

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1 51	
1. REQUEST NO. W912CZ-04-T-0028	2. DATE ISSUED 16-Jul-2004	3. REQUISITION/PURCHASE REQUEST NO. WC1SH5 4160-F036	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY REGIONAL CONTRACTING OFFICE - ALASKA ATTN: SFCA-PRA-C PO BOX 35510 FORT WAINWRIGHT AK 99703-0510			6. DELIVER BY <i>(Date)</i> SEE SCHEDULE			
5b. FOR INFORMATION CALL: <i>(Name and Telephone no.) (No collect calls)</i> ULANDA E. GANACIAS 907-353-7178			7. DELIVERY <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER DESTINATION <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP Code)</i> DIREC OF COMMUNITY ACTIVITIES (DCA) KILANSKI, PAUL GS-08 ARMY COMMUNITY SERVICE ATTN-RCA-CFA ATTN: APVR-RCA-CFA BLDG 600 1ST FLR FT. RICHARDSON AK 99505-6600 TEL: 907-353-4243 FAX: 907-353-4200			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: <i>(Date)</i> 28-Jul-2004						
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE <i>(Include applicable Federal, State, and local taxes)</i>						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
SEE SCHEDULE						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No. %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER <i>(Street, City, County, State, and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		TELEPHONE NO. <i>(Include area code)</i>	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	New Parent Support - Base Year FFP Non-Personal Services: Contractor shall furnish all labor and transportation necessary to provide New Parent Support for the Army Family Advocacy Program (FAP) as provided in the Statement of Work, Section C. Period of Performance: Date of award for a period of 12 months. PURCHASE REQUEST NUMBER: WC1SH5 4160-F036				
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	New Parent Support FFP The Contractor shall provide services in accordance with the Statement of Work, Section C. NSN: G099-NP-SUP	1	Years		
					NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AB	Training Expenses FFP	1	Each		
	Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Cost of travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances.				
	NSN: G099				

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	New Parent Support - 1st Option Year FFP				
	Non-Personal Services: Contractor shall furnish all labor and transportation necessary to provide New Parent Support for the Army Family Advocacy Program (FAP) as provided in the Statement of Work, Section C.				
	NSN: G099-NS				

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA OPTION	New Parent Support - 1st Option Year FFP The Contractor shall provide services in accordance with the Statement of Work, Section C. NSN: G099-NP-SUP	1	Years		

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB OPTION	Training Expenses FFP Contractor is required to complete at least one (1) training session per year. The FAP Manager will approve the class. Cost of travel, per diem, and tuition shall be billed against this CLIN, and restricted to coach airfare, economy class rental vehicle, and JTR allowances. NSN: G099	1	Each		

NET AMT

FOB: Destination

Section C - Descriptions and Specifications

STATEMENT OF WORK

**STATEMENT OF WORK
Fort Wainwright
New Parent Support Program**

C.1.0. GENERAL

This statement of work includes programs and services, which are the responsibility of the Army Community Service (ACS) Branch, Family Advocacy Program (FAP), Directorate of Community Activities (DCA), and U.S. Army Garrison, Alaska, located at Fort Wainwright, Alaska. The New Parent Support Program Plus (NPSP-Plus) targets at risk/high risk families either with a child under age three (3) or expecting a child. The NPSP-Plus provides intensive home visiting to these at risk/high risk families as a core service. Services also include parent education classes, and information and referral to other military and civilian resources. The goals of the New Parent Support Program are to contribute to mission readiness, support family member adaptation to military life, enhance the knowledge and skills family members need to form healthy relationships and provide safe nurturing environments for children to prevent family violence, and foster a supportive military community for young military families.

C.1.10.a. DEFINITIONS:

AR – Army Regulation
AAR – After Action Report
ACS – Army Community Services
COR – Contracting Officer Representative
DCA – Directorate of Community Activities
DFAS – Defense & Finance Accounting Services
DOC – Directorate of Contracting
DoD – Department of Defense
FAP – Family Advocacy Program
FAPM – Family Advocacy Program Manager
GFP – Government Furnished Property
NPSP – New Parent Support Program
NLT – No Later Than
SOP – Standing Operating Procedure
SOW – Statement of Work
TE – Technical Exhibit

C.1.1. SCOPE OF WORK

C.1.1.1. The Contractor shall implement the New Parent Support Program (NPSP) to support families with children from prenatal to 3 years of age (target group) through a comprehensive combination of services offered before and after a child's birth. These services include parent education classes, home visits, and information and referral to other military and civilian resources.

C.1.1.2. The Contractor shall conduct screening and assessment activities and identify the "target group" who can benefit from additional, more intensive support. Families may be self-referred or referred by

health care providers, social service staff and commands. Services are based on home visiting services and include role modeling/mentoring, pregnancy and parenting education, and appropriate military and civilian referrals.

C.1.1.3. The Contractor shall conduct home visits with “target group”, at their homes to assess for risk of child maltreatment and/or family violence, provide information and support, pregnancy and parenting education, and to build upon family strengths.

C.1.1.4. The Contractor shall provide the COR a proposed schedule of classes and activities for the upcoming month not later than the 25th of the preceding month.

C.1.2. PERSONNEL

Contractor’s employees shall have the following minimum qualifications:

C.1.2.1. A minimum of one year experience providing education and support to expectant, or new parents, such as home visiting, parent education, early childhood education.

C.1.2.2. Work experience with young, low income, or special needs families preferred.

C.1.2.3. A minimum of two years experience in military lifestyle, such as prior work experience with a military community service agency, military families, or military services.

C.1.2.4. Education and Professional Requirements: The Contractor will be a registered nurse with a BSN or MSW (a four year degree) and maintain a current US state nursing license on file. The Contractor will meet nursing standards of the American Nurses Association, the Association of Women’s Health, and Neonatal Nurses will be responsible for remaining current in relevant areas of parent/child family issue.

C.1.2.5. Contractor must be knowledgeable of, and have a year experience in child development, skills in parenting issues, and familiarity with parenting in the military.

C.1.2.6. Contractor shall have a year experience and working knowledge of local military and civilian resources to support young families and ability to work cooperatively with referral agencies to connect military families with needed services.

C.1.2.7. Contractor shall have a year experience and the knowledge of the theory, practices and problems involved in social services delivery issues. This includes experience in organizing training materials, writing lesson plans, providing classroom instruction, and teaching.

C.1.2.8. Contractor must have at least a year experience in adapting educational programs and initiatives in response to customer feedback evaluations and feedback from needs assessments.

C.1.2.9. Contractor must be familiar with DoD Family Advocacy Programs.

C.1.2.10. Contractor shall have a year experience in assisting/teaching adults in a formal setting. This may be in public speaking, classroom, seminar, or other such settings.

C.1.2.11. Contractor must have experience (12 months or more) in computer operating systems such as Microsoft Windows and computer applications such as Microsoft Office to perform basic word processing and telecommunications (e-mail and Internet access).

C.1.2.12. Contractor must have a current motor vehicle license and use his/her vehicle for business conducted within a 20-mile radius of Fort Wainwright, Alaska.

C.1.2.13. Contractor must have the training, experience of above requirements and the ability to communicate effectively in the English language, both orally and in writing.

C.1.3. QUALITY CONTROL

Contractor shall establish a quality control program to ensure the requirements of the contract are accomplished as specified. Quality controls will include the following as a minimum:

C.1.3.1. A method of gathering demographic information on class and/or unit participants that will satisfy requirements of ACS annual report. See sample at Technical Exhibit 2 (**TE -02**).

C.1.3.2. A method of obtaining feedback from clients. See sample at Technical Exhibit 3 (**TE 03**).

C.1.3.3. A means to ensure client confidentiality.

C.1.4. QUALITY ASSURANCE

The Government will evaluate the Contractor's performance under this contract using the method of surveillance specified at Technical Exhibit 1 (**TE-01**). TE-01 is provided for informational purposes only, and may be changed by the government at any time.

C.1.5. PHYSICAL SECURITY

Contractor shall establish and implement methods to ensure the physical security of all US Government property and facilities. Methods established shall be in accordance with locally directed physical security and internal control procedures (see attached Standing Operating Procedures (SOP) at Technical Exhibit 4 (**TE-04**). Access to facilities shall be limited to those for whom the local commander has authorized access.

The contractor shall be responsible for keys issued to him/her and shall pay for installation of locks if keys are lost or compromised. The contractor shall also be responsible for securing the building according to the ACS policy and procedures when he/she is the last person to leave the building for the day.

C.1.5.1 CONFIDENTIALITY

Contractor shall not reveal personal information of clients and volunteers, to include social security numbers, telephone numbers, and other personal information, except as provided under this contract or required by law.

C.1.6. HOURS OF OPERATION

The contractor will provide services between the hours of 0800 to 1700, Monday – Friday, and in addition will provide services for evening and weekend program functions, special events, and training activities. The Contractor may be absent a total of 120 hours without reduction in the contract price, if each absence is approved by the Contracting Officer or COR. The Contractor must request approval of all absences, other than those due to illness, at least 24 hours in advance. The Contractor must notify the COR by 0830 on the day of absence when the Contractor is ill and needs to be out sick. No services will be required on Federal holidays. These holidays include New Year's Day, President's Day, Good Friday, Independence Day, Columbus Day, Veteran's Day, Martin Luther King's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

C.1.7. CONSERVATION OF UTILITIES

The Contractor shall observe and follow all pertinent U.S. Army and DoD directives regarding the conservation of utilities and energy.

C.1.8. ENVIRONMENT CONTROLS

The contractor will comply with all federal, state and local regulations concerning protection of the environment.

C.1.9. SAFETY

Contractor shall comply with local safety requirements and make all reasonable efforts to protect all persons from harm and US Government property from damage.

C.1.10. CONTRACTING OFFICER'S REPRESENTATIVE

The Contracting Officer will appoint in writing an individual to act as COR. The COR shall not be authorized to issue Change Orders, Supplemental Agreements, or direct any contract performance requiring contractual modifications or adjustments. Only the Contracting Officer shall make changes in the scope of work by properly executed modifications. The COR may not obligate the Government to pay Contractor any additional sums.

C.1.11. CONDUCT

The Contractor will neither refer government personnel or clients to provide private practice performed by Contractor or Associate nor will Contractor conduct a private practice at government facility or locations. Contractor personnel shall not be under the influence of alcohol or illegal drugs while performing services under this contract, and shall maintain a neat, well-groomed appearance at all times. Contractor personnel shall conduct all business and discussion in a professional manner; maintain decorum and language conducive to the conduction of business in a government setting. Dress is expected to be business attire. Any dress less than this will be authorized by the receiving officer (Family Advocacy Program Manager) for special occasions only.

C.1.12. ORIENTATION

The ACS Director or Family Advocacy Program Manager will provide the contractor with an orientation to the staff and programs available at Army Community Service. This orientation provides information on goals and missions of the various programs. Their focus of the orientation will be ACS accreditation standards, the classes and services offered by the various programs, the staff members' names and work schedules, as well as "housekeeping" information such as bathrooms, lunch break area, room reservation policies, parking, emergencies procedures (fire, vandalism, building/telephone repairs).

C.1.13. COORDINATION

Contractor shall coordinate the New Parent Support Program schedule of events with ACS staff members (both paid and non-paid) to optimize program attendance and participation.

C.2. GOVERNMENT FURNISHED PROPERTY (GFP)/SERVICES

The government will provide to the contractor for use in connection with this contract the following property:

C.2.1. Building - sufficient work space for one Contractor employee, plus additional space as needed and as facilities allow.

C.2.1.1. Access to a telephone.

C.2.1.2. Heat, light, and other utilities.

C.2.1.4. A computer with printer for Contractor utilization, as well as sharing of other office equipment and supplies as needed. Contractor will have shared access to ACS common equipment such as the copier machine, the fax machine, the overhead projector, the paper shredder, laptop computer, projection system and a FAP supply area which contains paper, pens, staples, and other everyday office supplies. The contractor will be able to use a government fax machine to send in their invoices.

C.2.1.5. Standard US Army, government forms and regulations as requested.

C.2.1.6. Office furniture, to include desk, chair, computer, and filing cabinet.

C.2.1.7. Printing of special forms as needed and approved for use by the Printing and Publications Office.

C.2.2. The government property made available under this contract shall be for use only in the performance of the contract.

C.2.3. Within five (5) days of award of the contract, a complete inventory of all property furnished or purchased by the Government will be taken by Contractor, witnessed by Contracting Officer or his/her representative, and reconciled with the installation property books. The Contractor will be liable for all shortages resulting from Contractor negligence or imprudence.

C.3. CONTRACTOR FURNISHED PROPERTY

C.3.1. TRANSPORTATION

Contractor shall use his/her own transportation to deliver training equipment and supplies to various community locations where FAP Education classes are scheduled. All classes are scheduled on Fort Wainwright.

C.3.2. MINIMUM QUALITY STANDARDS

Contractor shall adhere to accreditation standards established per AR 608-18 Ch. 3, para (2)(e).

C.3.3. The government will not be responsible in any way for damage to the contractor's supplies, materials, equipment, or personal belongings brought into the building or onto the grounds due to fire, theft, accident, or other cause unless the Government is determined to be liable under the Federal Tort Claims Act.

C.4.1. SPECIFIC TASKS

The contractor will perform the following:

C.4.1.1. The Contractor shall conduct early identification screening and assessments of referred expectant and new parents.

C.4.1.2. The Contractor will make outreach phone calls to expectant and new parents, with special emphasis on engaging those screened as "high-needs" to offer home visits, office consultation, or advice of available classes and support services.

C.4.1.3. The Contractor shall conduct a need assessment with each family accepting home visiting or office-based services, develop a strength-based services and case records. Documentation need to be maintain and will be reviewed by the COR quarterly or more frequently upon COR request. Appropriate services may include parent education, support, and skill building; screening young children for developmental delays, home management skills, assistance with special needs, and referrals to community resources.

C.4.1.4. Contractor shall provide scheduled home or office visits to high-needs families (average SIX (6) visits per family) during a contract year. Length and duration of visits with each family will be determined by service plan.

C.4.1.5. New Parent Support is a voluntary and preventive program. However, clients may include families referred by agencies (Social Work Service, Civilian Department of Family and Youth Services) for parenting skills building secondary to a substantiated incident of child abuse or neglect. Contractor will keep FAPM and referral sources apprised of clients with significant needs and provide feedback to referral source. All families will be informed at the outset of contractor's legal and moral obligation to report suspected child abuse and neglect and spouse abuse. Contractor will not be required to conduct home visits in any situation where personal safety is in question. Contractor will be required to be available via cellular phone when conducting business outside the office during hours of operation for reasons of safety and accountability.

C.4.1.6. Contractor shall document all home visits, contacts, and other client-related activities in a client case file. Contractor will maintain and submit a monthly statistical report documenting all program activities. Report forms will be furnished by COR.

C.4.1.7. Contractor shall distribute Prenatal Information Packets, Welcome Baby Bags, and Baby Bundles to all eligible families.

C.4.1.8. Contractor shall facilitate at least one weekly playgroup for Fort Wainwright families with young children. Playgroups are held on Tuesday and Thursday mornings from 0930 -1100 hours. Play group format and equipment will be provided by COR.

C.4.1.9. Contractor shall offer at least four (4) parenting classes, workshops, and/or special events per month on topics related to healthy growth and development, behavior management, child safety, and special needs. Plans/curriculum must be approved by COR.

C.4.1.10. The Contractor shall provide the COR a proposed schedule of classes and/or briefings for the upcoming month not later than the 25th of the preceding month.

C.4.1.11. Contractor shall conduct a support group for expectant parents on a monthly basis. This event will be conducted during weekday evenings or on Saturdays. Plans for curriculum, marketing and evaluation must be approved by COR.

C.4.1.12. The Contractor shall provide comprehensive, accurate, easily accessible, and up-to-date information on parenting education.

C.4.1.13. Contractor shall provide FAPM with After Action Reports (AARs) on classes and/or unit briefings within 3 days after last scheduled class and/or briefing during a given week.

C.4.1.14. Provide a New Parent Support Program as described C.1.0 and C.1.1 in this contract at ACS, Fort Wainwright, Alaska.

C.4.1.15. Within the first 30 days after contract award, the contractor shall establish and thereafter update a schedule of classes and activities for the first quarter. Schedule of classes and/or unit briefings will be made available to the FAPM. The class and/or unit briefing schedule will also be made available for the ACS Calendar of Activities. The schedule will be continually updated with any changes. The contractor shall produce and implement a marketing plan, acceptable to the government, involving strategies for making contact with the target audience. This can be done through all known resources, to include post newspaper, e-mail, military distribution, Post Information TV (Channel 19). The contractor shall produce promotional literature

including any of the following: flyers, brochures, posters, pamphlets, and direct mail packets outlining vital information and benefits of the program which literature will be subject to the approval of the COR. Within the first 30 days after contract award, the contractor will learn and comply with FAP procedures and requirements necessary for enrollment into classes, maintenance of waiting lists, attendance reporting requirements, information sharing, referrals and child care procedures for persons participating in the classes.

C.4.1.16. Contractor will design and conduct classes and/or unit briefings with a focus on healthy parenting skills for parent of children, 0 to 3 years, and the prevention of child maltreatment and domestic violence. The Contractor shall (a) reserve the room space to conduct the classes. (b) Answer customer inquiries about the class topics being presented. (c) Prepare lesson plans in reference to the subject matter to be presented. (d) Prepare and make copies of handouts pertinent to the class subject matter presented. (e) Set up equipment as needed, like VCR, TV, laptop computer and projection systems for video presentations or overhead projector for overhead briefing slides, easel with flip chart for group discussions, and other material or supplies. Contractor shall use an evaluation feedback tool Technical Exhibit 3 (**TE-03**) to determine what the students found helpful from the classes and implement suggestions proactively to improve the classes based on customer feedback. Contractor will conduct a minimum of 6 classes per month. No minimum class sign up required for class to be conducted. Contractor will conduct classes with one attendee or more depending on the size constraints of the reserved classroom space.

C.4.1.17. Contractor shall provide information to FAP Assistant for the FAP portion of the ACS Management Report no later than the 7th of every month in accordance with AR 608-1, Army Community Service Program. A sample report is attached as Technical Exhibit 5 (**TE-05**). The FAP Assistant will input the information into the ACS Management Report. The ACS Management Report is a standardized format utilized by all ACS programs around the world, updated via the Internet through the ACS Link.

C.4.1.18. Contractor shall provide FAPM with a weekly consolidated After Action Reports (AARs) on classes and/or unit briefings within three (3) days after last scheduled class and/or briefing during a given week. The AARs will be prepared using standard AR 25-50 Military Correspondence Memorandum format for reporting program dates, start/end times, and location where the program was conducted. In addition the Contractor shall include what equipment /supplies were used (overhead, videos, workbooks and other items), topics presented and lesson plan used, class sign in sheets, class attendees' evaluations, contractor's suggestions for future programming initiatives based on customer feedback in the evaluations, and how the class was advertised.

C.4.1.19. The Contractor shall assemble and deliver all training supplies (notebooks, lesson plans, viewgraphs, handouts, etc.) to scheduled classroom sites using the Contractor's transportation. Contractor shall lift, carry and deliver boxes of supplies (up and down, flights of stairs) with an average of 50 pounds per box to the scheduled training sites. Contractor shall lift, carry, and arrange chairs, banquet tables, audiovisual equipment, flip charts, and other classroom training supplies that may weigh an average of 50 pounds per equipment item. Supplies must be provided for all scheduled attendees, plus 25 percent extra for last-minute additions. Estimated classroom attendance will range from small groups of 10 attendees to 100 attendees.

C.4.1.20. Contractor shall employ a variety of marketing techniques (flyers, electronic marquee, Bear Necessities, Post Newspaper) to ensure that the quarterly calendar of New Parent Support Program classes and activities are advertised in accordance with the Army Community Service Marketing and Publicity Standing Operating Procedures.

C.4.1.21. The Contractor will attend at least one professional training relating to the question of new parent support during this contract period not to exceed eight days to include travel time. Training must be approved by the FAPM. The cost of the training will be included in the contract price. The expenses will include registration fee, airfare, hotel, meals, and car rental. Contractor will be responsible for registration, travel arrangements, car rental and hotel accommodations. The estimated expenses average between \$2,000 and will not exceed \$3,000. The location of the training impacts on the associated expenses.

C.4.2. TRAINING LOCATIONS

The New Parent Support Program classes (see C.4.1.5) will be provided on site in the Army Community Service building or as coordinated at alternate Fort Wainwright training sites. If no classroom is available in the ACS building the contractor shall reserve space at alternate Fort Wainwright locations such as the Education Center, Library, or post HQ Command Conference Room.

C.4.3. RECORD KEEPING AND REPORTS

Program files such as class calendars, sign in sheets, lesson plans, customer evaluations, client records, resource materials, information handouts, will be maintained. Contractor shall keep an accurate daily record of client contacts and program activities IAW Army Regulation 608-1, Army Community Service Program.

C.5. APPLICABLE REGULATIONS AND DIRECTIVES

The contractor shall comply with applicable portions of the following regulations and policies: The referenced regulations can be viewed at: www.usapa.army.mil/USAPA_PUB_search_P.asp

1. AR 608-18 Family Advocacy Program, 1995, and corresponding FAP accreditation standards;
2. AR 608-10, Child Development Service, 1990,
3. DOD Directive 6400.1, Family Advocacy Program, 1992;
4. DOD Directive 6400.2, Child and Spouse Abuse Report
5. AR 25-50 Preparing and Managing Correspondence;
6. AR 25-400-2 The Modern Army Record Keeping System (MARKS).

C.6. BACKGROUND CHECKS

C.6.1. IAW DA Circular 690-1, the contractor must be properly cleared and meet the requirements of 42 U.S.C. Section 13041. The contractor is subject to a Criminal History Background Check (CHBC). CHBCs may be required on an annual basis.

C.6.2. The government shall perform the CHBCs. The check requires fingerprinting by a law enforcement officer, the completion of DA form 7216R (or appropriate state Form(s), DA form 7215R, and DA Form 7214R. The FAPM will request a FBI fingerprint check through the Defense Investigative Service. The Government will mail criminal history checks to the appropriate State agency(ies). A request must be mailed to each state in which the contractor has lived during the five-year period prior to beginning work under the contract.

C.6.3. Within 30 calendar days after contract award, the contractor shall submit the properly completed paperwork required by each individual state, along with a check(s) in the amount required by each individual state to the COR for processing by the Government.

C.6.4. The contractor shall be responsible for scheduling appointments for fingerprinting in connection with the CHBC and giving the supervisor advance notice of the appointment. The contractor shall make additional appointments for repeat fingerprinting if prints are returned due to the inability to read the initial prints clearly enough to make identification.

C.6.5. Under the conditions described in the paragraphs under C.6.7 and C.6.8, after the CHBCs have been forwarded by the COR to the appropriate agencies, the contractor may be allowed to work.

C.6.6. Any derogatory a Quality Review Advisory Panel (QRAP) will review information received as a result of the CHBCs, as described in DA CIRC 690-1, to determine if the contractor will be allowed to perform services under the contract. An unfavorable check will be a basis for termination of this contract.

C.6.7. If the contractor has previously received background checks within the last year, he/she shall provide proof of the check or obtain a new one.

C.6.8. The contractor may be permitted to work with children prior to completion of background checks, provided the child's parent or guardian or another staff person is present.

C.6.9. IAW Department of Army (DA) Circular 690-1, the contractor must be properly cleared and meet the requirements of 42 U.S.C. Section 13041. The contractor is subject to a Criminal History Background Check (CHBC). CHBCs may be required on an annual basis.

End of SOW

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Contractor	Destination	Government
0001AA	N/A	N/A	N/A	Government
0001AB	N/A	N/A	N/A	Government
0002	Destination	Contractor	Destination	Government
0002AA	N/A	N/A	N/A	Government
0002AB	N/A	N/A	N/A	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 02-AUG-2004 TO 01-AUG-2005	N/A	DIREC OF COMMUNITY ACTIVITIES (DCA) KILANSKI,PAUL GS-08 ARMY COMMUNITY SERVICE ATTN- RCA-CFA ATTN: APVR-RCA-CFA BLDG 600 1ST FLR FT. RICHARDSON AK 99505-6600 907-353-4243 FOB: Destination	ACS
0001AA	POP 02-AUG-2004 TO 01-AUG-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	ACS
0001AB	POP 02-AUG-2004 TO 01-AUG-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	ACS
0002	POP 02-AUG-2005 TO 01-AUG-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	ACS
0002AA	POP 02-AUG-2005 TO 01-AUG-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	ACS
0002AB	POP 02-AUG-2005 TO 01-AUG-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	ACS

Section G - Contract Administration Data

SECTION G - CONTRACT ADMINISTRATION

Administration Office Address:

Regional Contracting Office – AK (FWA)
P O Box 35510
Fort Wainwright, AK 99703-0510

(Additional Information will be provided on the contract award document)

CLAUSES INCORPORATED BY FULL TEXT

RCO-AK 0001 CONTACT FOR CONTRACT ADMINISTRATION (Local Clause)

In the event your organization receives a contract as a result of this solicitation, please designate a person whom we may contact for contract administration.

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

E-MAIL: _____

(End of Clause)

RCO-AK 005 PAYMENT OFFICE POINT OF CONTACT (Local Clause)

The point of contact for any problems associated with the payment of invoices will be Ms. Faith Lehano, Chief Army Alaska Vendor Pay, telephone (808) 472-7750, or Facsimile (808) 472-5825. Customer Service is available by dialing 1-888-222-6950 (toll free) or Facsimile (808)472-5836. The Electronic Funds Transfer Team may be reached by telephone at (808) 472-7776 or 472-7771.

(End of clause)

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	DEC 2001
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	APR 1984
52.203-7	Anti-Kickback Procedures	JUL 1995
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.219-8	Utilization of Small Business Concerns	MAY 2004
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-22	Previous Contracts And Compliance Reports	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-6	Drug-Free Workplace	MAY 2001
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	DEC 2003
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-1	Payments	APR 1984
52.232-8	Discounts For Prompt Payment	FEB 2002
52.232-17	Interest	JUN 1996
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	OCT 2003
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.249-4	Termination For Convenience Of The Government (Services) (Short Form)	APR 1984
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
252.201-7000	Contracting Officer's Representative	DEC 1991
252.204-7000	Disclosure Of Information	DEC 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003

CLAUSES INCORPORATED BY FULL TEXT

52.215-5 FACSIMILE PROPOSALS (OCT 1997)

(a) Definition. Facsimile proposal, as used in this provision, means a proposal, revision or modification of a

proposal, or withdrawal of a proposal that is transmitted to and received by the Government via facsimile machine.

(b) Offerors may submit facsimile proposals as responses to this solicitation. Facsimile proposals are subject to the same rules as paper proposals.

(c) The telephone number of receiving facsimile equipment is: 907-353-7302

(d) If any portion of a facsimile proposal received by the Contracting Officer is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document--

(1) The Contracting Officer immediately shall notify the offeror and permit the offeror to resubmit the proposal;

(2) The method and time for resubmission shall be prescribed by the Contracting Officer after consultation with the offeror; and

(3) The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timeliness, provided the offeror complies with the time and format requirements for resubmission prescribed by the Contracting Officer.

The Government reserves the right to make award solely on the facsimile proposal. However, if requested to do so by the Contracting Officer, the apparently successful offeror promptly shall submit the complete original signed proposal.

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a **FIRM FIXED PRICE** contract resulting from this solicitation.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

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

(End of clause)

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

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 30 months.

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

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

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION
Employee Class Monetary Wage-Fringe Benefits

GS-11 \$22.99 per hour.

(End of clause)

52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Contracting Officer
Bldg 3030, Room 126
Fort Wainwright, AK 99703-0510

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) In this procurement, you may not protest to the GSBCA because of the nature of the supplies or services being procured. (Contracting Officer shall strike the word "not" where the GSBCA is a correct forum.)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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

<http://www.arnet.gov/far>

<http://www.hill.af.mil>

<http://www.dtic.mil/dfars>

RCO-AK 003 PERIOD OF PERFORMANCE (Local Clause)

The basic period of performance of any contract resulting from this solicitation is anticipated to be from 02 Aug 2004, or date of contract award, whichever is later, through 01 Aug 2005. One consecutive 12-month option period is also included that the Government may exercise in accordance with the terms of the contract. If award is made after 02 Aug 2004, the first month of performance will be prorated on a thirty day basis.

(End of Clause)

RCO-AK 006 POST TRAFFIC REGULATION (Local Clause)

All Contractors are advised that it is a violation of a post traffic regulation to exceed 10 miles per hour while passing military personnel in formation, or a military group running or walking along the side of the road. Driving privileges on this installation may be suspended or canceled for violating post traffic regulations or applicable state laws and will not be considered an excusable delay under the contract. Each Contractor must ensure that all of its employees have been informed of this information.

(End of clause)

RCO-AK 007 MOBILIZATION AND OTHER CONTINGENCY PLANNING (Local Clause)

(a) The attention of the Contractor is invited to the clause in the Contract Clauses entitled, "Changes." This clause permits the Contracting Officer to make changes within the general scope of the contract to include the definition of services, and place and time of performance.

(b) Among the circumstances in which the provisions of this clause may be invoked is a general or limited mobilization of reserve forces or an emergency which impacts upon contract performance. In the event of either eventuality, the Contractor will be expected to promptly take whatever measures are needed to meet any new demands placed upon it. Such demands may well require increases in Contractor furnished property, as well as extended work hours and expansion of the contract workforce.

(c) To insure that Government operations which depend upon the services provided hereunder can proceed with no or only minimal disruption, the Contractor shall, during the life of this contract, anticipate the possibility of a mobilization or similar emergency and the steps it will need to take to rapidly expand its contract capabilities to meet the exigency.

(End of Clause)

RCO-AK 010 REQUIRED INSURANCE (Local Clause)

In accordance with Contract Clause FAR 52.228-5, entitled "Insurance Work on a Government Installation," the Contractor shall procure and maintain during the entire period of his performance under this contract at least the following minimum insurance:

TYPE

AMOUNT

(a) Workmen's Compensation and Employer's Liability Insurance	\$100,000.00
(b) General Liability Insurance	\$500,000.00 per occurrence
(c) Automobile Liability Insurance	
For commercial motor vehicles as defined by the Department of Public Safety, Division of Motor Vehicles, Commercial Vehicle Section	\$500,000.00 bodily injury or death in a single occurrence \$200,000.00 property damage in a single occurrence
For other vehicles used in connection with performing the contract	\$200,000.00 for bodily injury or death per person \$500,000.00 for bodily injury or death per occurrence \$25,000.00 property damage per occurrence

Workers' Compensation Insurance MUST comply with the requirements of Alaska Statute 23.30.

Note: As prescribed by Clause 52.228-5, before commencing work under this contract, the Contractor shall certify to the Contracting Officer in writing that the required insurance has been obtained. Policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective (1) for such period as the laws of the State in which this contract is to be performed prescribe, or (2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer. Upon request, proof of the required insurance and the endorsement shall be furnished to the Contracting Officer.

Additional Note: The Contractor shall be responsible for informing his/her employees that employee-owned vehicles operated on the Government installation, but not used in performing the contract, must comply with the following mandatory State of Alaska insurance requirements:

\$50,000.00 bodily injury or death
of one person per occurrence
\$100,000.00 bodily injury or death
of two or more persons per occurrence
\$25,000.00 property damage per occurrence

(End of clause)

Section J - List of Documents, Exhibits and Other Attachments

EXHIBIT/ATTACHMENT

TE-01

**SURVEILLANCE PLAN
FOR
Family Advocacy Program
New Parent Support Home Visitor**

MONTHLY INSPECTION CHECKLIST

DATE OF INSPECTION: _____

INSPECTOR'S NAME: _____

CONTRACTOR'S NAME: _____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Has quarterly class and/or unit briefing schedule been submitted? (Attach quarterly schedule)	_____	_____	_____
Have classes been publicized on a weekly basis? (Describe method of publicity; i.e., marquee, newspaper, flyer, method of distribution and dates of publication)	_____	_____	_____
Have 4 classes and/or unit briefings been conducted this month?	_____	_____	_____

(Please list: workshop topic, date, time, number of attendees:

How many clients have utilized Prevention Specialist services:

Received home visits _____

Attended classes _____

TE 03

Class/Home Visit Evaluation

Date: _____

1. The Information Was:

Useful	5	4	3	2	1	Not Useful
Understandable	5	4	3	2	1	Not Understandable
About Right	5	4	3	2	1	Too Simple

Comments: _____

2. How Well the Instructor/Home Visitor Did:

Encouraged Participation	5	4	3	2	1	Discouraged Participation
Prepared	5	4	3	2	1	Unprepared
Clear	5	4	3	2	1	Unclear
Organized	5	4	3	2	1	Unorganized

Comments: _____

3. What Was Your Reaction?

Learned a Lot	5	4	3	2	1	Learned Nothing
Enjoyed	5	4	3	2	1	Did Not Enjoy
Interested	5	4	3	2	1	Not Interested
Would Recommend	5	4	3	2	1	Would Not Recommend

Comments: _____

4. What did you like most about this class? _____

5. What information will be of the most use to you? _____

6. How could this class be improved? _____

7. What other types of classes would you like to have? _____

8. How did you hear about this class? _____

TE 4
APVR-WCA-C (608-1)

21 Feb 2003

MEMORANDUM FOR Army Community Service (ACS) Staff Personnel

SUBJECT: Standing Operating Procedures (SOP) for Army Community Service Key Control and Physical Security

1. **PURPOSE:** This SOP establishes policies and procedures for the implementation and administration of key control and physical security for Army Community Service, Building 3722, Fort Wainwright, AK.

2. **REFERENCE:** AR 190-11, 190-31.

3. **APPLICABILITY:** This SOP governs the activities of all Fort Wainwright Army Community Service paid and non-paid staff members.

4. **RESPONSIBILITIES:** All paid and non-paid Army Community Service staff members (GS personnel, contractors, volunteers) are responsible for maintaining the key control and physical security activities described in this SOP.

a. The ACS Director will be responsible for:

(1) Ensuring adherence by authorized personnel to the provisions prescribed in this SOP.

(2) Reviewing and/or updating this SOP at least annually.

(3) Ensuring that physical requirements of the facility and key box comply with physical security guidelines.

(4) Reviewing claims of loss and damage; reporting stolen or lost Government or private property to the Provost Marshal.

b. The ACS Secretary is the primary Key Control Officer and is responsible for:

(1) Conducting periodic key control inventories; conducting physical control security training with incoming personnel.

(2) Maintaining ongoing accountability of hand receipts documenting property and equipment.

(3) Maintaining a file of completed SF 701 Activity Security Checklists completed by each program manager on a monthly basis.

(4) Ensuring that only authorized personnel have access to the ACS building and to secured areas within the facility.

c. ACS staff personnel will:

(1) Comply with key control and physical security guidelines prescribed in this SOP.

(2) Immediately report security and key control violations to the ACS Secretary and to the ACS Director.

(3) Maintain continual vigilance to safeguard all Army Community Service Government property against damage, loss, or theft.

(4) Close and lock facility windows; close and lock facility doors, immediately report broken or malfunctioning locks for repairs to DPW Work Order Desk, 353-7069; ensure that all personnel have left the premises prior to closing.

5. PROCEDURES:

A. ACS Staff Personnel Key Control and Security::

(1) Each ACS program manager will be permanently issued an exterior door key and a master key to ACS Building 3722. These keys will be inventoried and signed for on a quarterly basis utilizing the Key Control and Register DA Form 5513-R. The ACS Secretary who is the primary Key Control Officer will do this function.

(2) In the event that a staff member loses his/her keys, the loss will be immediately reported to the ACS Secretary who will request that DPW replace the building door locks/keys. Then, new keys will be issued to the ACS staff and a record of this issue and turn-in will be kept on the Key Control and Register DA Form 5513-R.

(3) All ACS staff are responsible for the security of their respective work areas and will utilize the Activity Security Checklist Standard Form 701 (Enclosure 1) on a daily basis to indicate that their windows are locked, office areas are secure, and electrical equipment is turned off, etc. This completed Standard Form 701 will be turned in to the ACS Secretary at the end of every month.

(4) ACS staff is responsible for securing the classroom areas that they utilize on an ongoing basis, i.e., locking windows, securing doors, turning off all electrical equipment, etc.

b. Government Property Control:

(1) All ACS property is to be safeguarded and cannot be used for personal reasons. Staffs are responsible for returning any ACS equipment (portable items such as laptop computer, overhead projector, etc.) that they utilize outside of the building at other program sites.

(2) With the ACS Director's approval and on a case by case exception to policy basis, ACS property (overhead projector, screen, tables, chairs, etc.) will be issued on a temporary DA 3161 hand receipt for authorized military installation functions and cannot be issued for individual personal use.

c. Building Security:

(1) All staff are responsible for checking their office doors and windows and facility doors and windows for security on an ongoing basis.

(2) The last remaining staff member in the ACS building is responsible for conducting a thorough security check of the building before departure. This staff member will complete and initial the security checklist at Enclosure 2.

(3) In the event that a staff member discovers that the building is unsecured, the ACS Director will be notified immediately so that:

(a) A property inventory can be conducted

(b) Measures can be implemented to improve/revise security procedures

Encls

SANDRA FONGER
Director, Army Community Service

TECHNICAL EXHIBIT 05:

Input requirements for FAP portion of ACS Management Report:

Prevention Program Summary Report by Category:

Category	Classes	Hours	Participants	Active Duty	Family	Civilian	Other
FAP Overview							
Spouse Abuse							
Child Abuse							
Child Safety							
Parenting - General							
Parenting - New							
Parenting - Adolescent							
Parenting - Step/Blend							
Parenting - Parent Aide							
Family Life - General							
Family Life - Stress							
Family Life - Anger							
Family Life - Communication							
Victim Advocacy							
Crisis Intervention							
Foster Care							
Respite Care							
Other							
Totals							

WAGE DETERMINATION NO: 94-2017 REV (30) AREA: AK,STATEWIDE

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
 ***FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH
 DOL***

WASHINGTON D.C. 20210

William W.Gross Division of
 Director Wage Determinations

Wage Determination No.: 1994-2017
 Revision No.: 30
 Date Of Last Revision: 05/27/2004

State: **Alaska**
 Area **Alaska** Statewide

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	12.25
01012 - Accounting Clerk II	13.46
01013 - Accounting Clerk III	16.97
01014 - Accounting Clerk IV	19.02
01030 - Court Reporter	17.92
01050 - Dispatcher, Motor Vehicle	17.18
01060 - Document Preparation Clerk	15.39
01070 - Messenger (Courier)	13.11
01090 - Duplicating Machine Operator	13.38
01110 - Film/Tape Librarian	15.27
01115 - General Clerk I	12.14
01116 - General Clerk II	14.64
01117 - General Clerk III	15.39
01118 - General Clerk IV	17.32
01120 - Housing Referral Assistant	18.57
01131 - Key Entry Operator I	12.28
01132 - Key Entry Operator II	17.14
01191 - Order Clerk I	13.94
01192 - Order Clerk II	15.73
01261 - Personnel Assistant (Employment) I	15.35
01262 - Personnel Assistant (Employment) II	17.25
01263 - Personnel Assistant (Employment) III	19.28
01264 - Personnel Assistant (Employment) IV	22.38
01270 - Production Control Clerk	21.31
01290 - Rental Clerk	15.27
01300 - Scheduler, Maintenance	16.01
01311 - Secretary I	16.01
01312 - Secretary II	17.92

01313 - Secretary III	18.57
01314 - Secretary IV	20.88
01315 - Secretary V	22.76
01320 - Service Order Dispatcher	15.37
01341 - Stenographer I	14.27
01342 - Stenographer II	16.03
01400 - Supply Technician	20.88
01420 - Survey Worker (Interviewer)	17.07
01460 - Switchboard Operator-Receptionist	12.54
01510 - Test Examiner	17.92
01520 - Test Proctor	17.92
01531 - Travel Clerk I	12.68
01532 - Travel Clerk II	14.00
01533 - Travel Clerk III	15.47
01611 - Word Processor I	13.66
01612 - Word Processor II	15.44
01613 - Word Processor III	16.71
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	16.45
03041 - Computer Operator I	16.09
03042 - Computer Operator II	17.14
03043 - Computer Operator III	24.42
03044 - Computer Operator IV	25.98
03045 - Computer Operator V	27.62
03071 - Computer Programmer I (1)	20.07
03072 - Computer II (1)	24.82
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	16.62
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	22.47
05010 - Automotive Glass Installer	20.51
05040 - Automotive Worker	20.51
05070 - Electrician, Automotive	22.17
05100 - Mobile Equipment Servicer	18.40
05130 - Motor Equipment Metal Mechanic	22.47
05160 - Motor Equipment Metal Worker	20.51
05190 - Motor Vehicle Mechanic	22.47
05220 - Motor Vehicle Mechanic Helper	17.38
05250 - Motor Vehicle Upholstery Worker	20.51
05280 - Motor Vehicle Wrecker	20.51
05310 - Painter, Automotive	21.44
05340 - Radiator Repair Specialist	20.51
05370 - Tire Repairer	17.78
05400 - Transmission Repair Specialist	22.47
07000 - Food Preparation and Service Occupations	

(not set) - Food Service Worker	10.30	
07010 - Baker	14.50	
07041 - Cook I	12.82	
07042 - Cook II	14.72	
07070 - Dishwasher	10.99	
07130 - Meat Cutter	16.05	
07250 - Waiter/Waitress	10.83	
09000 - Furniture Maintenance and Repair Occupations		
09010 - Electrostatic Spray Painter	21.44	
09040 - Furniture Handler	15.78	
09070 - Furniture Refinisher	21.44	
09100 - Furniture Refinisher Helper	17.38	
09110 - Furniture Repairer, Minor	19.42	
09130 - Upholsterer	21.44	
11030 - General Services and Support Occupations		
11030 - Cleaner, Vehicles	9.80	
11060 - Elevator Operator	11.07	
11090 - Gardener	15.93	
11121 - House Keeping Aid I	10.69	
11122 - House Keeping Aid II	11.99	
11150 - Janitor		12.18
11210 - Laborer, Grounds Maintenance	13.26	
11240 - Maid or Houseman	10.69	
11270 - Pest Controller	16.93	
11300 - Refuse Collector	15.69	
11330 - Tractor Operator	15.03	
11360 - Window Cleaner	13.45	
12000 - Health Occupations		
12020 - Dental Assistant	15.88	
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	19.48	
12071 - Licensed Practical Nurse I	13.89	
12072 - Licensed Practical Nurse II	15.61	
12073 - Licensed Practical Nurse III	17.47	
12100 - Medical Assistant	14.93	
12130 - Medical Laboratory Technician	17.17	
12160 - Medical Record Clerk		14.45
12190 - Medical Record Technician	15.14	
12221 - Nursing Assistant I	9.56	
12222 - Nursing II	10.76	
12223 - Nursing Assistant III	11.72	
12224 - Nursing Assistant IV	13.18	
12250 - Pharmacy Technician	14.54	
12280 - Phlebotomist	15.94	
12311 - Registered Nurse I	21.59	
12312 - Registered Nurse II	26.42	
12313 - Registered Nurse II , Specialist	26.42	
12314 - Registered Nurse III	31.96	
12315 - Registered Nurse III , Anesthetist	31.96	
12316 - Registered Nurse IV	38.32	

13000 - Information and Arts Occupations		
13002 - Audiovisual Librarian	23.84	
13011 - Exhibits Specialist I	21.09	
13012 - Exhibits Specialist II	25.29	
13013 - Exhibits Specialist III	30.90	
13041 - Illustrator I	21.09	
13042 - Illustrator II	25.29	
13043 - Illustrator III	30.90	
13047 - Librarian	22.95	
13050 - Library Technician	19.63	
13071 - Photographer I	16.79	
13072 - Photographer II	21.09	
13073 - Photographer III	21.99	
13074 - Photographer IV	26.87	
13075 - Photographer V	28.25	
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations		
15010 - Assembler	9.27	
15030 - Counter Attendant	9.27	
15040 - Dry Cleaner	11.82	
15070 - Finisher, Flatwork, Machine	9.27	
15090 - Presser, Hand	9.27	
15100 - Presser, Machine, Drycleaning	9.27	
15130 - Presser, Machine, Shirts	9.27	
15160 - Presser, Machine, Wearing Apparel, Laundry	9.27	
15190 - Sewing Machine Operator	13.01	
15220 - Tailor		14.50
15250 - Washer, Machine	10.12	
19000 - Machine Tool Operation and Repair Occupations		
19010 - Machine-Tool Operator (Toolroom)	22.55	
19040 - Tool and Die Maker	28.08	
21000 - Material Handling and Packing Occupations		
21010 - Fuel Distribution System Operator	24.18	
21020 - Material Coordinator	21.31	
21030 - Material Expediter	21.31	
21040 - Material Handling Laborer	16.29	
21050 - Order Filler	13.82	
21071 - Forklift Operator	17.80	
21080 - Production Line Worker (Food Processing)	17.80	
21100 - Shipping/Receiving Clerk	17.20	
21130 - Shipping Packer	17.20	
21140 - Store Worker I	13.66	
21150 - Stock Clerk (Shelf Stocker; Store II)	18.50	
21210 - Tools and Parts Attendant	17.67	
21400 - Warehouse Specialist	17.80	
23000 - Mechanics and Maintenance and Repair Occupations		
23010 - Aircraft Mechanic	22.18	
23040 - Aircraft Mechanic Helper	17.38	
23050 - Aircraft Quality Control Inspector	23.48	
23060 - Aircraft Servicer	19.42	
23070 - Aircraft Worker	20.43	

23100 - Appliance Mechanic	21.45
23120 - Bicycle Repairer	17.78
23125 - Cable Splicer	30.48
23130 - Carpenter, Maintenance	22.54
23140 - Carpet Layer	20.79
23160 - Electrician, Maintenance	28.07
23181 - Electronics Technician, Maintenance I	21.21
23182 - Electronics Technician, Maintenance II	30.22
23183 - Electronics Technician, Maintenance III	32.77
23260 - Fabric Worker	19.83
23290 - Fire Alarm System Mechanic	23.52
23310 - Fire Extinguisher Repairer	19.16
23340 - Fuel Distribution System Mechanic	28.42
23370 - General Maintenance Worker	20.43
23400 - Heating, Refrigeration and Air Conditioning Mechanic	22.66
23430 - Heavy Equipment Mechanic	25.13
23440 - Heavy Equipment Operator	27.85
23460 - Instrument Mechanic	24.04
23470 - Laborer	13.51
23500 - Locksmith	22.55
23530 - Machinery Maintenance Mechanic	26.53
23550 - Machinist, Maintenance	23.08
23580 - Maintenance Trades Helper	17.38
23640 - Millwright	23.95
23700 - Office Appliance Repairer	22.55
23740 - Painter, Aircraft	24.52
23760 - Painter, Maintenance	21.45
23790 - Pipefitter, Maintenance	29.11
23800 - Plumber, Maintenance	27.79
23820 - Pneudraulic Systems Mechanic	23.95
23850 - Rigger	23.95
23870 - Scale Mechanic	21.20
23890 - Sheet-Metal Worker, Maintenance	25.83
23910 - Small Engine Mechanic	21.54
23930 - Telecommunication Mechanic I	23.64
23931 - Telecommunication Mechanic II	27.01
23950 - Telephone Lineman	23.64
23960 - Welder, Combination, Maintenance	22.55
23965 - Well Driller	24.34
23970 - Woodcraft Worker	23.95
23980 - Woodworker	20.12
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.47
24580 - Child Care Center Clerk	15.54
24600 - Chore Aid	11.74
24630 - Homemaker	18.94
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	26.53
25040 - Sewage Plant Operator	22.25
25070 - Stationary Engineer	26.53

25190 - Ventilation Equipment Tender	17.38	
25210 - Water Treatment Plant Operator	21.94	
27000 - Protective Service Occupations		
(not set) - Police Officer	29.17	
27004 - Alarm Monitor	17.94	
27006 - Corrections Officer	24.74	
27010 - Court Security Officer	23.89	
27040 - Detention Officer	24.74	
27070 - Firefighter	20.42	
27101 - Guard I	12.73	
27102 - Guard II	15.61	
28000 - Stevedoring/Longshoremen Occupations		
28010 - Blocker and Bracer	21.20	
28020 - Hatch Tender	21.20	
28030 - Line Handler	21.20	
28040 - Stevedore I	22.75	
28050 - Stevedore II	25.19	
29000 - Technical Occupations		
21150 - Graphic Artist	25.25	
29010 - Air Traffic Control Specialist, Center (2)	29.73	
29011 - Air Traffic Control Specialist, Station (2)	20.63	
29012 - Air Traffic Control Specialist, Terminal (2)	22.72	
29023 - Archeological Technician I	18.22	
29024 - Archeological Technician II	20.48	
29025 - Archeological Technician III	25.29	
29030 - Cartographic Technician	28.75	
29035 - Computer Based Training (CBT) Specialist/ Instructor	30.74	
29040 - Civil Engineering Technician	24.20	
29061 - Drafter I	17.72	
29062 - Drafter II	21.97	
29063 - Drafter III	27.28	
29064 - Drafter IV	28.75	
29081 - Engineering Technician I	20.65	
29082 - Engineering Technician II	25.56	
29083 - Engineering Technician III	28.25	
29084 - Engineering Technician IV	29.45	
29085 - Engineering Technician V	31.47	
29086 - Engineering Technician VI	37.83	
29090 - Environmental Technician	19.18	
29100 - Flight Simulator/Instructor (Pilot)	35.35	
29160 - Instructor	24.39	
29210 - Laboratory Technician	21.99	
29240 - Mathematical Technician	28.75	
29361 - Paralegal/Legal Assistant I	20.72	
29362 - Paralegal/Legal Assistant II	24.45	
29363 - Paralegal/Legal Assistant III	29.91	
29364 - Paralegal/Legal Assistant IV	36.66	
29390 - Photooptics Technician	26.61	
29480 - Technical Writer	29.84	

29491 - Unexploded Ordnance (UXO) Technician I	19.02	
29492 - Unexploded Ordnance (UXO) Technician II	23.01	
29493 - Unexploded Ordnance (UXO) Technician III	27.58	
29494 - Unexploded (UXO) Safety Escort	19.02	
29495 - Unexploded (UXO) Sweep Personnel	19.02	
29620 - Weather Observer, Senior (3)	26.72	
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	19.09	
29622 - Weather Observer, Upper Air (3)	19.09	
31000 - Transportation/ Mobile Equipment Operation Occupations		
31030 - Bus Driver	18.80	
31260 - Parking and Lot Attendant	13.19	
31290 - Shuttle Bus Driver	17.68	
31300 - Taxi Driver	15.74	
31361 - Truckdriver, Light Truck	17.30	
31362 - Truckdriver, Medium Truck	18.75	
31363 - Truckdriver, Heavy Truck	20.84	
31364 - Truckdriver, Tractor-Trailer	20.84	
99000 - Miscellaneous Occupations		
99020 - Animal Caretaker	11.22	
99030 - Cashier	11.70	
99041 - Carnival Equipment Operator		14.59
99042 - Carnival Equipment Repairer	15.47	
99043 - Carnival Worker	11.99	
99050 - Desk Clerk	14.09	
99095 - Embalmer	19.02	
99300 - Lifeguard	11.11	
99310 - Mortician	19.02	
99350 - Park Attendant (Aide)	13.94	
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.41	
99500 - Recreation Specialist	22.53	
99510 - Recycling Worker	22.30	
99610 - Sales Clerk	12.94	
99620 - School Crossing Guard (Crosswalk Attendant)	14.06	
99630 - Sport Official	11.11	
99658 - Survey Party Chief (Chief of Party)	26.44	
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	24.04	
99660 - Surveying Aide	17.60	
99690 - Swimming Pool Operator	16.45	
99720 - Vending Machine Attendant		14.05
99730 - Vending Machine Repairer	16.45	
99740 - Vending Machine Repairer Helper	14.05	

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 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 eleven paid holidays per year: New Year's Day, Martin

Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), 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.

End

Section K - Representations, Certifications and Other Statements of Offerors

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

“Taxpayer Identification Number (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) 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 IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) 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.

(d) 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.

(e) 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 _____

(f) Common parent.

Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

Name and TIN of common parent:

Name _____

TIN _____

(End of provision)

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) 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 number or "DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

(b) 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 name.

(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).

(End of provision)

52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)

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

“Discussions” are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

“In writing or written” means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

“Time”, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals. (1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, or revision, of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications, or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

- (7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.
- (8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.
- (d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).
- (e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--
- (1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and
- (2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.
- (f) Contract award. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
- (2) The Government may reject any or all proposals if such action is in the Government's interest.
- (3) The Government may waive informalities and minor irregularities in proposals received.
- (4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.
- (5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.
- (6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.
- (7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.
- (8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

- (i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.
- (ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.
- (iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.
- (iv) A summary of the rationale for award.
- (v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.
- (vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is **813319**.

(2) The small business size standard is **\$6,000,000**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

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

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(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.

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

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

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(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 (b)(6)(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.

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

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 service-disabled 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 the size standard in paragraph (a) of this provision.

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; 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

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

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

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

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Section L - Instructions, Conditions and Notices to Bidders

CLAUSES INCORPORATED BY FULL TEXT

52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) 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 number or "DUNS+4" that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet, Inc. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent concern.

(b) 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 name.

(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).

(End of provision)

52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its

quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://www.farsite.hill.af.mil>

<http://www.dtic.mil/dfars>

Section M - Evaluation Factors for Award

SECTION M

Contractor needs to provide copies of their credentials, resume, references from work related experience (Company name, point of contact, telephone number or fax) information with the offer or quote.

Provide no more than three of the past performance questionnaire survey to be faxed directly to Regional Contracting Office on or before the closing date. This survey/questionnaire will provide us additional information of your past performance (See Attachment Past Performance Survey). Fax & Address to submit completed forms directly to: (907) 353-7302 or mail to Regional Contracting Office – Alaska, P O Box 35510, Fort Wainwright, AK 99703-0510, ATTN: W912CZ-04-T-0028 on or before the closing date.

In addition Contractor must be properly cleared in accordance with Army Regulation 608-10 and 608-18 subject to Criminal History Background Check.

Past Performance Questionnaire Survey

(Please provide work experience related to New Parent Support-Plus Program or similar. Fax completed form to (907) 353-7302, Regional Contracting Office – Alaska (FWA))

1. CONTRACT IDENTIFICATION

- 1. Contractor: _____
- 2. Contract Number: _____
- 3. Contact Type: _____
- Competitive:** Yes No
- 4. Period of Performance: _____
- 5. Current Contract Cost: _____
- 6. Description of Services: _____

II AGENCY IDENTIFICATION

- 1. Name: _____
- 2. Location of Project: _____
- 3. Name of Person Providing Information: _____
- 4. Telephone Number: _____
- 5. Duty Title: _____

6. Date of Questionnaire Completion: _____

III. EVALUATION

1. QUALITY OF SERVICE: Did the Contractor meet/not meet/exceed Contract Requirements for Quality of Service? MEET [] NOT MEET [] EXCEED []

a) Please explain how the Contractor met/did not meet/exceeded the contract requirements regarding quality of service and provide any strengths and/or weaknesses (design and conduct classes briefings).

b) Were there any problems encountered Client complaints or handling confidential information? What were the complaints for and when? Did the Contractor correct the problem?

The quality of service can be measured by how well the offeror conformed to or met Contract requirements, and standards of good workmanship (e.g. commonly accepted technical practices, professional, confidentiality and/or safety and health standards).

2(A) SCHEDULE: Did the Contractor met/did not meet/exceed the schedule (Timeliness) requirements (e.g. Milestones/Deliverables)? MEET [] NOT MEET [] EXCEED []

Please explain how the Contractor met/did not meet/exceeded the schedule requirements and provide any strengths and/or weaknesses.

Schedule can be measured in terms of the timeliness, in which the Contractor completes, or has completed, milestones., administrative requirements, contract requirements (e.g. efforts that contribute to or effect the schedule variance).

2(B) SCHEDULE: Did the Contractor meet/not meet/exceed the administrative requirements (e.g. invoices/billings, schedules)? MEET [] NOT MEET [] EXCEED []

Please explain how the Contractor met/did not meet/exceed the administrative requirements and provide any strengths and/or weaknesses.

3. BUSINESS RELATIONS: Did the contractor meet/not meet/exceed your business relations requirement? MEET
NOT MEET
EXCEED

Please explain how the Contractor met/did not meet/exceeded your business relations requirements and provide any strengths and/or weaknesses.

Business relations can be measured by the offeror’s active participation during contract administration. This includes, but is not limited to, the timeliness, completeness and quality of problem identification; and Case reports.

4. MANAGEMENT OF KEY PERSONNEL: Has the Contractor’s ability to manage key personnel met/not met/exceeded your requirement? MEET
NOT MEET
EXCEED

Please explain how the Contractor has met/not met/exceeded the requirement for proper management of key personnel and provide any strengths or weaknesses.

Management of key personnel can be measured by the offeror’s performance in selecting, training, retaining, supporting and replacing, when necessary, key personnel with personnel who have a breadth of experience and knowledge in contract management, and who have demonstrated their ability to carry out contract management for and on behalf of the Contractor.

5. OTHER:

a) If applicable, what were the Contractor’s strong points?

b) If applicable, what were the Contractor’s weak points?

c) How would you rate this Contractor overall?

- Exceptional/Dark Blue-** No performance problems. No Government oversight needed.
- Very Good/Purple-** Displayed considerable initiative. Little Government oversight needed.
- Satisfactory/Green-** Displayed some initiative. Some Government oversight needed.
- Marginal/Yellow-** Displayed little initiative. Substantial Government oversight needed.
- Unacceptable/Red-** Displayed no initiative. Failed to meet specified minimum performance