports.
- Coordinate/participate in activities during compliance review by Federal agencies.

Indirect Costs

The subcontracting plan goals, as proposed herein, do not include indirect costs.

Equitable Opportunity

GTEC is committed to providing equitable opportunities to SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses in accordance with Public Law 99-661, Section 1207, and Public Law 100-180, Section 806.

Efforts which GTEC makes to assure that SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concerns have an equitable opportunity to compete for subcontracts are outlined in the paragraphs below and demonstrated by the records and exhibits in this plan.

Clauses Inclusion and Flow Down

GTEC agrees to include the clause at FAR 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities and that require all subcontractors (except SB concerns), who receive subcontracts in excess of \$500,000 to adopt a plan that complies with FAR 52.219-9, "Small Business Subcontracting Plan."

GTEC provides notice, as required by FAR 52.219-9(e) (4) and in accordance with FAR 52.219-1(c), to subcontractors concerning penalties and remedies for misrepresentation of business status as SB and SDB for the purpose of obtaining a subcontract.

Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal Law that specifically references section 8(d) for a definition of program eligibility, shall—:

- (1) be punished by imposition of a fine, imprisonment, or both

- (2) be subject to administrative remedies, including suspension and debarment; and be ineligible for participation in programs conducted under the authority of the Act.

Reporting and Cooperation

GTEC agrees to:

- Cooperate in any studies or surveys as may be required
- Submit periodic reports in order to allow the customer to determine compliance with this subcontracting plan
- Submit SF 294 and SF 295 in accordance with the instructions on the forms
- Ensure that subcontractors agree to submit SF 294 and SF 295 reports when applicable
- If required, the SF 294 and 295 reports will be entered in the Electronic Subcontracting Reporting System, available on line at <http://www.esrs.gov>.

Record Keeping

GTEC maintains the following types of records to demonstrate procedures adopted to comply with the requirements and goals in the subcontracting plan. The records include, but are not limited to:

- SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business concern source lists, guides, and other data identifying such vendors
- Organizations contacted for SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small business sources.

Subcontracts or purchase orders over \$100,000 which document:

- Whether SB concerns were solicited, and, if not, why not
- Whether HUBZone small business concerns were solicited and, if not, why not
- Whether SDB concerns were solicited and, if not, why not
- Whether WOSB concerns were solicited and, if not, why not
- Whether VOSB concerns were solicited and, if not, why not;
- Whether SDVOSB concerns were solicited and, if not why not
- Reasons for the failure of solicited concerns to receive the subcontract award
- Records to support subcontract award data including the name, address, and business size of each subcontractor

Internal activities to:

- Guide and encourage purchasing personnel
- Monitor activities to evaluate compliance
- Conduct workshops, seminars and training programs
- Rigorously maintain source lists and guides of SBs and other identifying data in order to actively solicit the companies on the lists for procuring products and services over the life of a contract

We also continually look for new resources for identifying potential subcontractors. The Internet, in particular, has broadened our knowledge of and accessibility to SB concerns nationwide.

Subcontractor Cost Controls

An essential aspect of GTEC's control of subcontractor cost is the control maintained over the subcontractors' cost progress, as manifested by reviewing project completion against expenditures; close coordination of problem areas to prevent cost overruns and identify alternate approaches; and validation of the subcontractor's cost accounting system and invoice validation procedure. Any deviation from the budget signals a need for discussions about the cause of the deviation and its impact on the projected completion schedule. GTEC will be fully and continuously aware of our proposed subcontractors' cost progress. We support a clearly defined method for implementing corrective actions up to and including stop-work orders, if required, to ensure effective cost control by our

subcontractor. In order to achieve this, all subcontractors will be required to submit weekly timesheets that reflect the actual hours worked by individual and will be entered into our new enterprise accounting system, CostPoint, which will provide GTEC with a significantly improved exact functionality for all of our project business needs. CostPoint is much more than a simple accounting system, it is a sophisticated Enterprise Resource Management (ERP) system specifically designed for project driven businesses.

In order to ensure that this subcontractor cost control is as efficient as possible and meets the needs of you, the Customer, GTEC will be implementing a new subcontract cost tracking module with the introduction of the DataCall, an Executive Information System (EIS) that will complement CostPoint enterprise system and provide data at various organizational or functional levels specified. Importantly, this data can be “rolled up” to higher levels, or “drilled down” to lower levels, providing reports with varying degrees of detail as required. This new system is extremely effective and allows real-time review on a semi-monthly basis of costs incurred and provides immediate feedback to the Program Manager of the cost status to include subcontractor costs.

Timely Payments to Subcontractors

GTEC uses procedures to ensure timely payments of amounts due, pursuant to the terms of our subcontracts with small business concerns, as required in FAR 19.702. GTEC’s policy is to provide prompt payment to these concerns without consideration for the government’s payment to GTEC. Our target for payment of invoices to our small subcontractor business partners is 30 calendar days or sooner from receipt of a valid subcontractor invoice.

This subcontracting plan was prepared by:

Prepared by: Ms. Teri Smith, Subcontract Administrator,
Small Business Liaison Office

Telephone Number: (301) 858-1255

Fax Number: (301) 858-1233

Email Address: Teri.smith@gtec-inc.com.

Signature: 

Date: November 18, 2010

This subcontracting plan was reviewed and approved by:

Approved by: Mr. Michael J. Weixel, Senior Vice President of Contracts & Procurement

Telephone Number: (703) 738 -2892

Email Address: Mike.weixel@gtec-inc.com

Signature: 

Date: November 18, 2010

9.0 Agency Approval

This subcontracting plan was reviewed, determined to provide maximum practicable opportunity for Small Business Concerns, Small Disadvantaged Business Concerns, Women-owned Small Business Concerns, Veteran-owned Small Business Concerns, Service-disabled Veteran-owned and HUBZone businesses and approved by:

This subcontracting plan was reviewed by:

Reviewed by: Donald A Wilson
Title: Contracting Officer

Telephone Number:

Signature: _____

Date: _____

[Signature]
6/24/2011

This subcontracting plan was concurred by:

Concurred by:

Title:

Telephone Number:

Signature: _____

Date: _____

Jonathan Ferguson
Small Business Specialist HHS/ODD3U

[Signature]
7/13/11

This subcontracting plan was accepted by:

Accepted by:

Title:

Contracting Officer

Agency:

National Institutes of Health

Telephone Number:

Signature: _____

Date: _____

Edessa B. Wiley
5/2/12