

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 16	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W9128F-04-T-0017	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME LILA J ANSON		b. TELEPHONE NUMBER (No Collect Calls) (402)221-4117		6. SOLICITATION ISSUE DATE 23-Feb-2004	
9. ISSUED BY U.S. ARMY CORPS OF ENGINEERS, OMAHA DIST CONTRACTING OFFICE 106 SOUTH 15TH STREET OMAHA NE 68102-1618 TEL: 402-221-4100 FAX: 402-221-4530		CODE W9128F		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS 8(A) SIC: 8721 SIZE STANDARD: \$6M		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY CODE		12. DISCOUNT TERMS	
17a. CONTRACTOR/ OFFEROR TEL. FACILITY CODE		CODE		18a. PAYMENT WILL BE MADE BY CODE		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM		19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT		27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>4</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.		29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . . . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:		30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED		30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		TEL: EMAIL:	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED		33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42a. RECEIVED BY (Print)		42b. RECEIVED AT (Location)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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CLAUSES INCORPORATED BY REFERENCE

52.204-6	Data Universal Numbering System (DUNS) Number	OCT 2003
52.212-1	Instructions to Offerors--Commercial Items	OCT 2003
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2003
52.232-11	Extras	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.239-1	Privacy or Security Safeguards	AUG 1996
52.244-2	Subcontracts	AUG 1998
52.252-2	Clauses Incorporated By Reference	FEB 1998
252.243-7001	Pricing Of Contract Modifications	DEC 1991

CLAUSES INCORPORATED BY FULL TEXT

52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS--COMMERCIAL ITEMS (JUN 2003)
ALTERNATE I (APR 2002)

(a) Definitions. As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service-

(1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or

(2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern--

(1) That is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; or

(2) Whose management and daily business operations are controlled by one or more women.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer Identification Number (TIN) (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

(1) All offerors must submit the information required in paragraphs (b)(3) through (b)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).

(2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(3) Taxpayer Identification Number (TIN).

___ TIN:-----

___ TIN has been applied for.

___ TIN is not required because:

___ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

___ Offeror is an agency or instrumentality of the Federal Government.

(4) Type of organization.

___ Sole proprietorship;

___ Partnership;

___ Corporate entity (not tax-exempt);

___ Corporate entity (tax-exempt);

___ Government entity (Federal, State, or local);

___ Foreign government;

___ International organization per 26 CFR 1.6049-4;

___ Other-----

(5) Common parent.

___ Offeror is not owned or controlled by a common parent;

___ Name and TIN of common parent:

Name-----

TIN-----

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) Veteran-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(3) Service-disabled veteran-owned small business concern. (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (c)(2) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(4) Small disadvantaged business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(5) Women-owned small business concern. (Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, () is not a women-owned small business concern.

Note: Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.

(6) Women-owned business concern (other than small business concern). (Complete only if the offeror is a women-owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.) The offeror represents that it () is, a women-owned business concern.

(7) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:

(8) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. (Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.)

(i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it () is, () is not an emerging small business.

(ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents as follows:

(A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or

(B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).

(Check one of the following):

Average Annual

Number of Employees Gross Revenues

___ 50 or fewer ___ \$1 million or less

___ 51 - 100 ___ \$1,000,001 - \$2 million

___ 101 - 250 ___ \$2,000,001 - \$3.5 million

___ 251 - 500 ___ \$3,500,001 - \$5 million

___ 501 - 750 ___ \$5,000,001 - \$10 million

___ 751 - 1,000 ___ \$10,000,001 - \$17 million

___ Over 1,000 ___ Over \$17 million

(9) (Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns or FAR 52.219-25, Small Disadvantaged Business Participation Program-Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status.)

(i) General. The offeror represents that either--

(A) It () is, () is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It () has, () has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. (The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: _____.)

(10) HUBZone small business concern. [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(11) (Complete if the offeror has represented itself as disadvantaged in paragraph (c)(4) or (c)(9) of this provision.) (The offeror shall check the category in which its ownership falls):

___ Black American.

___ Hispanic American.

___ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

___ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

___ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

____ Individual/concern, other than one of the preceding.

(d) Certifications and representations required to implement provisions of Executive Order 11246--

(1) Previous Contracts and Compliance. The offeror represents that--

(i) It () has, () has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the and

(ii) It () has, () has not, filed all required compliance reports.

(2) Affirmative Action Compliance. The offeror represents that--

(i) It () has developed and has on file, () has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It () has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.

(f) Buy American Act--Balance of Payments Program Certificate. (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act--Balance of Payments Program--Supplies, is included in this solicitation.)

(1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--Supplies."

(2) Foreign End Products:

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(g)(1) Buy American Act--North American Free Trade Agreement--Israeli Trade Act--Balance of Payments Program Certificate. (Applies only if the clause at FAR 52.225-3, Buy American Act--North American Free Trade Agreement--Israeli Trade Act, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product as defined in the clause of this solicitation entitled "Buy American Act--North

American Free Trade Agreement--Israeli Trade Act" and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States.

(ii) The offeror certifies that the following supplies are NAFTA country end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

NAFTA Country or Israeli End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iii) The offeror shall list those supplies that are foreign end products (other than those listed in paragraph (g)(1)(ii) of this provision) as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act." The offeror shall list as other foreign end products those end products manufactured in the United States that do not qualify as domestic end products.

Other Foreign End Products

Line Item No.:-----

Country of Origin:-----

(List as necessary)

(iv) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.

(2) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate I (May 2002). If Alternate I to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian End Products:

Line Item No.

(List as necessary)

(3) Buy American Act--North American Free Trade Agreements--Israeli Trade Act Certificate, Alternate II (May 2002). If Alternate II to the clause at FAR 52.225-3 is included in this solicitation, substitute the following paragraph (g)(1)(ii) for paragraph (g)(1)(ii) of the basic provision:

(g)(1)(i) The offeror certifies that each end product, except those listed in paragraph (g)(1)(ii) or (g)(1)(iii) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act."

(g)(1)(ii) The offeror certifies that the following supplies are Canadian end products or Israeli end products as defined in the clause of this solicitation entitled "Buy American Act--North American Free Trade Agreement--Israeli Trade Act":

Canadian or Israeli End Products:

Line Item No.

Country of Origin

(List as necessary)

(4) Trade Agreements Certificate. (Applies only if the clause at FAR 52.225-5, Trade Agreements, is included in this solicitation.)

(i) The offeror certifies that each end product, except those listed in paragraph (g)(4)(ii) of this provision, is a U.S.-made, designated country, Caribbean Basin country, or NAFTA country end product, as defined in the clause of this solicitation entitled "Trade Agreements."

(ii) The offeror shall list as other end products those end products that are not U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products.

Other End Products

Line Item No.:-----
Country of Origin:-----

(List as necessary)

(iii) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25. For line items subject to the Trade Agreements Act, the Government will evaluate offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products without regard to the restrictions of the Buy American Act. The Government will consider for award only offers of U.S.-made, designated country, Caribbean Basin country, or NAFTA country end products unless the Contracting Officer determines that there are no offers for such products or that the offers for such products are insufficient to fulfill the requirements of the solicitation.

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). (Applies only if the contract value is expected to exceed the simplified acquisition threshold.) The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals--

(1) () Are, () are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; and

(2) () Have, () have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(3) () Are, () are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Certification Regarding Knowledge of Child Labor for Listed End Products (Executive Order 13126). [The Contracting Officer must list in paragraph (i)(1) any end products being acquired under this solicitation that are included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, unless excluded at 22.1503(b).]

(1) Listed end products.

Listed End Product

Listed Countries of Origin

(2) Certification. (If the Contracting Officer has identified end products and countries of origin in paragraph (i)(1) of this provision, then the offeror must certify to either (i)(2)(i) or (i)(2)(ii) by checking the appropriate block.)

() (i) The offeror will not supply any end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product.

() (ii) The offeror may supply an end product listed in paragraph (i)(1) of this provision that was mined, produced, or manufactured in the corresponding country as listed for that product. The offeror certifies that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture any such end product furnished under this contract. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

(End of provision)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JAN 2004)

(a) The Contractor shall comply with the following Federal **Acquisition Regulation** (FAR) clause, which is incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items: 52.233-3, Protest after Award (AUG 1996) (31 U.S.C. 3553).

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

√ ___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

(4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

(ii) Alternate I (MAR 1999) to 52.219-5.

(iii) Alternate II to (JUNE 2003) 52.219-5.

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

(ii) Alternate I (OCT 1995) of 52.219-6.

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

(ii) Alternate I (OCT 1995) of 52.219-7.

(7) 52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637 (d)(2) and (3)).

(8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

(ii) Alternate I (OCT 2001) of 52.219-9.

(iii) Alternate II (OCT 2001) of 52.219-9.

(9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

(10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

(ii) Alternate I (JUNE 2003) of 52.219-23.

(11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(13) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

(14) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2004) (E.O. 13126).

(15) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

(16) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

(17) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

(18) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(19) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).

___ (20)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

(21) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (22)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (JAN 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (23) 52.225-5, Trade Agreements (JAN 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

(24) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.O. 12722, 12724, 13059, 13067, 13121, and 13129).

___ (25) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).

___ (26) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).

___ (27) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (28) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

(29) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (30) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

___ (31) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

(32) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (33)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 1984) of 52.247-64.

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

(1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

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

____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

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

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

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

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

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

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

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

(End of clause)

252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

252.204-7004 REQUIRED CENTRAL CONTRACTOR REGISTRATION ALTERNATE A (NOV 2003)

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

"Central Contractor Registration (CCR) database" means the primary Government repository for contractor information required for the conduct of business with the Government.

"Commercial and Government Entity (CAGE) code" means--

(1) A code assigned by the Defense Logistics Information Service (DLIS) to identify a commercial or Government entity; or

(2) A code assigned by a member of the North Atlantic Treaty Organization that DLIS records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."

"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

"Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11 of the Federal Acquisition Regulation) for the same parent concern.

"Registered in the CCR database" means that--

(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the CCR database;

(2) The Contractor's CAGE code is in the CCR database; and

(3) The Government has validated all mandatory data fields and has marked the records "Active."

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the CCR database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number--

(i) If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at <http://www.dnb.com>; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office.

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and Zip Code.

(iv) Company Mailing Address, City, State and Zip Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

(viii) Chief executive officer/key manager.

(ix) Line of business (industry).

(x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) The Contractor is responsible for the accuracy and completeness of the data within the CCR database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the CCR database to ensure it is current,

accurate and complete. Updating information in the CCR does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g)(1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of Subpart 42.12 of the FAR; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (g)(1)(i) of this clause, or fails to perform the agreement at paragraph (g)(1)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Offerors and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> or by calling 1-888-227-2423, or 269-961-5757.

(End of clause)

Section B
PRICE SCHEDULE OF SERVICES

BASE YEAR

LINE ITEM	DESCRIPTION			EXTENDED AMOUNT
0001	Cost Recovery Research Team ¹			
	Discipline	Total Work Hrs	Hourly Rate	Amount
	Supervisory Accountant	_____ hrs.	\$_____/hr	\$_____
	Operating Accountants (1)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (2)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (3)	_____ hrs	\$_____/hr	\$_____
	Subtotal for Labor			\$_____
	Plus Variable Overhead		_____ %	\$_____
	Plus G&A Overhead		_____ %	\$_____
	Plus Profit		_____ %	\$_____
	Total for Line Item 0001			\$_____
0002	Travel ²	Estimated lump sum amount per year		\$ 5,000.00
	TOTAL ESTIMATED AMOUNT FOR THE BASIC YEAR (Includes extended amounts of line items 0001 and 0002 above)			\$_____
0003	Additional Support Personnel ³		UNIT PRICE	EXTENDED AMOUNT
	Operating Accountant	Est. 3840 Hrs.	\$_____	\$_____
	Accounting Clerk Level	Est. 1920 Hrs.	\$_____	\$_____

¹ The lump sum price shall include all costs as discussed in Section H entitled "Special Contract Requirements", paragraph H-2. Contractor invoices and Government Payments for this line item shall be processed in accordance with Section H, paragraph H.3.

² Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-2, and H-5.

³ Unit prices and extended amounts shall include all costs as discussed in Section H, paragraph H-4. Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-4 and H-5. Additional support personnel hours will be ordered in quantities and disciplines required by the Government through issuance of a formal modification to this contract as discussed in Section H, paragraph H-4.

Section B
PRICE SCHEDULE OF SERVICES

OPTION YEAR 1

LINE ITEM	DESCRIPTION			EXTENDED AMOUNT
0001	Cost Recovery Research Team ⁴			
	Discipline	Total Work Hrs	Hourly Rate	Amount
	Supervisory Accountant	_____ hrs.	\$_____/hr	\$_____
	Operating Accountants (1)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (2)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (3)	_____ hrs	\$_____/hr	\$_____
	Subtotal for Labor			\$_____
	Plus Variable Overhead		_____ %	\$_____
	Plus G&A Overhead		_____ %	\$_____
	Plus Profit		_____ %	\$_____
	Total for Line Item 0001			\$_____
0002	Travel ⁵	Estimated lump sum amount per year		\$ 5,000.00
	TOTAL ESTIMATED AMOUNT FOR THE BASIC YEAR (Includes extended amounts of line items 0001 and 0002 above)			\$_____
0003	Additional Support Personnel ⁶		UNIT PRICE	EXTENDED AMOUNT
	Operating Accountant	Est. 3840 Hrs.	\$_____	\$_____
	Accounting Clerk Level	Est. 1920 Hrs.	\$_____	\$_____

⁴ The lump sum price shall include all costs as discussed in Section H entitled "Special Contract Requirements", paragraph H-2. Contractor invoices and Government Payments for this line item shall be processed in accordance with Section H, paragraph H.3.

⁵ Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-2, and H-5.

⁶ Unit prices and extended amounts shall include all costs as discussed in Section H, paragraph H-4. Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-4 and H-5. Additional support personnel hours will be ordered in quantities and disciplines required by the Government through issuance of a formal modification to this contract as discussed in Section H, paragraph H-4.

Section B
PRICE SCHEDULE OF SERVICES

OPTION YEAR 2

LINE ITEM	DESCRIPTION			EXTENDED AMOUNT
0001	Cost Recovery Research Team ⁷			
	Discipline	Total Work Hrs	Hourly Rate	Amount
	Supervisory Accountant	_____ hrs.	\$_____/hr	\$_____
	Operating Accountants (1)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (2)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (3)	_____ hrs	\$_____/hr	\$_____
	Subtotal for Labor			\$_____
	Plus Variable Overhead		_____ %	\$_____
	Plus G&A Overhead		_____ %	\$_____
	Plus Profit		_____ %	\$_____
	Total for Line Item 0001			\$_____
0002	Travel ⁸	Estimated lump sum amount per year		\$ 5,000.00
	TOTAL ESTIMATED AMOUNT FOR THE BASIC YEAR (Includes extended amounts of line items 0001 and 0002 above)			\$_____
0003	Additional Support Personnel ⁹		UNIT PRICE	EXTENDED AMOUNT
	Operating Accountant	Est. 3840 Hrs.	\$_____	\$_____
	Accounting Clerk Level	Est. 1920 Hrs.	\$_____	\$_____

⁷ The lump sum price shall include all costs as discussed in Section H entitled "Special Contract Requirements", paragraph H-2. Contractor invoices and Government Payments for this line item shall be processed in accordance with Section H, paragraph H.3.

⁸ Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-2, and H-5.

⁹ Unit prices and extended amounts shall include all costs as discussed in Section H, paragraph H-4. Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-4 and H-5. Additional support personnel hours will be ordered in quantities and disciplines required by the Government through issuance of a formal modification to this contract as discussed in Section H, paragraph H-4.

Section B
PRICE SCHEDULE OF SERVICES

OPTION YEAR 3

LINE ITEM	DESCRIPTION			EXTENDED AMOUNT
0001	Cost Recovery Research Team ¹⁰			
	Discipline	Total Work Hrs	Hourly Rate	Amount
	Supervisory Accountant	_____ hrs.	\$_____/hr	\$_____
	Operating Accountants (1)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (2)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (3)	_____ hrs	\$_____/hr	\$_____
	Subtotal for Labor			\$_____
	Plus Variable Overhead		_____ %	\$_____
	Plus G&A Overhead		_____ %	\$_____
	Plus Profit		_____ %	\$_____
	Total for Line Item 0001			\$_____
0002	Travel ¹¹	Estimated lump sum amount per year		\$ 5,000.00
	TOTAL ESTIMATED AMOUNT FOR THE BASIC YEAR (Includes extended amounts of line items 0001 and 0002 above)			\$_____
0003	Additional Support Personnel ¹²		UNIT PRICE	EXTENDED AMOUNT
	Operating Accountant	Est. 3840 Hrs.	\$_____	\$_____
	Accounting Clerk Level	Est. 1920 Hrs.	\$_____	\$_____

¹⁰ The lump sum price shall include all costs as discussed in Section H entitled "Special Contract Requirements", paragraph H-2. Contractor invoices and Government Payments for this line item shall be processed in accordance with Section H, paragraph H.3.

¹¹ Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-2, and H-5.

¹² Unit prices and extended amounts shall include all costs as discussed in Section H, paragraph H-4. Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-4 and H-5. Additional support personnel hours will be ordered in quantities and disciplines required by the Government through issuance of a formal modification to this contract as discussed in Section H, paragraph H-4.

Section B
PRICE SCHEDULE OF SERVICES

OPTION YEAR 4

LINE ITEM	DESCRIPTION			EXTENDED AMOUNT
0001	Cost Recovery Research Team ¹³			
	Discipline	Total Work Hrs	Hourly Rate	Amount
	Supervisory Accountant	_____ hrs.	\$_____/hr	\$_____
	Operating Accountants (1)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (2)	_____ hrs	\$_____/hr	\$_____
	Operating Accountants (3)	_____ hrs	\$_____/hr	\$_____
	Subtotal for Labor			\$_____
	Plus Variable Overhead		_____ %	\$_____
	Plus G&A Overhead		_____ %	\$_____
	Plus Profit		_____ %	\$_____
	Total for Line Item 0001			\$_____
0002	Travel ¹⁴	Estimated lump sum amount per year		\$ 5,000.00
	TOTAL ESTIMATED AMOUNT FOR THE BASIC YEAR (Includes extended amounts of line items 0001 and 0002 above)			\$_____
0003	Additional Support Personnel ¹⁵		UNIT PRICE	EXTENDED AMOUNT
	Operating Accountant	Est. 3840 Hrs.	\$_____	\$_____
	Accounting Clerk Level	Est. 1920 Hrs.	\$_____	\$_____

¹³ The lump sum price shall include all costs as discussed in Section H entitled "Special Contract Requirements", paragraph H-2. Contractor invoices and Government Payments for this line item shall be processed in accordance with Section H, paragraph H.3.

¹⁴ Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-2, and H-5.

¹⁵ Unit prices and extended amounts shall include all costs as discussed in Section H, paragraph H-4. Travel shall be directed by the Government and reimbursed as discussed in Section H, paragraphs H-4 and H-5. Additional support personnel hours will be ordered in quantities and disciplines required by the Government through issuance of a formal modification to this contract as discussed in Section H, paragraph H-4.

Section C
STATEMENT OF WORK

C-1. General Scope of Work: The contractor is required to provide all non-personal services to establish and maintain litigation sufficient, site/project specific cost documentation files on Hazardous, Toxic, and Radioactive Waste (HTRW) projects accomplished by the Corps of Engineers. Non-personal services will include all labor, equipment (except computers), materials and facilities to:

a. Provide and operate a contractor owned/leased central document storage and maintenance facility physically located in Omaha, Nebraska.

b. Research, identify, and accumulate cost records into site/project-specific cost documentation files in accordance with the approved work plan discussed below. Store these cost documentation files in the contractor owned/leased and operated central records storage and maintenance facility located in Omaha, Nebraska until approval is granted to transfer the site file records to the Federal Records Center. Assemble, maintain and update cost documentation files in accordance with the approved work plan. Provide the Environmental Protection Agency (EPA) or Department of Justice (DOJ) requested cost documentation files by the date specified by the Contracting Officer's Representative (COR).

c. Provide all travel and associated expenses necessary to assemble and maintain cost documentation files. Travel will be conducted to any U.S. Army Corps of Engineers office located in the (50) United States. All travel expenses will be reimbursed at actual cost in accordance with the government travel regulations as discussed in Section H, Special Provisions.

d. Create duplicate site files for submission to EPA or DOJ for each documentation request received. Redact the records removing Privacy Act protected information prior to submission.

e. Prepare monthly work plans for the review and approval of the Contracting Officer or his authorized representative; trip reports as identified in paragraph C-3.e. and monthly summary reports on execution as define in paragraph C-3.h. herein.

C-2. Background:

a. The Environmental Protection Agency (EPA) has overall responsibility for implementing the Comprehensive Environmental Response Compensation and Liability Act of 1980, (CERCLA); as amended by the Superfund Amendment and Reauthorization Act of 1986 (SARA). This provides for the recovery from responsible parties of all environmental response costs incurred by the federal government.

b. As an agent of EPA, the U.S. Army Corps of Engineers (USACE) is responsible for establishing and maintaining site-specific documentation required to substantiate the work performed and the cost incurred at each site.

c. The Corps of Engineers has several districts, divisions and laboratories currently performing work under the HTRW (Hazardous, Toxic and Radioactive Waste) Programs. These offices and their geographic locations are identified in Appendix A.

Section C (cont.)

d. From the inception of the HTRW Programs until 1995, the Corps of Engineers operated under an accounting system known as the Corps of Engineers Management Information System (COEMIS). Coded accounting entries were made based on various documents received/created in the Finance and Accounting office (invoices, receiving reports, collections and disbursements, labor documents, etc.). COEMIS operated in a batch mode with updates processed on an average of twice a week. Data processed throughout the month was summarized in month-end reports that include monthly transaction listings. Accounting functions were performed at various accounting centers located throughout the continental United States. This concept created a centralized housing of cost documentation at each center performing the disbursing function. In-house cost documentation such as labor, motor vehicle charges, reproduction, ADP and other support services were generally retained by the office generating the documents.

e. In 1995, the Corps began converting to a real-time accounting system with electronic signature capability known as the Corps of Engineers Financial Management System (CEFMS). Conversion was completed in 1998. With the completion of the conversion process, finance and accounting functions shifted from geographically located finance centers to a single finance center located in Millington, Tennessee. The Finance Center is responsible for archiving all electronically generated/signed documents as well as all contractor invoices. The local finance and accounting office is responsible for maintaining all traveler receipts, requests for cost transfers, credit card invoices, and airline payment vouchers. Under CEFMS, most all in-house cost records exist in electronic format. Appendix B contains a listing of the various Corps offices, the date of conversion to CEFMS, and the date accounting functions were transferred to the Finance Center. The contractor will be provided limited access to CEFMS.

C-3. Performance Requirements: The contractor is required to meet the following performance requirements:

a. Operate from and centrally locate all site/project-specific cost documentation files in Omaha, Nebraska or general vicinity (see Paragraph C-11) until such time as permission is received to transfer the site files to the Federal Records Center. Files shall be held readily accessible to the Contracting Officer or his authorized representatives. This access is required for the verification of contractor performance, affidavit and testimony preparation, and technical problem resolution for both DOJ and EPA. Authorized Government representatives will be provided access to the contractor's facility and cost documentation records at all times during normal duty hours defined as the hours between 7:30 AM and 5:00 PM, Monday through Friday. Weekends and federal holidays are excluded. The contractor will also provide access to the facility and cost documentation records by authorized Government representatives at other than normal duty hours (weekends, holidays, and after duty hours) after the contractor receives written or verbal notice from the Contracting Officer or his authorized representative. The access list will be updated periodically as the Contracting Officer determines necessary.

b. Develop general office procedures for document retrieval, certification of CEFMS generated documents, site file preparation, cost recovery assembly, quality assurance verification, and inventory of missing documents in accordance with the standard operating procedures (SOP) provided. Deviations from the SOP require the written approval of the Contracting Officer (CO) or the Contracting Officer's Representative (COR). Changes to the SOP will be made by the CO or COR for approved deviations and upon receipt of updates/changes issued by the CEFMS system administrators.

c. Based on past cost documentation experience and existing/projected workload requirements, the Government has determined that the contractor must maintain staffing levels at the numbers and types

Section C (cont.)

of personnel presented in Section H, Special Provisions of this contract. Qualification statements for each position are provided in paragraph C-10 of this section.

d. Perform travel in accordance with the travel schedule provided by the Government. A travel schedule will be prepared by the Contracting Officer's Representative and furnished to the Contractor on a quarterly basis. Travel dates will be subject to change dependent upon workload requirements and cost recovery action due dates.

e. Prepare a travel work plan and submit it to the Contracting Officer (CO) or his representative (COR) not later than ten working days prior to departure. The plan will identify the status of document retrieval at the field office location, types of documents to be retrieved, the targeted timeframe, and team staffing level. The contractor shall prepare and submit a trip report to the COR not later than 40 working hours after the date of return. The trip report shall compare actual to projected accomplishments and any additional information specified by the COR.

f. All excess documents containing Privacy Act protected data or confidential contractor business information must be shredded to protect the interest of those involved. A shredder is needed with the following minimum capabilities:

Speed (FPM)	20
Shred Type	Cross-Cut
Sheet Capacity	5
Must be capable of handling staples	

g. Fire Detection/Alarm System: System must include both heat and smoke detectors throughout the entire facility to include the storage, office and break areas. A Security Service must monitor the system during all non-work hours.

h. Prepare and submit a monthly summary of actual contractor performance with each invoice. This summary will include an accounting of labor hours by labor category (Supervisory Accountant, Operating Accountant, Accounting Clerk,) and by task assignment as identified in Appendix C. The monthly invoice shall not be considered properly prepared if submitted without the monthly summary.

i. On all Superfund projects, prepare all site-specific cost documentation files, in accordance with paragraph C-4 through C-7 below.

C-4. Work Breakdown: The contractor will complete the tasks described in the general categories of work below. Work requirements will be further defined, as necessary, through memorandums from the COR.

(a) Pre-CEFMS Conversion Documents:

(1) Identify and separate cost recovery documentation from normal mission related Corps documents.

(2) The following categories of cost are identified for documentation purposes:

- Payroll (Labor)
- Travel
- Commercial/Miscellaneous Payment Vouchers

Section C (cont.)

- Military Interdepartmental Purchase Requests
- Contract Payments
- Other in-house distributive costs (vehicle charges, reproduction, ADP charges, and any other costs of this nature.)

(3) Copy funding agreements, bill documents, transaction listings and correspondence documents pertaining to each site-specific file.

(4) Inventory and retrieve all cost documents identified from the Corps of Engineers Management Information System (COEMIS) Register of Accepted Transaction report.

b. CEFMS Documents:

(1) Based on the project list provided by the COR, generate monthly cost and/or billing documents and transaction listings from the CEFMS system.

(2) Utilizing the transaction listings for the project, generate various documents as identified in the SOP provided by the COR.

(3) Utilizing the Finance Center's Optical Disk Imaging (ODI) system, retrieve all available invoices.

(4) Create a listing of missing documents and submit the listing to the COR.

(5) When the COR provides the documents received from the local Corp office, insert those documents into the proper site file location and remove the items from the missing document list.

(6) Maintain a master database of all missing documents and a project status database.

C-5. **Records Management:**

a. Pre-CEFMS Conversion: Utilizing the review of financial system outputs, all accounting documents associated with cost recovery projects will be retrieved from the document files and copied for the site files. Two sets of files will be created. The original file, which remains in the custody of the local Finance and Accounting Officer, will contain the original Superfund site-specific documents. The site file, to be stored by the contractor in the central storage and maintenance facility located in the vicinity of Omaha, Nebraska (see paragraph C-11) will contain copies of Superfund site-specific documents. Separate site files will be established for each Superfund Interagency Agreement (IAG) and Military Interdepartmental Purchase Request (MIPR).

b. CEFMS Documents: All documents retrieved from the CEFMS system, ODI system, and from the local Corps office will be maintained in a site file create for that particular IAG or MIPR. No original documents will be handled. The responsibility for maintaining original documents remains with the local Corp office.

C-6. **Records Retrieval:**

a. Retrieval of historical documentation from inactive files (those housed in either local Records Holding Areas or Federal Records Centers) will require coordination with the local records manager. The custodian of the records will coordinate removal of records from either

Section C (cont.)

type of holding area. The Standard Form 135 will indicate the custodian and a point of contact in the appropriate Records Management Office. Standard Form 135 will be provided to the contractor by the Government. Standardized forms will be used to identify the removal of specific records from the inactive files.

b. In accordance with Army Regulations, retrievals from Federal Records Centers require a Corps employee be present. Contract personnel will not transport original documents. The designated Corps employee will make the required arrangements for shipment back to the Corps Office. Advance notice will be provided to the designated Records Management Office point of contact by the Contracting Officer's Representative 30 days prior to departure for the site.

c. Missing or destroyed documentation will be identified and reported to the Contracting Officer's Representative in the monthly status report.

C-7. Reconciliation of Cost and Adjustments.

a. The Contractor will reconcile, on a monthly basis, all cost documentation to both the transaction listing and monthly billings. Missing or incomplete documents will be added to the missing document database.

b. Discrepancies between documentation and financial system output will be identified by the contractor and provided to the local USACE point of contact for resolution.

C-8. Cost Recovery Actions.

a. The Contracting Officer's Representative in writing to the contractor will perform coordination of cost recovery requests.

b. The Contractor shall prepare cost documentation packages for submission to the U.S. Department of Justice or the Regional U.S. Environmental Protection Agency for the site in accordance with the specification outlined by Appendix D.

c. The contractor, prior to submission of cost recovery documentation to the contracting Officer's Representative, shall conduct a quality assurance review of the submission and verify the missing document inventory.

d. Contractor performance time for recovery purposes will be established by the COR. Compliance with court-imposed deadlines may require performance times of less than 30 days. (Emergency situations, as determined by the Contracting Officer's Representative, may require same day turnaround.)

C-9. Travel Requirements. The contractor may be required to travel and perform temporary duty up to 10% of the time.

a. While operating in a travel status, contractor personnel will advise the local Finance and Accounting Officer of the records management and retrieval procedures identified in this section and further developed in the standard operating procedures. At that time, the contractor will be advised by the local Finance and Accounting Officer of any variations due to local procedures or vendor systems and briefed accordingly.

Section C (cont.)

b. Each Corps office will provide workspace and all equipment, including but not limited to reproduction capability, necessary for the performance of each approved work plan.

C-10. Position Qualification Statements:

a. Supervisory Accountant – Position responsibilities include, but are not limited to; overall management and coordination of work activities, which will require a high degree of proficiency in verbal and written communications skills. One year of experience in cost recovery documentation procedures, an additional year of general accounting experience and a Bachelor of Science or Arts degree. Twenty-four (24) college credit hours of accounting are required. Six credit hours of computer science courses may be substituted for an equivalent number of accounting credit hours.

b. Operating Accountant – Position responsibilities include secondary management and coordination skills. The operating accountant will be responsible for team management and direction and possess a general knowledge of governmental accounting. This position will serve as a liaison for resolution of problems/technical questions involving Corps operations, between the Contracting Officer's Representative and other contract staff members. An Associates Degree in Arts & Science, one year of general accounting experience and twelve (12) college credit hours of accounting are required. Six (6) credit hours of accounting and four years of cost recovery experience can be substituted for the Associates Degree and required accounting hours.

c. Accounting Clerk, Level III – Position responsibilities include cataloging and inventorying cost documentation and reconciliation of cost documentation to monthly bill documents. The individual must be able to recognize apparent mismatching of documents to report output data through like data appearing on both source and output documents. Other duties include, but are not limited to; document retrieval from all source files, and use of an accounting manual to identify transaction codes for documentation purposes. One year of entry-level accounting and/or bookkeeping and six (6) college credit hours of accounting are required.

C-11. Other Requirements.

a. Office operations will be located within a 50-mile radius of Omaha, Nebraska. The contracting Officer's Representative must have access to that location as specified in paragraph C-3 above.

b. Each member of the contractor's staff must be equipped with a LaserJet printer capable of producing up to 500 pages of printout per normal business day.

c. The contractor is required to maintain reproduction capability at the central record storage and maintenance facility. Reproduction capability shall be maintained at a minimum level of 10,000 copies per month during normal business hours.

d. The Contractor is required to furnish sufficient storage within the central record maintenance and storage facility, to store all active site files and those accumulated throughout contract performance until permission is obtained to transfer records to the Federal Records Center. Seven hundred (700) cubic feet of storage is currently sufficient to store existing files. The Government projects storage requirements to increase approximately 25% in the option years.

Section C (cont.)

C-12. **Special Provisions**

a. User Ids and passwords will be provided to each member of the contractor's staff. Access to the MRR LAN system or CEAP centers will be authorized for the sole purpose of retrieving records from the various CEFMS databases. Use of other applications or access to the Internet system via the MRR LAN is strictly prohibited. Log-in/out times will be monitored by the CO or COR. Violations of this restriction will be subject to fines of \$250 per event, a reduction in payment of labor equal to the on-line time utilized and a fee equal to the standard fees assessed by the internet service companies. User Ids and passwords of Contractor staff violating this provision will be terminated. Violators will be removed from further involvement with this contract.

b. For security purposes, each member of the contractor's staff associated with this contract is required to take the online INFOSEC training provided by the COR, submit a Standard Form 85P – Questionnaire for Public Trust Positions and may be subject to background checks. All employees will be fingerprinted and issued a government ID. Failure to provide the requested information will bar those individuals from performing under this contract. Insert Security Language clause

C-13. **Government Furnished Property.**

a. Computer Hardware/Software: Due to security requirements, the government will provide each member of the contractor's cost recovery staff with the appropriate computer hardware and software needed to access the CEFMS accounting system and the Finance Center Optical Disk Imaging system. The government will also provide email communications and the necessary software to maintain the required databases. Any and all upgrades or repairs will be the responsibility of the government. All peripheral equipment (printers/scanners) will be procured and maintained by the contractor.

b. The successful contract will also be responsible for the storage, maintenance and updating of approximately 650 cubic feet of existing cost documentation files.

c. An itemized list of Government furnished property will be provided to the successful contractor upon contract award.

Section H
SPECIAL CONTRACT REQUIREMENTS

H-1. Wage Rate Determination No 1994-2325 Revision No 25 dated 6/6/2003 will be applicable. See section J.

H-2. The lump sum price identified in the “extended amount” column of Line Item 0001 shall include all costs (direct and indirect labor, facilities, equipment, reproduction, materials, overhead, G&A, profit, etc.) needed to perform all requirements of the contract for an entire contract performance year (calculated from date of contract award or date option year exercised). As a minimum, the Contractor shall provide a Cost Recovery Research Team, which consists of one (1) Supervisory Accountant, and three (3) Operating accountants. Travel expenses associated with performing the work shall be reimbursed as discussed below and are not included in the lump price (extended amount) of Line Item 0001.

H-3. The Contractor may bill for services provided under Line Item 0001 on a monthly basis only. The contractor shall only be paid for services provided. Manpower shortages experienced on the Cost Recovery Research Team shall be deducted from the monthly billing. The monthly billing shall be calculated by dividing the total lump sum amount by a number equal to the number of calendar months existing in the performance period. The monthly bill shall be reduced by the fully burdened rate of disciplines not provided during the service period (month).

Example: Billing for the Month of February

Billing conditions:

- a. Total lump sum amount of Item 0001 = \$240,000
- b. During the month of February the contractor experienced a shortage of 80 man-hours of operating accountant services on the Cost Recovery Research Team.
- c. The fully burdened rate of an operating accountant = \$35.00

The total bill for contract line item 0001 in the month of February is calculated as follows:

$$\$240,000 \text{ divided by } 12 = \$20,000 - (\$35 \times 80 \text{ hrs}) = \$17,200$$

Note: A fully burdened rate = the direct labor rate + variable overhead expense + profit.

H-4. If additional support is required and authorized by the Contracting Officer, such support shall be acquired by discipline at the unit price specified in Line Item 0003. The unit price specified in Line Item 0003 shall include all costs (direct and indirect labor, overhead, G&A, profit reproduction, materials, facilities, equipment, etc.). Travel expenses shall be reimbursed as discussed below and are not to be included in the unit prices or extended amounts of Line Item 0003. The Government is under no obligation to order all or any portion of the estimated hours. The Government may order all or any portion of the estimated hours of this Line Item. The Contractor is required to furnish services under Line Item 0003 in the quantities ordered and at the unit prices specified in the schedule. The contractor shall provide the additional support ordered under line 0003 within 20 calendar days after receiving a properly prepared and signed contract modification.

H-5. Travel costs will be paid at the current Government Per Diem Rate in effect for the area of travel in accordance with the Joint Travel Regulations (JTR, Vol. II). Per diem shall be reimbursed per person, per calendar day spent in travel status. No per diem will be paid for travel

Section H (cont.)

of less than twelve hours on any given day. Transportation will be public conveyances and reimbursed on an actual cost basis. Travel by commercial plane is limited to tourist class.

H-6. CENTRAL CONTRACTOR REGISTRATION

The Defense Federal Acquisition Regulation Supplement (DFARS) Case 97-005 Final Rule requires contractor registration in the Department of Defense Central Contractor Registry (CCR) in order to be awarded any contract, purchase order, basic agreement, basic ordering agreement, or blanket purchase agreement issued after June 1, 1998.

In an effort to streamline the acquisition process the Federal Government has established the CCR. The CCR serves as a centralized repository consisting of pertinent procurement and financial information about firms qualified to do business with the Government.

The Debt Collection Improvement Act of 1996 (DCIA) requires, with few exceptions, that payments to contractors be made by electronic funds transfer (EFT). To ensure accurate and timely payments, CCR has provided Defense Finance and Accounting Service (DFAS), with automated access to vendor EFT data.

There are many benefits to registering through CCR. These include:

- One time registration with annual updates versus multiple registrations and repetitive data entry at multiple DOD sites.
- Greater visibility and access to DOD procurement agencies for both Electronic Data Interchange (EDI) and non-EDI capable firms.
- Reduces errors and expedites payments using Electronic Funds Transfer (EFT).

How to Register:

1. Value Added Network (VAN): If you have arranged for EDI capability through a VAN that deals with the Government, then they can help you register for CCR.
2. Internet Registration: Simply log on to the CCR website at: <http://ccr.edi.disa.mil>. Follow the instructions at this site.
3. Registration Assistance Center: Can provide you with paper forms. Call 1-888-227-2423 for the Center nearest you.

H-7 GOVERNMENT FURNISHED PROPERTY ADMISTRATORS.

The following U.S. Army Corps of Engineers employee is designated as the Government Furnished Property Administrator:

Lucy A. Harris CENWO-HX-T (402) 697-2433

END OF SECTION H

Section J
ATTACHMENTS

Wage Determination No. 94-2325 (Rev 25) dated 6/6/2003

PIL 2003-06 (Security Contract Language

94-2325 NE, OMAHA

WAGE DETERMINATION NO: 94-2325 REV (25) AREA: NE, OMAHA

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL WD: 94-2326**

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W. Gross Division of
Director Wage Determinations

Wage Determination No.: 1994-2325
Revision No.: 25
Date Of Revision: 06/06/2003

States: Iowa, Nebraska

Area: Iowa Counties of Adams, Buena Vista, Cass, Cherokee, Clay, Crawford, Dickinson, Fremont, Harrison, Ida, Lyon, Mills, Monona, Montgomery, Obrien, Osceola, Page, Plymouth, Pottawattamie, Sac, Shelby, Sioux, Woodbury
Nebraska Counties of Burt, Butler, Cass, Cedar, Colfax, Cuming, Dakota, Dixon, Dodge, Douglas, Gage, Johnson, Lancaster, Madison, Nemaha, Otoe, Pawnee, Pierce, Richardson, Sarpy, Saunders, Stanton, Thurston, Washington, Wayne

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.26
01012 - Accounting Clerk II	12.04
01013 - Accounting Clerk III	14.76
01014 - Accounting Clerk IV	18.73
01030 - Court Reporter	13.35
01050 - Dispatcher, Motor Vehicle	16.81
01060 - Document Preparation Clerk	9.82
01070 - Messenger (Courier)	9.25
01090 - Duplicating Machine Operator	9.82
01110 - Film/Tape Librarian	9.72
01115 - General Clerk I	9.24
01116 - General Clerk II	10.77
01117 - General Clerk III	13.10
01118 - General Clerk IV	17.51
01120 - Housing Referral Assistant	15.94
01131 - Key Entry Operator I	10.05
01132 - Key Entry Operator II	11.86
01191 - Order Clerk I	10.98
01192 - Order Clerk II	11.07
01261 - Personnel Assistant (Employment) I	13.09
01262 - Personnel Assistant (Employment) II	13.46
01263 - Personnel Assistant (Employment) III	17.58
01264 - Personnel Assistant (Employment) IV	18.45
01270 - Production Control Clerk	14.92
01290 - Rental Clerk	10.38
01300 - Scheduler, Maintenance	12.01
01311 - Secretary I	11.76

01312 - Secretary II	13.35
01313 - Secretary III	15.94
01314 - Secretary IV	20.14
01315 - Secretary V	21.80
01320 - Service Order Dispatcher	14.78
01341 - Stenographer I	11.77
01342 - Stenographer II	13.09
01400 - Supply Technician	20.14
01420 - Survey Worker (Interviewer)	10.61
01460 - Switchboard Operator-Receptionist	10.07
01510 - Test Examiner	13.35
01520 - Test Proctor	13.35
01531 - Travel Clerk I	9.69
01532 - Travel Clerk II	10.30
01533 - Travel Clerk III	10.93
01611 - Word Processor I	10.35
01612 - Word Processor II	11.76
01613 - Word Processor III	12.02
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	10.98
03041 - Computer Operator I	12.34
03042 - Computer Operator II	14.56
03043 - Computer Operator III	20.69
03044 - Computer Operator IV	21.24
03045 - Computer Operator V	23.56
03071 - Computer Programmer I (1)	18.90
03072 - Computer Programmer II (1)	22.46
03073 - Computer Programmer III (1)	26.13
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	25.33
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.56
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	16.69
05010 - Automotive Glass Installer	15.83
05040 - Automotive Worker	15.83
05070 - Electrician, Automotive	16.33
05100 - Mobile Equipment Servicer	14.64
05130 - Motor Equipment Metal Mechanic	16.83
05160 - Motor Equipment Metal Worker	15.83
05190 - Motor Vehicle Mechanic	15.47
05220 - Motor Vehicle Mechanic Helper	13.97
05250 - Motor Vehicle Upholstery Worker	15.16
05280 - Motor Vehicle Wrecker	15.83
05310 - Painter, Automotive	15.83
05340 - Radiator Repair Specialist	14.75
05370 - Tire Repairer	13.49
05400 - Transmission Repair Specialist	16.83
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	7.95
07010 - Baker	10.00
07041 - Cook I	9.19
07042 - Cook II	9.85
07070 - Dishwasher	7.47
07130 - Meat Cutter	11.51
07250 - Waiter/Waitress	7.74
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	15.57
09040 - Furniture Handler	11.72

09070 - Furniture Refinisher	15.57
09100 - Furniture Refinisher Helper	13.32
09110 - Furniture Repairer, Minor	14.45
09130 - Upholsterer	15.57
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.84
11060 - Elevator Operator	8.86
11090 - Gardener	11.99
11121 - House Keeping Aid I	8.00
11122 - House Keeping Aid II	10.10
11150 - Janitor	9.45
11210 - Laborer, Grounds Maintenance	10.26
11240 - Maid or Houseman	8.00
11270 - Pest Controller	10.57
11300 - Refuse Collector	10.38
11330 - Tractor Operator	11.53
11360 - Window Cleaner	10.01
12000 - Health Occupations	
12020 - Dental Assistant	12.74
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	14.46
12071 - Licensed Practical Nurse I	12.65
12072 - Licensed Practical Nurse II	14.22
12073 - Licensed Practical Nurse III	15.90
12100 - Medical Assistant	10.47
12130 - Medical Laboratory Technician	12.24
12160 - Medical Record Clerk	12.78
12190 - Medical Record Technician	14.41
12221 - Nursing Assistant I	8.55
12222 - Nursing Assistant II	9.61
12223 - Nursing Assistant III	10.49
12224 - Nursing Assistant IV	11.77
12250 - Pharmacy Technician	11.38
12280 - Phlebotomist	12.93
12311 - Registered Nurse I	17.07
12312 - Registered Nurse II	20.83
12313 - Registered Nurse II, Specialist	20.83
12314 - Registered Nurse III	23.30
12315 - Registered Nurse III, Anesthetist	23.30
12316 - Registered Nurse IV	27.88
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	17.34
13011 - Exhibits Specialist I	14.97
13012 - Exhibits Specialist II	17.34
13013 - Exhibits Specialist III	21.21
13041 - Illustrator I	15.81
13042 - Illustrator II	18.24
13043 - Illustrator III	21.59
13047 - Librarian	19.20
13050 - Library Technician	12.47
13071 - Photographer I	12.47
13072 - Photographer II	14.28
13073 - Photographer III	16.75
13074 - Photographer IV	19.26
13075 - Photographer V	23.69
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.48
15030 - Counter Attendant	7.48
15040 - Dry Cleaner	8.80
15070 - Finisher, Flatwork, Machine	7.48
15090 - Presser, Hand	7.48

15100 - Presser, Machine, Drycleaning	7.48
15130 - Presser, Machine, Shirts	7.48
15160 - Presser, Machine, Wearing Apparel, Laundry	7.48
15190 - Sewing Machine Operator	9.35
15220 - Tailor	9.92
15250 - Washer, Machine	8.10
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	16.44
19040 - Tool and Die Maker	18.64
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	17.48
21020 - Material Coordinator	14.92
21030 - Material Expediter	14.92
21040 - Material Handling Laborer	12.00
21050 - Order Filler	10.69
21071 - Forklift Operator	12.66
21080 - Production Line Worker (Food Processing)	13.19
21100 - Shipping/Receiving Clerk	11.35
21130 - Shipping Packer	12.34
21140 - Store Worker I	9.54
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.12
21210 - Tools and Parts Attendant	12.66
21400 - Warehouse Specialist	12.66
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	17.66
23040 - Aircraft Mechanic Helper	14.65
23050 - Aircraft Quality Control Inspector	19.45
23060 - Aircraft Servicer	16.38
23070 - Aircraft Worker	16.60
23100 - Appliance Mechanic	17.22
23120 - Bicycle Repairer	13.49
23125 - Cable Splicer	17.12
23130 - Carpenter, Maintenance	16.08
23140 - Carpet Layer	16.65
23160 - Electrician, Maintenance	18.89
23181 - Electronics Technician, Maintenance I	17.46
23182 - Electronics Technician, Maintenance II	23.29
23183 - Electronics Technician, Maintenance III	23.63
23260 - Fabric Worker	14.88
23290 - Fire Alarm System Mechanic	17.12
23310 - Fire Extinguisher Repairer	14.04
23340 - Fuel Distribution System Mechanic	19.43
23370 - General Maintenance Worker	15.09
23400 - Heating, Refrigeration and Air Conditioning Mechanic	17.93
23430 - Heavy Equipment Mechanic	16.91
23440 - Heavy Equipment Operator	16.55
23460 - Instrument Mechanic	17.12
23470 - Laborer	10.43
23500 - Locksmith	17.29
23530 - Machinery Maintenance Mechanic	16.99
23550 - Machinist, Maintenance	16.30
23580 - Maintenance Trades Helper	13.32
23640 - Millwright	16.96
23700 - Office Appliance Repairer	17.51
23740 - Painter, Aircraft	16.89
23760 - Painter, Maintenance	15.57
23790 - Pipefitter, Maintenance	22.30
23800 - Plumber, Maintenance	21.63
23820 - Pneudraulic Systems Mechanic	17.12
23850 - Rigger	17.12

23870 - Scale Mechanic	15.74
23890 - Sheet-Metal Worker, Maintenance	19.42
23910 - Small Engine Mechanic	15.09
23930 - Telecommunication Mechanic I	17.88
23931 - Telecommunication Mechanic II	21.19
23950 - Telephone Lineman	17.88
23960 - Welder, Combination, Maintenance	16.05
23965 - Well Driller	16.05
23970 - Woodcraft Worker	17.12
23980 - Woodworker	13.96
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.63
24580 - Child Care Center Clerk	13.10
24600 - Chore Aid	9.08
24630 - Homemaker	15.23
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	17.22
25040 - Sewage Plant Operator	17.78
25070 - Stationary Engineer	17.22
25190 - Ventilation Equipment Tender	13.32
25210 - Water Treatment Plant Operator	17.78
27000 - Protective Service Occupations	
(not set) - Police Officer	19.49
27004 - Alarm Monitor	13.33
27006 - Corrections Officer	15.21
27010 - Court Security Officer	15.21
27040 - Detention Officer	15.21
27070 - Firefighter	15.21
27101 - Guard I	10.30
27102 - Guard II	15.13
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	15.52
28020 - Hatch Tender	15.00
28030 - Line Handler	14.94
28040 - Stevedore I	14.79
28050 - Stevedore II	15.84
29000 - Technical Occupations	
21150 - Graphic Artist	19.90
29010 - Air Traffic Control Specialist, Center (2)	29.10
29011 - Air Traffic Control Specialist, Station (2)	20.07
29012 - Air Traffic Control Specialist, Terminal (2)	22.09
29023 - Archeological Technician I	13.42
29024 - Archeological Technician II	15.00
29025 - Archeological Technician III	18.58
29030 - Cartographic Technician	22.13
29035 - Computer Based Training (CBT) Specialist/ Instructor	23.03
29040 - Civil Engineering Technician	18.28
29061 - Drafter I	12.20
29062 - Drafter II	14.86
29063 - Drafter III	16.74
29064 - Drafter IV	19.69
29081 - Engineering Technician I	12.10
29082 - Engineering Technician II	14.92
29083 - Engineering Technician III	17.21
29084 - Engineering Technician IV	22.17
29085 - Engineering Technician V	22.53
29086 - Engineering Technician VI	27.71
29090 - Environmental Technician	17.97
29100 - Flight Simulator/Instructor (Pilot)	27.62
29160 - Instructor	17.81

29210 - Laboratory Technician	16.20
29240 - Mathematical Technician	21.00
29361 - Paralegal/Legal Assistant I	12.62
29362 - Paralegal/Legal Assistant II	16.38
29363 - Paralegal/Legal Assistant III	20.03
29364 - Paralegal/Legal Assistant IV	24.23
29390 - Photooptics Technician	19.69
29480 - Technical Writer	21.70
29491 - Unexploded Ordnance (UXO) Technician I	18.49
29492 - Unexploded Ordnance (UXO) Technician II	22.37
29493 - Unexploded Ordnance (UXO) Technician III	26.81
29494 - Unexploded (UXO) Safety Escort	18.49
29495 - Unexploded (UXO) Sweep Personnel	18.49
29620 - Weather Observer, Senior (3)	17.70
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.21
29622 - Weather Observer, Upper Air (3)	17.21
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	12.96
31260 - Parking and Lot Attendant	7.50
31290 - Shuttle Bus Driver	11.06
31300 - Taxi Driver	8.87
31361 - Truckdriver, Light Truck	11.06
31362 - Truckdriver, Medium Truck	16.50
31363 - Truckdriver, Heavy Truck	15.63
31364 - Truckdriver, Tractor-Trailer	17.07
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.36
99030 - Cashier	7.97
99041 - Carnival Equipment Operator	10.00
99042 - Carnival Equipment Repairer	10.40
99043 - Carnival Worker	7.23
99050 - Desk Clerk	9.75
99095 - Embalmer	20.27
99300 - Lifeguard	9.72
99310 - Mortician	22.23
99350 - Park Attendant (Aide)	12.20
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.20
99500 - Recreation Specialist	13.53
99510 - Recycling Worker	13.73
99610 - Sales Clerk	10.11
99620 - School Crossing Guard (Crosswalk Attendant)	10.07
99630 - Sport Official	9.72
99658 - Survey Party Chief (Chief of Party)	20.85
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.86
99660 - Surveying Aide	11.27
99690 - Swimming Pool Operator	11.63
99720 - Vending Machine Attendant	11.98
99730 - Vending Machine Repairer	13.35
99740 - Vending Machine Repairer Helper	11.98

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the

present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the

authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Guidance for Implementing PIL 2003-06 (Security Contract Language)

- 1. Effective immediately, PIL 2003-06 (attached to this guidance, pages 3 & 4) shall be incorporated into all solicitation packages (under Special Contract Requirements), requests for quotes (this also includes GSA delivery orders) and resulting contracts for Automated Information Systems (AIS) services. AIS is defined as computer hardware and software, data, or telecommunications that performs functions such as collecting, processing, transmitting and displaying information. All acquisitions for these services shall be written regardless of the contract amount and includes micro purchases (see paragraph 2). This language has been added and is available in SPS (PIL 2003-06). For your information, approval for foreign national(s) will take at least three (3) weeks.**
- 2. Contractual PR&Cs for AIS micro purchases are required to be sent to Contracting and will be processed in SPS (Operation field offices with Procuring Contracting Officer authority will execute their own). Government Purchase Card for these actions will still be the method of payment. Cardholder for the requesting office will be stated in the written purchase order. Please include cardholder's name in remarks of PR&C. Reminder-All requests for IT should go through IM for approval before issuing any contractual actions.**
- 3. Existing contracts should be modified if they include continuous AIS services, such as helpdesk, GIS, maintenance and purchases where warranties have not expired. This security contract provision shall be provided to those Contractors affected and negotiated into the contract, purchase order, task order or delivery order as a supplemental agreement.**
- 4. In an emergency situation or in order to avoid crucial delays in performance of a contract or purchase order, contract administration offices shall have the contractor complete SF-85P and fax to Patti Spack (402) 221-7593 or call (402) 221-3914 to receive interim access permission. Your request to Patti (copy to be retained in official contract file) shall document and provide rationale for emergency or urgent request. This should not preclude the contractor from submitting the SF85P documents to the office stated under the contract language provided under PIL 2003-06.**

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5. We will be posting this new requirement on EBS site (after How to do Business with Us)

New Contract Requirement for Accessing
Automated Information Systems (AIS)

(PIL 2003-06, 19 Feb 03)

Security Contract Language for all Corps of Engineers' Unclassified Contracts

All Contractor employees (U.S. citizens and Non- U.S. citizens) working under this contract (*to include grants, cooperative agreements and task orders*) who require access to Automated Information Systems (AIS), (stand alone computers, network computers/systems, e-mail) shall, at a minimum, be designated into an ADP-III position (non-sensitive) in accordance with DoD 5220-22-R, Industrial Security Regulation. The investigative requirements for an ADP-III position are a favorable National Agency Check (NAC), SF-85P, Public Trust Position.

Proof of a favorable NAC shall be submitted to USACE, Omaha District Security Officer, ATTN: CENWO-SL, 106 S. 15th St, Omaha, NE 68102-1618, within three (3) working days after award of any contract or task order, and shall be submitted prior to the individual being permitted access to an AIS.

- a. Contractors who have a commercial or government entity (CAGE) Code and Facility Security Clearance should submit forms through their Facility Security Office, who shall forward results of the NAC to the Omaha District Security Officer (address above).**
- b. For those contractors who do not have a CAGE Code or Facility Security Clearance, the SF 85P and 2 copies of the SF 87 (Fingerprint Cards) shall be completed and submitted to the Omaha District Security Officer (address above.) These must be mailed or hand-delivered, as original signatures are required. Fingerprint cards are available upon request and may be taken to any local law enforcement center for completion. For those in the Omaha area, fingerprint cards may be completed by contacting the Omaha District Human Resources Office, (402) 221-4072.**

In accordance with Engineering Regulation, ER 380-1-18, Section 4, foreign nationals who work on Corps of Engineers' contracts or task orders shall be approved by the HQUSACE Foreign Disclosure Officer or higher before beginning work on the contract/task order. This regulation includes subcontractor employees. (NOTE: exceptions to the above requirement include foreign nationals who perform janitorial and/or ground maintenance services.) The contractor shall submit to the Division/District Contract Office, the names of all foreign nationals proposed for performance under this contract/task order, along with documentation to verify that he/she was legally admitted into the United States and has authority to work and/or go to school in the US. Such

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documentation may include a US passport, Certificate of US citizenship (INS Form N-560 or N-561), Certificate of Naturalization (INS Form N-550 or N-570), foreign passport with I-551 stamp or attached INS Form I-94 indicating employment authorization, Alien Registration Receipt Card with photograph (INS Form I-151 or I-551), Temporary Resident Card (INS Form I-688), Employment Authorization Card (INS Form I-688A), Reentry Permit (INS Form I-327), Refugee Travel Document (INS Form I-571), Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

Classified contracts require the issuance of a DD Form 254 (Department of Defense Contract Security Classification Specification).

Copy of SF-85P is included with this Task Order.

(End of Provision)

Questionnaire for Public Trust Positions

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on Page 7 and the release on Page 8. *If you have any questions, call the office that gave you the form.*

Purpose of this Form

The U.S. Government conducts background investigations and reinvestigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job and/or eligible for a public trust or sensitive position. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

Authority to Request this Information

The U.S. Government is authorized to ask for this information under Executive Orders 10450 and 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, 732, and 736 of Title 5, Code of Federal Regulations.

Your Social Security number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

The Investigative Process

Background investigations are conducted using your responses on this form and on your Declaration for Federal Employment (OF 306) to develop information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the United States. The information that you provide on this form is confirmed during the investigation. Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this.

In addition to the questions on this form, inquiry also is made about a person's adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

Your Personal Interview

Some investigations will include an interview with you as a normal part of the investigative process. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being delayed or canceled.

You will be asked to bring identification with your picture on it, such as a valid State driver's license, to the interview. There are other documents you may be asked to bring to verify your identity as well.

These include documentation of any legal name change, Social Security card, and/or birth certificate.

You may also be asked to bring documents about information you provided on the form or other matters requiring specific attention. These matters include alien registration, delinquent loans or taxes, bankruptcy, judgments, liens, or other financial obligations, agreements involving child custody or support, alimony or property settlements, arrests, convictions, probation, and/or parole.

Instructions for Completing this Form

1. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. Find out how many copies of the form you are to turn in. You must sign and date, in black ink, the original and each copy you submit.
2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.
3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.
5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.
6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in completing the ZIP codes.
7. All telephone numbers must include area codes.
8. All dates provided on this form must be in Month/Day/Year or Month/Year format. Use numbers (1-12) to indicate months. For example, June 10, 1978, should be shown as 6/10/78.
9. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the United States.
10. If you need additional space to list your residences or employments/self-employments/unemployments or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain **your name and Social Security Number at the top of the page.**

Final Determination on Your Eligibility

Final determination on your eligibility for a public trust or sensitive position and your being granted a security clearance is the responsibility of the Office of Personnel Management or the Federal agency that requested your investigation. You may be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

Penalties for Inaccurate or False Statements

The U.S. Criminal Code (title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines of up to \$10,000, and/or 5 years imprisonment, or both. In addition, Federal agencies generally fire, do not grant a security clearance, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Because the position for which you are being considered is one of public trust or is sensitive, your trustworthiness is a very important consideration in deciding your suitability for placement or retention in the position.

Your prospects of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you give us on the form and to make your comments part of the record.

Disclosure of Information

The information you give us is for the purpose of investigating you for a position; we will protect it from unauthorized disclosure. The collection, maintenance, and disclosure of background investigative information is governed by the Privacy Act. The agency which requested the investigation and the agency which conducted the investigation have published notices in the Federal Register describing the system of records in which your records will be maintained. You may obtain copies of the relevant notices from the person who gave you this form. The information on this form, and information we collect during an investigation may be disclosed without your consent as permitted by the Privacy Act (5 USC 552a(b)) and as follows:

PRIVACY ACT ROUTINE USES

1. To the Department of Justice when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government, is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
2. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
3. Except as noted in Question 21, when a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, foreign, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order.
4. To any source or potential source from which information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.
5. To a Federal, State, local, foreign, tribal, or other public authority the fact that this system of records contains information relevant to the retention of an employee, or the retention of a security clearance, contract, license, grant, or other benefit. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
6. To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such recipients shall be required to comply with the Privacy Act of 1974, as amended.
7. To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy.
8. To a Federal, State, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.
9. To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
10. To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906.
11. To the Office of Management and Budget when necessary to the review of private relief legislation.

STATE CODES (ABBREVIATIONS)

Alabama	AL	Hawaii	HI	Massachusetts	MA	New Mexico	NM	South Dakota	SD
Alaska	AK	Idaho	ID	Michigan	MI	New York	NY	Tennessee	TN
Arizona	AZ	Illinois	IL	Minnesota	MN	North Carolina	NC	Texas	TX
Arkansas	AR	Indiana	IN	Mississippi	MS	North Dakota	ND	Utah	UT
California	CA	Iowa	IA	Missouri	MO	Ohio	OH	Vermont	VT
Colorado	CO	Kansas	KS	Montana	MT	Oklahoma	OK	Virginia	VA
Connecticut	CT	Kentucky	KY	Nebraska	NE	Oregon	OR	Washington	WA
Delaware	DE	Louisiana	LA	Nevada	NV	Pennsylvania	PA	West Virginia	WV
Florida	FL	Maine	ME	New Hampshire	NH	Rhode Island	RI	Wisconsin	WI
Georgia	GA	Maryland	MD	New Jersey	NJ	South Carolina	SC	Wyoming	WY
American Samoa	AS	District of Columbia	DC	Guam	GU	Northern Marianas	CM	Puerto Rico	PR
Trust Territory	TT	Virgin Islands	VI						

PUBLIC BURDEN INFORMATION

Public burden reporting for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room CHP-500, Washington, D.C. 20415. Do not send your completed form to this address.

**QUESTIONNAIRE FOR
 PUBLIC TRUST POSITIONS**

OPM USE ONLY	Codes	Case Number
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Agency Use Only (Complete items A through P using instructions provided by USOPM)

A Type of Investigation	B Extra Coverage	C Sensitivity/Risk Level	D Compu/ADP	E Nature of Action Code	F Date of Action	Month	Day	Year
G Geographic Location	H Position Code	I Position Title						
J SON	K Location of Official Personnel Folder	None NPRC At SON	Other Address				ZIP Code	
L SOI	M Location of Security Folder	None At SOI NPI	Other Address				ZIP Code	
N OPAC-ALC Number	O Accounting Data and/or Agency Case Number							
P Requesting Official	Name and Title			Signature		Telephone Number ()		Date

Persons completing this form should begin with the questions below.

1 FULL NAME • If you have only initials in your name, use them and state (IO). • If you have no middle name, enter "NMN". - If you are a "Jr.," "Sr.," "II," etc., enter this in the box after your middle name.	2 DATE OF BIRTH					
Last Name	First Name	Middle Name	Jr., II, etc.	Month	Day	Year

3 PLACE OF BIRTH - Use the two letter code for the State. City	County	State	Country (if not in the United States)	4 SOCIAL SECURITY NUMBER
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5 OTHER NAMES USED

#1 Name	Month/Year	Month/Year	#3 Name	Month/Year	Month/Year
	To	To		To	To
#2 Name	Month/Year	Month/Year	#4 Name	Month/Year	Month/Year
	To	To		To	To

6 OTHER IDENTIFYING INFORMATION

Height (feet and inches)	Weight (pounds)	Hair Color	Eye Color	Sex (Mark one box)
				<input type="checkbox"/> Female <input type="checkbox"/> Male

7 TELEPHONE NUMBERS

Work (include Area Code and extension)	Home (include Area Code)
Day ()	Day ()
Night ()	Night ()

8 CITIZENSHIP

a Mark the box at the right that reflects your current citizenship status, and follow its instructions.	<input type="checkbox"/> I am a U.S. citizen or national by birth in the U.S. or U.S. territory/possession. <i>Answer items b and d.</i>	b Your Mother's Maiden Name
	<input type="checkbox"/> I am a U.S. citizen, but I was NOT born in the U.S. <i>Answer items b, c and d.</i>	
	<input type="checkbox"/> I am not a U.S. citizen. <i>Answer items b and e.</i>	

c UNITED STATES CITIZENSHIP If you are a U.S. Citizen, but were not born in the U.S., provide information about one or more of the following proofs of your citizenship.

Naturalization Certificate (Where were you naturalized?)

Court	City	State	Certificate Number	Month/Day/Year Issued
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Citizenship Certificate (Where was the certificate issued?)

City	State	Certificate Number	Month/Day/Year Issued
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State Department Form 240 - Report of Birth Abroad of a Citizen of the United States

Give the date the form was prepared and give an explanation if needed.	Month/Day/Year	Explanation
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U.S. Passport

This may be either a current or previous U.S. Passport	Passport Number	Month/Day/Year Issued
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d DUAL CITIZENSHIP If you are (or were) a dual citizen of the United States and another country, provide the name of that country in the space to the right.

Country

e ALIEN If you are an alien, provide the following information:

Place You Entered the United States:	City	State	Date You Entered U.S. Month Day Year	Alien Registration Number	Country(ies) of Citizenship
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9 WHERE YOU HAVE LIVED

List the places where you have lived, beginning with the most recent (#1) and working back 7 years. All periods must be accounted for in your list. Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port. You may omit temporary military duty locations under 90 days (list your permanent address instead), and you should use your APO/FPO address if you lived overseas.

For any address in the last 5 years, list a person who knew you at that address, and who preferably still lives in that area (do not list people for residences completely outside this 5-year period, and do not list your spouse, former spouses, or other relatives). Also for addresses in the last 5 years, if the address is "General Delivery," a Rural or Star Route, or may be difficult to locate, provide directions for locating the residence on an attached continuation sheet.

#1	Month/Year To	Month/Year Present	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knows You		Street Address		Apt. #	City (Country)	State	ZIP Code
						Telephone Number ()	
#2	Month/Year To	Month/Year	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State	ZIP Code
						Telephone Number ()	
#3	Month/Year To	Month/Year	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State	ZIP Code
						Telephone Number ()	
#4	Month/Year To	Month/Year	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State	ZIP Code
						Telephone Number ()	
#5	Month/Year To	Month/Year	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State	ZIP Code
						Telephone Number ()	

10 WHERE YOU WENT TO SCHOOL

List the schools you have attended, beyond Junior High School, beginning with the most recent (#1) and working back 7 years. List all College or University degrees and the dates they were received. If all of your education occurred more than 7 years ago, list your most recent education beyond high school, no matter when that education occurred.

Use one of the following codes in the "Code" block:

1 - High School

2 - College/University/Military College

3 - Vocational/Technical/Trade School

For schools you attended in the past 3 years, list a person who knew you at school (an instructor, student, etc.). Do not list people for education completely outside this 3-year period.

For correspondence schools and extension classes, provide the address where the records are maintained.

#1	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School						State
						ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State
						ZIP Code
						Telephone Number ()
#2	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School						State
						ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State
						ZIP Code
						Telephone Number ()
#3	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other	Month/Year Awarded
Street Address and City (Country) of School						State
						ZIP Code
Name of Person Who Knew You		Street Address		Apt. #	City (Country)	State
						ZIP Code
						Telephone Number ()

Enter your Social Security Number before going to the next page

11 YOUR EMPLOYMENT ACTIVITIES

List your employment activities, beginning with the present (#1) and working back 7 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, self-employment, other paid work, and all periods of unemployment. The entire 7-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

• **Code.** Use one of the codes listed below to identify the type of employment:

- | | | | |
|-----------------------------------|---|--|-----------|
| 1 - Active military duty stations | 5 - State Government (Non-Federal employment) | 7 - Unemployment (Include name of person who can verify) | 9 - Other |
| 2 - National Guard/Reserve | 6 - Self-employment (Include business and/or name of person who can verify) | 8 - Federal Contractor (List Contractor, not Federal agency) | |
| 3 - U.S.P.H.S. Commissioned Corps | | | |
| 4 - Other Federal employment | | | |

• **Employer/Verifier Name.** List the business name of your employer or the name of the person who can verify your self-employment or unemployment in this block. If military service is being listed, include your duty location or home port here as well as your branch of service. You should provide separate listings to reflect changes in your military duty locations or home ports.

• **Previous Periods of Activity.** Complete these lines if you worked for an employer on more than one occasion at the same location. After entering the most recent period of employment in the initial numbered block, provide previous periods of employment at the same location on the additional lines provided. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment first, and provide dates, position titles, and supervisors for the two previous periods of employment on the lines below that information.

#1	Month/Year	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank			
	To	Present						
	Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
	Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()	
PREVIOUS PERIODS OF ACTIVITY (Block #1)	Month/Year	Month/Year	Position Title		Supervisor			
	To							
	Month/Year	Month/Year	Position Title		Supervisor			
	To							
Month/Year	Month/Year	Position Title		Supervisor				
	To							
#2	Month/Year	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank			
	To							
	Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
	Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()	
PREVIOUS PERIODS OF ACTIVITY (Block #2)	Month/Year	Month/Year	Position Title		Supervisor			
	To							
	Month/Year	Month/Year	Position Title		Supervisor			
	To							
Month/Year	Month/Year	Position Title		Supervisor				
	To							
#3	Month/Year	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank			
	To							
	Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
	Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()	
PREVIOUS PERIODS OF ACTIVITY (Block #3)	Month/Year	Month/Year	Position Title		Supervisor			
	To							
	Month/Year	Month/Year	Position Title		Supervisor			
	To							
Month/Year	Month/Year	Position Title		Supervisor				
	To							

Enter your Social Security Number before going to the next page

YOUR EMPLOYMENT ACTIVITIES (CONTINUED)

#4	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank		
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()

PREVIOUS PERIODS OF ACTIVITY (Block #4)	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		

#5	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank		
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()

PREVIOUS PERIODS OF ACTIVITY (Block #5)	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		

#6	Month/Year To	Month/Year	Code	Employer/Verifier Name/Military Duty Location	Your Position Title/Military Rank		
Employer's/Verifier's Street Address				City (Country)	State	ZIP Code	Telephone Number ()
Street Address of Job Location (if different than Employer's Address)				City (Country)	State	ZIP Code	Telephone Number ()
Supervisor's Name & Street Address (if different than Job Location)				City (Country)	State	ZIP Code	Telephone Number ()

PREVIOUS PERIODS OF ACTIVITY (Block #6)	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		
	Month/Year To	Month/Year	Position Title		Supervisor		

12 YOUR EMPLOYMENT RECORD	Yes	No
Has any of the following happened to you in the last 7 years? If "Yes," begin with the most recent occurrence and go backward, providing date fired, quit, or left, and other information requested.		

Use the following codes and explain the reason your employment was ended:

- 1 - Fired from a job
- 2 - Quit a job after being told you'd be fired
- 3 - Left a job by mutual agreement following allegations of misconduct
- 4 - Left a job by mutual agreement following allegations of unsatisfactory performance
- 5 - Left a job for other reasons under unfavorable circumstances

Month/Year	Code	Specify Reason	Employer's Name and Address (Include city/Country if outside U.S.)	State	ZIP Code

Enter your Social Security Number before going to the next page →

16 YOUR MILITARY HISTORY	Yes	No
a Have you served in the United States military?		
b Have you served in the United States Merchant Marine?		

List all of your military service below, including service in Reserve, National Guard, and U.S. Merchant Marine. Start with the most recent period of service (#1) and work backward. If you had a break in service, each separate period should be listed.

•Code. Use one of the codes listed below to identify your branch of service:

1 - Air Force 2 - Army 3 - Navy 4 - Marine Corps 5 - Coast Guard 6 - Merchant Marine 7 - National Guard

•O/E. Mark "O" block for Officer or "E" block for Enlisted.

•Status. "X" the appropriate block for the status of your service during the time that you served. If your service was in the National Guard, do not use an "X": use the two-letter code for the state to mark the block.

•Country. If your service was with other than the U.S. Armed Forces, identify the country for which you served.

Month/Year	Month/Year	Code	Service/Certificate No.	Status				Country
				O	E	Active	Active Reserve	
To								
To								

17 YOUR SELECTIVE SERVICE RECORD	Yes	No
a Are you a male born after December 31, 1959? If "No," go to 18. If "Yes," go to b.		
b Have you registered with the Selective Service System? If "Yes," provide your registration number. If "No," show the reason for your legal exemption below.		

Registration Number _____ Legal Exemption Explanation _____

18 YOUR INVESTIGATIONS RECORD	Yes	No
a Has the United States Government ever investigated your background and/or granted you a security clearance? If "Yes," use the codes that follow to provide the requested information below. If "Yes," but you can't recall the investigating agency and/or the security clearance received, enter "Other" agency code or clearance code, as appropriate, and "Don't know" or "Don't recall" under the "Other Agency" heading, below. If your response is "No," or you don't know or can't recall if you were investigated and cleared, check the "No" box.		

Codes for Investigating Agency 1 - Defense Department 2 - State Department 3 - Office of Personnel Management	4 - FBI 5 - Treasury Department 6 - Other (Specify)	Codes for Security Clearance Received 0 - Not Required 3 - Top Secret 6 - L 1 - Confidential 4 - Sensitive Compartmented Information 7 - Other 2 - Secret 5 - Q
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Month/Year	Agency Code	Other Agency	Clearance Code	Month/Year	Agency Code	Other Agency	Clearance Code

b To your knowledge, have you ever had a clearance or access authorization denied, suspended, or revoked, or have you ever been debarred from government employment? If "Yes," give date of action and agency. Note: An administrative downgrade or termination of a security clearance is not a revocation.	Yes	No
---	-----	----

Month/Year	Department or Agency Taking Action	Month/Year	Department or Agency Taking Action

19 FOREIGN COUNTRIES YOU HAVE VISITED	Yes	No
List foreign countries you have visited, except on travel under official Government orders, beginning with the most current (#1) and working back 7 years. (Travel as a dependent or contractor must be listed.)		

•Use one of these codes to indicate the purpose of your visit: 1 - Business 2 - Pleasure 3 - Education 4 - Other

•Include short trips to Canada or Mexico. If you have lived near a border and have made short (one day or less) trips to the neighboring country, you do not need to list each trip. Instead, provide the time period, the code, the country, and a note ("Many Short Trips").

•Do not repeat travel covered in items 9, 10, or 11.

Month/Year	Month/Year	Code	Country	Month/Year	Month/Year	Code	Country
#1	To			#5	To		
#2	To			#6	To		
#3	To			#7	To		
#4	To			#8	To		

Enter your Social Security Number before going to the next page →

20 YOUR POLICE RECORD <i>(Do not include anything that happened before your 16th birthday.)</i>					Yes	No
In the last 7 years, have you been arrested for, charged with, or convicted of any offense(s)? (Leave out traffic fines of less than \$150.)						
If you answered "Yes," explain your answer(s) in the space provided.						
Month/Year	Offense	Action Taken	Law Enforcement Authority or Court <i>(City and county/country if outside the U.S.)</i>	State	ZIP Code	

21 ILLEGAL DRUGS				Yes	No
The following questions pertain to the illegal use of drugs or drug activity. You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse employment decision or action against you, but neither your truthful responses nor information derived from your responses will be used as evidence against you in any subsequent criminal proceeding.					
a In the last year, have you <u>illegally</u> used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenics (LSD, PCP, etc.), or prescription drugs?					
b In the last 7 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis, for your own intended profit or that of another?					
If you answered "Yes" to "a" above, provide information relating to the types of substance(s), the nature of the activity, and any other details relating to your involvement with illegal drugs. Include any treatment or counseling received.					
Month/Year	Month/Year	Controlled Substance/Prescription Drug Used	Number of Times Used		
To					
To					
To					

22 YOUR FINANCIAL RECORD					Yes	No
a In the last 7 years, have you, or a company over which you exercised some control, filed for bankruptcy, been declared bankrupt, been subject to a tax lien, or had legal judgment rendered against you for a debt? If you answered "Yes," provide date of initial action and other information requested below.						
Month/Year	Type of Action	Name Action Occurred Under	Name/Address of Court or Agency Handling Case	State	ZIP Code	
b Are you now over 180 days delinquent on any loan or financial obligation? Include loans or obligations funded or guaranteed by the Federal Government.					Yes	No
If you answered "Yes," provide the information requested below:						
Month/Year	Type of Loan or Obligation and Account #	Name/Address of Creditor or Obligee	State	ZIP Code		

After completing this form and any attachments, you should review your answers to all questions to make sure the form is complete and accurate, and then sign and date the following certification and sign and date the release on Page 8.

Certification That My Answers Are True

My statements on this form, and any attachments to it, are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Signature <i>(Sign in ink)</i>	Date
--------------------------------	------

Enter your Social Security Number before going to the next page →

UNITED STATES OF AMERICA

AUTHORIZATION FOR RELEASE OF INFORMATION

Carefully read this authorization to release information about you, then sign and date it in ink.

I Authorize any investigator, special agent, or other duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, and financial and credit information. I authorize the Federal agency conducting my investigation to disclose the record of my background investigation to the requesting agency for the purpose of making a determination of suitability or eligibility for a security clearance.

I Understand that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date. Where a separate release is requested for information relating to mental health treatment or counseling, the release will contain a list of the specific questions, relevant to the job description, which the doctor or therapist will be asked.

I Further Authorize any investigator, special agent, or other duly accredited representative of the U.S. Office of Personnel Management, the Federal Bureau of Investigation, the Department of Defense, the Defense Investigative Service, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in a sensitive National Security position, in accordance with 5 U.S.C. 9101. I understand that I may request a copy of such records as may be available to me under the law.

I Authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I Understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided in this Standard Form 85P, and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the Federal Government, whichever is sooner.

Signature (<i>Sign in ink</i>)		Full Name (<i>Type or Print Legibly</i>)		Date Signed
Other Names Used				Social Security Number
Current Address (<i>Street, City</i>)		State	ZIP Code	Home Telephone Number (<i>Include Area Code</i>) ()

UNITED STATES OF AMERICA

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

Carefully read this authorization to release information about you, then sign and date it in black ink.

Instructions for Completing this Release

This is a release for the investigator to ask your health practitioner(s) the three questions below concerning your mental health consultations. Your signature will allow the practitioner(s) to answer only these questions.

I am seeking assignment to or retention in a position of public trust with the Federal Government as a(n)

(Investigator instructed to write in position title.)

As part of the investigative process, **I hereby authorize** the investigator, special agent, or duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain the following information relating to my mental health consultations:

Does the person under investigation have a condition or treatment that could impair his/her judgment or reliability?

If so, please describe the nature of the condition and the extent and duration of the impairment or treatment.

What is the prognosis?

I understand that the information released pursuant to this release is for use by the Federal Government only for purposes provided in the Standard Form 85P and that it may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for 1 year from the date signed or upon termination of my affiliation with the Federal Government, whichever is sooner.

Signature (<i>Sign in ink</i>)		Full Name (<i>Type or Print Legibly</i>)		Date Signed
Other Names Used				Social Security Number
Current Address (<i>Street, City</i>)			State	ZIP Code
				Home Telephone Number (<i>Include Area Code</i>) ()

Section L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L-1. QUOTE SUMITTAL. This is NOT a public bid opening. For the work described herein, the quotes will be received until the date and time listed in (Block 8, Standard form 1449) at the place for receiving quotes in the office of the Commander:

U.S. Army Corps of Engineers
ATTN: Contracting Division, Lila Anson
106 So. 15th St.
Omaha, NE 68102

L-2. QUOTER'S QUESTIONS AND COMMENTS. Questions and/or comments relative to this request for quote should be submitted in writing to the Omaha District Corps of Engineers. It is suggested that comments reach this office no later than 15 calendar days prior to the date set for receiving quotes in order that changes, if needed, may be added by amendment.

- a. The address for submitting questions and comments via U.S. mail is:

U.S. Army Corps of Engineers
Attn: Contracting Division, Lila Anson
106 So. 15th St.
Omaha, NE 68102

- b. The address for submitting questions and comments via e-mail is:

Lila.J.Ansion@usace.army.mil

- c. The fax number for submitting questions and comments via facsimile is:
(402) 221-4199

L-3. QUOTE CLARITY: Quote clarity, organization, and cross-referencing are mandatory. A quote that does not conform to the following mandatory requirements shall be considered non-responsive and the quote returned to the offeror. A quote shall be submitted in the format described in Paragraph L-4 below in an original plus four (4) copies. The quote shall address all elements identified in Paragraphs L-5 and L-6 below. The original and all copies will be tabbed and indexed to clearly identify each element. Absolutely no material shall be incorporated by reference.

L-4. QUOTE FORMAT: All quotes shall be submitted in two (2) volumes. The Technical Quote shall be submitted as Volume I and shall address all elements described in Paragraph L-5 below. The Cost Quote shall be submitted as Volume II and shall address all elements described in Paragraph L-6. Quote format and the number of copies to be submitted are shown on the following page. The Government will evaluate price and the other factors listed in paragraphs L-5 and L-6 to arrive at the overall best value to the government.

QUOTE FORMAT	NUMBER OF COPIES
VOLUME I – TECHNICAL QUOTE A. Experience/Past Performance B. Organization & Personnel C. Company Resources D. Management Plans & Procedures	Original + 4 copies
VOLUME II – COST QUOTE A. Standard Form 1449 (from Section A) B. Price Schedule of Services (Section B) C. Breakdown of Section B Pricing D. Variable Overhead Rate E. G&A Overhead Rate F. Audit & Financial Statements G. Representations, Certifications, & Other Statements of Offerors (Section K)	Original + 4 copies

L-5. TECHNICAL QUOTE ELEMENTS

a. Experience/Past Performance:

(1) Experience: Provide an overview of company history and type of work the company specializes in (not to exceed 2 pages). Provide a narrative description of company experience either private industry or Government for a maximum of five (5) contracts performed within the last ten (10) years similar to the work described in Section C, Statement of Work. At a minimum, the narrative description should include the following:

- (A) Title, contract number, and location of contract.
- (B) Name and address of Government agency or private company contracted with.
- (C) Level of participation: prime contractor, joint venture, or subcontractor.
- (D) Description of work performed.
- (E) Problems encountered and solutions arrived at.

(2) Past Performance: Provide a primary point of contact and alternate point of contact including job titles and phone numbers for each of the contracts listed. Total submission for this section should not exceed 30 pages. The government reserves the right to contact points of contact and use the resulting communications or any other feasible source in it's overall evaluation of past performance. References should be given advance notice of potential Government inquiry regarding the contractor's past performance. References should be available and willing to answer the Government's questions. Offerors with no past performance will receive a neutral rating.

(3) Quality of Work: Provide evidence of quality of work for the contracts described in Experiences /Past Performance. Evidence of quality of work and may include, but is not limited to, the following:

- (A) Performance ratings or evaluations.
- (B) Performance or achievement awards.
- (C) Whether the contract was completed under the budgeted amount, within the budgeted amount, or over the budgeted amount.
- (D) Whether the contract was completed ahead of schedule, on schedule, or behind schedule.
- (E) Any other awards, citations of merit, etc. that indicate quality of work.

(4) Terminations: Identify any and all Government contracts terminated for default or convenience of the Government in the last ten years. Identify any and all private contracts terminated prior to contract completion in the last ten years. Include a brief narrative of the service provided, Government agency or private company contracted with, point of contact with telephone number, type of termination and reason for termination.

b. Organization & Personnel:

(1) Cost Recovery Research Team (CCRT): List the names, disciplines and qualifications of personnel employed or to be employed to support this requirement (not to exceed 2 pages per person). If positions are currently vacant, provide a staffing plan. Describe the capacity to access additional personnel necessary to accomplish an unexpected increase in workload.

(2) Management Staff: List the names and resumes of the contractor management staff responsible for providing contract performance oversight (not to exceed two pages per person).

(3) Identify all current company commitments and demonstrate the company's ability to assume the additional workload represented by this requirement and the priority that this requirement will carry in relation to current company commitments.

(4) Identify the company size, diversity, and include an organizational chart that details the company organizational structure. This should include a discussion of the offeror's ability to reallocate resources and staffing to the project as well as the geographic location of the management staff in relation to the CRRT.

c. Company Resources:

(1) Identify location, size and description of the proposed central records storage and maintenance facility. Description of proposed central records storage and maintenance facility should include:

- (A) Fire protection system
- (B) Access and security
- (C) Method of storage
- (D) Location of facility in relation to CRRT, computer and reproduction equipment and Contracting Officer's Representative.

(2) Provide a description of peripheral computer equipment and other equipment to be utilized.

(3) Provide a description of reproduction equipment and capability to be utilized.

d. Management Plans & Procedures:

(1) Provide a standard office operating procedure (not to exceed 10 pages) that identifies how the offeror will accomplish priority and routine document retrieval, site file preparation, cost recovery assembly and quality assurance verification, re-submission of documentation, maintenance of inventory of missing documents, and site file maintenance and closeout.

(2) Provide a staffing plan that establishes how the offeror will maintain an experienced and qualified workforce during periods of work buildup and decline. In addition, the staffing plan should demonstrate how vacancies will be filled and should provide assurances that vacancies will be filled within the time frames stated in the staffing plan.

(3) Provide a sample monthly summary contract performance report.

L-6. COST QUOTE ELEMENTS

a. Standard Form 1449 fully completed and signed by an authorized representative of the offeror.

b. "Price Schedule of Services" (Section B) completed for the base year and each option year.

c. Provide a detailed breakdown of proposed price for Line Item 0001 and each discipline in Line Item 0003 as stated in Section B. The detailed breakdown shall include prices proposed in the base year and each option year. Detail the price breakdown in the format provided in Appendix E or in current company accounting standard format:

(1) Variable Overhead Rate: Identify the overhead rate associated with those overhead elements that will fluctuate based upon staffing. Variable overhead items includes but is not limited to; company contributions to retirement plans, health and life insurance, paid leave, supplies, etc. Provide a complete company cost pool breakout with calculations that clearly indicate how the company overhead rate is established and how it is applied to direct costs.

(2) General & Administrative (G&A) Rate: Identify the company G&A rate and provide a complete company cost pool breakout with calculations that clearly indicate how the company overhead rate is established and how it is applied to direct costs.

(3) Audit and Financial Statements: Provide a copy of the contractor's most recent federal audit. If no recent federal audit is available, provide copies of the contractor's most recent private audit and most recent financial statements.

Section M
EVALUATION FACTORS FOR AWARD

52.217-5 EVALUATION OF OPTIONS (JULY 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluations of options will not obligate the Government to exercise the option(s).

(End of provision)

M-1. QUOTE EVALUATION

a. Properly submitted quotes will be evaluated to determine the overall best value to the government price and other factors considered. The Government intends to award a contract based on initial offers and without further discussions or a request for a best and final offer. However, if determined to be in its best interests, the Government reserves the right to hold discussions or request revised final offers.

b. The technical evaluation elements are Experience/Past Performance, Organization & Personnel, Company Resources, and Management Plans & Procedures. Both the Technical Quote and Cost Quote will be evaluated subjectively to determine which quote provides the best overall value to the Government, price and other factors considered. The Government reserves the right to award to other than the lowest priced offer.

d. The list below shows a breakdown of the technical evaluation criteria.

A. Experience/Past Performance

1. Experience
2. Past Performance
3. Quality of Work
4. Terminations

B. Organization & Personnel

1. Cost Recovery Research Team
2. Management Staff
3. Company Commitment
4. Company Size, Diversity, & Structure

C. Company Resources

1. Facility
2. Office and Computer Peripheral Equipment
3. Reproduction Equipment

D. Management Plans & Procedures

1. SOP for Office
2. Staffing Plan
3. Sample Monthly Summary

M-2. TECHNICAL EVALUATION

(1) Experience/Past Performance: Experience and past performance are equally important.

(A) Experience and References: Firms demonstrating experience in similar work will receive a more favorable rating than firms demonstrating only experience in general accounting or cost accounting. Similar work means providing a similar type of support to agencies or companies as the work described in Section C, Statement of Work. This includes knowledge of the rules of evidence, protection of original documents, use of Optical Disk Imaging systems, problems with altered or enhanced documents, redacting requirements, and reconciling documents to financial reports. Number of years of experience and complexity of work will also be considered. Among other things, the government may ask references to confirm the description of work for the contract, to evaluate the contractor's performance, and whether or not they would recommend the contractor to the Government.

(B) Past Performance: The government will more highly value independent documentation that demonstrates excellent customer satisfaction. Completion schedules and resolution of problems are equally important, but are less important than the factor listed above. The government will evaluate budget overruns and/or cost savings. The government reserves the right to access internal and external sources to assess past performance.

(C) Terminations: The government will evaluate the proposal based on the number and type of contract terminations prior to contract completion. No fault terminations will not impact the evaluation but terminations for fault will. (For example, a Government contract terminated for convenience will not be evaluated the same as a Government contract terminated for default.) The government reserves the right to access internal and external sources, Government publications and reference materials to determine if terminations have occurred and, if applicable, the type and reason for the termination.

(D) Neutral Score: In accordance with FAR 15.305, an offeror without relevant past performance will not be evaluated either favorable or unfavorably on past performance.

(2) Organization and Personnel

(A) Cost Recovery Research Team (CRRT): CRRT staff qualifications and the offeror's ability to staff are equally important. The Government will evaluate the proposal based on meeting the position qualifications stated in Section C, paragraph C-10. The Government will look favorably on employees who exceed the qualifications in Section C, Paragraph C-10. Staffing methods that use multiple manpower sources, such as re-assignment of employees within the organization or use of temp agencies or employment agencies are more favorable than less dependable staffing methods such as newspaper advertising or unemployment agencies.

(B) Management Staff: Management staff experience is more important than formal education. Firms who demonstrate a management staff with at least 5 years of general management experience will be looked upon more favorably than those with less than 5 years. Firms with a management staff that has additional experience in work similar to that stated in Section C. Statement of Work will also receive a higher rating. When the Government evaluates formal education, favorable consideration will be given to management staff personnel with 4-year degrees and those with post-graduate degrees (e.g. MBA).

(C) Company Commitment: Project priority and ability to assume additional workload are equally important. The Government will evaluate the portion of organization workload this project represents to the offeror. Emphasis will be placed on the offeror's ability to identify and acquire resources for additional work.

(D) Company Size, Diversity, and Structure: The offeror's ability to reallocate resources and staffing to the project is the most important factor followed by location of management staff and management staff functions, which are equally important to each other. The Government will look more favorably upon a management staff located in the same commuting area as the CRRT. A firm will also receive an unfavorable evaluation when the management staff personnel also function as a member of the CRRT.

(3) Company Resources

(A) Facility: Location of the facility in relation to the Contracting Officer's Representative is the most important factor. Additional consideration will be given based upon the type of fire protection system, access and security as well as the storage methods used. Easy access and retrieval are preferable.

(B) Office and Peripheral Computer Equipment: All equipment must conform to the specification in Section C. Equipment proposals that exceed or enhance the requirements in Section C will be looked more favorably, including backup equipment provisions to avoid downtime.

(C) Reproduction Equipment: Copier speed is the most important factor and is followed by multi-copy function, reduction function, and availability of backup equipment, which are all of equal importance.

(4) Management Plans and Procedures

(A) Standard Operating Procedures (SOP) for Office: The Government will evaluate these items of the SOP with equal importance: Comprehensiveness, control/protection of records, quality assurance, confidentiality measures, use of automation, proper prioritization of work in scheduling process, problem resolution, training plan, method of determining project status and completion, and method for evaluating time utilization and/or workload analysis.

(B) Staff Plan: The ability to add/delete staff on short notice and how the staffing plan compensates for vacancies to ensure progress of work is equally important. A less important factor that will also be evaluated is the offeror's plan for filling vacancies in a timely manner.

(C) Sample Monthly Summary: The most important factor is whether the sample monthly summary meets the requirements stated in Section C, paragraph C-4. The Government will also evaluate whether the monthly summary reflects the relationship between project execution and hours billed and whether or not vacation and/or absences are identified.

b. COST EVALUATION: The Cost Quote will be subjectively evaluated to determine the best overall value to the Government, price and other factors considered. All elements of the Cost Quote should be complete and accurate as of the date of the quote.

END OF SECTION M

Appendix A
Corps Offices and Locations

USACE Finance Center	5722 Integrity Drive	Millington, TN
Waterways Experiment Station	3909 Halls Ferry Road	Vicksburg, MS
Memphis District	167 North Main St.	Memphis, TN
New Orleans District	Foot of Prytania	New Orleans, LA
St. Louis District	1222 Spruce Street	St. Louis, MO
Vicksburg District	2101 North Frontage Rd	Vicksburg, MS
Baltimore District	10 South Howard St	Baltimore, MD
New England District	696 Virginia Road	Concord, MA
New York District	26 Federal Plaza	New York, NY
Norfolk District	803 Front Street	Norfolk, VA
Philadelphia District	100 Penn Square East	Philadelphia, PA
Buffalo District	1776 Niagara St.	Buffalo, NY
Chicago District	111 N. Canal St.	Chicago, IL
Detroit District	477 Michigan Ave	Detroit, MI
Rock Island District	Clock Tower Bldg.	Rock Island, IL
St. Paul District	190 Fifth Street East	St. Paul, MN
Ohio River Regional Ofc	550 Main St	Cincinnati, OH
Huntington District	502 Eighth Street	Huntington, WV
Louisville District	600 Dr. Martin L. King Pl	Louisville, KY
Nashville District	110 9 th Avenue South	Nashville, TN
Pittsburgh District	1000 Liberty Ave	Pittsburgh, PA
Kansas City District	601 E. 12 th St	Kansas City, MO
Omaha District	106 So. 15 th St.	Omaha, NE
Portland District	333 SW First Ave	Portland, Or
Seattle District	4735 East Marginal Way S.	Seattle, WA
Walla Walla District	201 North 3 rd Ave	Walla Walla, Wa
Charleston District	69A Hagood Ave	Charleston, SC
Jacksonville District	400 W. Bay St	Jacksonville, FL
Mobile District	109 St. Joseph St.	Mobile, AL
Savannah District	100 West Oglethorpe Ave	Savannah, GA
Wilmington District	69 Darlington Ave	Wilmington, NC
Los Angeles District	911 Wilshire Blvd	Los Angeles, CA
Sacramento District	1325 J Street	Sacramento, CA
San Francisco District	333 Market ST	San Francisco, CA
Albuquerque District	4101 Jefferson Plaza, NE	Albuquerque, NM
Ft. Worth District	819 Taylor St	Ft. Worth, TX
Galveston District	2000 Fort Point Rd	Galveston, TX
Little Rock District	700 West Capitol	Little Rock, AR
Tulsa District	1645 S. 101 East Ave	Tulsa, OK

Appendix B
CEFMS Conversion and
Transfer to Finance Center

DISTRICT	Deployment Date	Transfer to Finance Center
Huntsville	Nov-93	Nov-96
Memphis	May-97	May-98
New Orleans	May-97	Jun-98
St. Louis	May-97	May-98
Vicksburg	May-97	May-98
Rock Island	Apr-97	Feb-98
St. Paul	Apr-97	Feb-98
Baltimore	Feb-98	Mar-99
New York	Feb-98	Feb-99
Norfolk	Feb-98	Apr-99
Philadelphia	Feb-98	Apr-99
New England	Feb-98	Feb-99
Portland	Nov-97	Jul-98
Seattle	Nov-97	Jul-98
Walla Walla	Nov-97	Jul-98
Kansas City	Nov-96	Nov-97
Omaha District	Nov-96	Nov-97
Huntington	Feb-97	Mar-98
Louisville	Feb-97	Mar-98
Nashville	Feb-97	Mar-98
Pittsburgh	Feb-97	Mar-98
Buffalo	Apr-97	Jan-98
Chicago	Apr-97	Jan-98
Detroit	Apr-97	Feb-98
Charleston	May-96	Jul-97
Jacksonville	May-96	Jun-97
Mobile	May-96	Jun-97
Savannah	May-96	Jul-97
Wilmington	May-96	Jul-97
Los Angeles	Jan-98	Jan-99
Sacramento	Jan-98	Nov-98
San Francisco	Jan-98	Nov-98
Albuquerque	Mar-96	Mar-97
Ft. Worth	Apr-95	Mar-97
Galveston	Mar-96	Mar-97
Little Rock	Mar-96	Apr-97
Tulsa	Mar-96	Apr-97
WES	Jun-94	Jan-97

Appendix C
Sample
Monthly Status Report

Projects in Progress

District	IAG/MIPR	Project	Documented Thru Date	Number of Hours	Employee Category
Baltimore	DW9693864	A.I.W. Frank/Mid County	May-00	25.00	Clerk
Philadelphia	DW96941744	Ciba Geigy Corp	Aug-01	10.00	Clerk
Etc.					

Projects QA'd

District	IAG/MIPR	Project	Missing Doc List Sent	Number of Hours	Employee Category
Chicago	W58XQG72127432	Chicago-Metro MP	03-Jun-03	3.00	Oper
ERDC	W16ROE10743424	Glen Ridge	05-Jun-03	2.00	Oper
New York	DW96934140	Glen Ridge	03-Jun-03	12.00	Oper
Etc.					

Cost Recoveries

District	IAG/MIPR	Project	Complete In Progress	Number of Hours	Employee Category
Alaska	DW96957274	Ketchikan Pulp	Complete	23.00	Oper
ERDC	W68MD980866848	Ketchikan Pulp	Complete	3.00	Oper
Charleston	DW96934533	Koppers Co	In Progress	12.00	Supv
Etc.					

Documents Inserted

Suspense Number	Date	Number of Hours	Employee Category
03-0233	6/10/2003	0.25	Oper
03-0234	6/10/2003	0.75	Oper
03-0236	6/10/2003	1.00	Oper
Etc.			

Other (See attached)

36.00

Total Hours 128.00

Sample
Monthly Status Report
Page 2

Other Activities	Number of Hours	Employee Category
Meetings	1.50	Supv
	3.00	Oper
	1.50	Clerk
Training	24.00	Oper
Leave	8.00	Clerk
	40.00	Oper
Misc	2.00	Clerk
	35.00	Supv

Meetings: Staff meeting to go over problems discovered during the QA of completed projects.

Training: COR provided training to the Operating Accountants on changes to CEFMS access procedures and menu changes.

Misc: Accounting Clerk was directed to shred duplicate travel vouchers received from Buffalo. Supervisory accountant researched discrepancies in the project status report at the direction of the COR.

Summary of Staff Hours

Position	Avail hrs	Hrs Wkd	Leave	Holidays	Vacancies	
					Unauth	Lv
Clerk	184.00	180.00	4.00	0.00	0.00	0.00
2 Oper	368.00	344.00	24.00	0.00	0.00	0.00
Supv	184.00	184.00	0.00	0.00	0.00	0.00
	<u>736.00</u>	<u>708.00</u>	<u>28.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Appendix D
SPECIAL INSTRUCTIONS
COST RECOVERY
COEMIS DOCUMENTATION PACKAGE

HIGHLIGHTING – DOJ must be able to make additional copies of the documents. Test the highlighter before marking documents. If the highlighted document cannot be copied without the highlight showing – DO NOT HIGHLIGHT. A suggested highlighter that has worked is the “Faber-Castell-Textliner 48,” in florescent yellow.

REDACTING - Employee home addresses, phone numbers, social security numbers, credit card numbers and driver’s license numbers, must be rendered unreadable on all travel records submitted to EPA or DOJ. On labor documents and transaction listings, redact all but the last four digits of the social security number.

LABOR DOCUMENTS – Labor documents are to be sorted in the order they appear on the RAT listing. If a document creates two transactions (such as for Regular and Overtime hours), two copies of the document are to be included in the submitted package. The applicable item on the document is to be highlighted with florescent yellow. The supervisor certification page is to be attached (stapled) BEHIND the labor document.

TRAVEL – Travel documents are to be arranged and stapled together in the following order:

- ENG 4480
- Request for Reimbursement (DD 1351-2)
- Miscellaneous Receipts
- Travel Advance Form (if applicable)
- Travel Order (DD 1610)
- Travel Computation Page (if ITAS program used)
- Disbursement Document (SF 1166)

CONTRACT – The contract payment record should be arranged as follows:

- ENG 4480
- ENG 93
- Disbursement Document (SF 1166)

In a situation where multiple ENG 4480 documents from different months are combined in one payment, a copy of the invoice and disbursement voucher will be attached to each ENG 4480.

MISCELLANEOUS PAYMENTS – There are four key elements to a payment; disbursement vouchers, invoice, receiving report, and purchase order or contract. For documentation purposes the ENG 4480 is also a valuable document since it links the transaction to the payment document. Often the ENG 4480 will double as a receiving report (the receiving report data and signature will appear in the Description block). The

Appendix D (cont.)

receiving official also has the option to use a copy of the Purchase Order as a receiving report (Block 26). The document should be in the following order: ENG 4480, purchase order, receiving report, invoice and disbursement voucher. **BE SURE THE INVOICE IS INCLUDED** – if the invoice is multiple pages long, only the applicable pages and the total page is needed.

IN-HOUSE CHARGES - A variety of forms are used to procure in-house services. Documentation consists of a copy of the in-house service request and associated billing. The documentation provided must clearly identify the services requested, the cost incurred and the relationship of the cost to the project.

MISSING DOCUMENTS – Missing documents should be flagged on the Register of Accepted Transactions. Using a pencil, place an “M” at the end of the transaction to indicate that the document is missing. All missing documents are to be put into the missing document database. If only a part of the document is missing such as the hotel receipt, receiving report, DOV, etc., the missing element(s) should be referenced in the memo field of the missing document database.

Prepare submissions by IAG and/or MIPR for each site. Documentation is accumulated for each month in which cost is incurred, (even if a bill was not issued or the project is carrying a credit balance). A tape is run of all costs reported on the register of accepted transactions and attached to it. The transaction listing is attached behind the bill document (if one was generated). For each line of cost data on the RAT, supporting documentation should be attached in the order they appear on the RAT. Under no circumstances are original documents to be removed from the custody of the local Finance and Accounting Officer.

Appendix D (cont.)

**SPECIAL INSTRUCTIONS
COST RECOVERY
CEFMS DOCUMENTATION PACKAGE**

HIGHLIGHTING – DOJ must be able to make additional copies of the documents. Test the highlighter before marking documents. If the highlighted document cannot be copied without the highlight showing – DO NOT HIGHLIGHT. A suggested highlighter that has worked is the “Faber-Castell-Textliner 48,” in florescent yellow.

REDACTING - Employee home addresses, phone numbers, social security numbers, credit card numbers, and driver’s license numbers must be rendered unreadable on all travel records submitted to EPA or DOJ.

DOCUMENT ORDER – The top document will be the bill document followed by the monthly transaction listing. The cost documents will be attached in the order they appear on the transaction listing. Due to the difference between billing dates and the transaction report dates, a bill may incorporate a portion of the next or previous month’s transaction listing. In those cases, the applicable transactions will be highlighted. An adding machine tape will then be run to demonstrate that the billing and transaction listings are in balance.

LABOR DOCUMENTS – Labor documents will be sorted in the order they appear on the transaction listing. If a document is associated with more than one transaction, a copy of the document will be provided for each entry on the transaction listing.

TRAVEL – Travel documents are to be arranged and stapled together in the following order:

CEFMS Accounts Payable View Screen
Request for Reimbursement (DD 1351-2)
Miscellaneous Receipts
Travel Order (DD 1610)
CEFMS Check Register View Screen

AIRLINE TICKET PAYMENTS – The payment package is to be arranged in the following order:

CEFMS Accounts Payable View Screen
Receiving Report
Invoice
Travel Order
CEFMS Check Register View Screen

CONTRACT – The contract payment record should be arranged as follows:

CEFMS Accounts Payable View Screen

Appendix D (cont.)

ENG 93

CEFMS Check Register View Screen

ACCRUALS – Provide a copy of the CEFMS Accounts Payable View Screen and the following statement added to the bottom of the form: “Accrual canceled on <date>”.

MISCELLANEOUS PAYMENTS – There are four key elements to a payment; disbursement vouchers, invoice, receiving report, and purchase order or contract. For documentation purposes the Accounts Payable View Screen is also a valuable document since it links the transaction to the payment document. The document should be in the following order:

CEFMS Accounts Payable View Screen

Receiving report

Invoice

CEFMS Check Issue View Screen.

IN-HOUSE CHARGES – The documentation for in-house services consist of a copy of the CEFMS facility transaction and a copy of the associated Purchase Request (PR&C).

MISSING DOCUMENTS – Incomplete documents will be tagged. Commercial vouchers with missing invoices will be tagged with a green tab. Travel vouchers that are missing some or all of the traveler receipts will be tagged with a yellow tab. Cost transfer vouchers that are missing the justification receive a pink tab. In a situation where the transaction listing cannot be balanced to the bill document or a problem exists with a particular voucher that cannot be resolved before submission, the voucher or bill will be given a red tag. All missing documents must be entered into the missing document database.

Prepare submissions by agreement and/or MIPR for each site. The Bill documents control the records submitted. Documentation is accumulated for each bill issued regardless of whether it covers one or multiple months. The documents supporting the billed cost will be attached in the order they appear on the transaction listing. Included in the package submitted to the COR is a database file of all the missing/incomplete documents.

APPENDIX E
EXAMPLE PRICING BREAKDOWN FORMAT

CLIN 0001 - Base Year				
Category	Tot Wk Hrs	Hrly Rate	Amount	Rates
Supervisory Accountant		\$0.00	\$0	
Operating Accountant (1)		\$0.00	\$0	
Operating Accountant (2)		\$0.00	\$0	
Operating Accountant (3)		\$0.00	\$0	
Sub-Total Labor			\$0	
Variable Overhead			Amount	
Vacation			\$0	
Holidays			\$0	
Sick Leave			\$0	
Supplies			\$0	
Equipment			\$0	
FICA/Medicare			\$0	
Etc.			\$0	
Sub-Total Variable Overhead			\$0	0.00%
Genral & Administrative Overhead			Amount	
Facility Lease			\$0	
Leasehold Improvements			\$0	
Alarm System			\$0	
Custodial Service			\$0	
Etc.			\$0	
Sub-Total G&A Overhead			\$0	0.00%
Total Cost			\$0	
Profit			\$0	0.00%
Total Price CLIN 0001 - Base Year			\$0	

Note: Use the same detail for each discipline listed in Line Item 0003.