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**Subject:** [NOTIFICATION] Document Generation System (DGS) Workforms Updated on April 10, 2021  
**Date:** Thursday, April 29, 2021 10:37:22 AM  
**Attachments:** [Sections A C H J and L Update Chart.pdf](#)

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## The NIH Enterprise Document Generation System

Dear DGS Users,

The Document Generation System (DGS) Workforms <https://oamp.od.nih.gov/DGS/DGS-workform-information/handbook-files> were updated on April 10, 2021 to incorporate the changes in accordance with NIH Policies and the changes required by FAR.

The Uniform Contract Format (UCF) sections A, C, H, J, and L, were updated in the DGS Workforms. The remaining DGS Workforms RFP and Contract UCF sections will be updated in a next DGS update. In the interim, the updated UCF sections are posted on the DGS website at:

<https://oamp.od.nih.gov/DGS/DGS-workform-information/handbook-files> and for the General Clause Listing of Section I Clauses, at: <https://oamp.od.nih.gov/nih-document-generation-system/reference-material-prospective-offerors-and-contractors/general-clause-listing>.

The following Table is attached and lists the Changes:

Sections A, C, H, J and L Updated 04/10/2021  
 List of Clauses Changed  
 Updated through FAC 2021-04 and NIH Instructions 2020-2021

| Section              | Item Number RFP/Contract | Title  | Correction                                       | Notes |
|----------------------|--------------------------|--|--|-------|
| A RFP                |                          |  |  |       |
|                      | 3                        | Solicitation   | Replaced inactive link                           |       |
| C (RFP and Contract) |                          |  |  |       |
|                      | 76/125                   | Report of USDA-Designated Biobased Products                            | Replaced inactive link                           |       |
|                      | 78/127                   | HHS OCIO Program Policies  | Replaced inactive link - Updated phone and email |       |
|                      | 79/128                   | General Security Requirements  | Replaced inactive link                           |       |
| H (RFP and Contract) |                          |  |  |       |
|                      | 174/241                  | H.19./H.20. Coronavirus Disease 2019 (COVID-19) – HHS Recovery Efforts | Added Clause                                     |       |
|                      | 175/242                  | H.20./H.21. Coronavirus Disease 2019 (COVID – 19)                      | Added Clause                                     |       |

|            |         |  |                             |  |
|------------|---------|--|-----------------------------|--|
|            |         | – Onsite Contractors Return to Physical Workspace  |                             |  |
| J RFP      |         |  |                             |  |
|            | 582.2   | HHS Section 508 Product Assessment Template  | Replaced inactive link      |  |
|            | 582.3   | Disclosure of Lobbying Activities, SF-LLL  | Replaced inactive link      |  |
|            | 582.4   | NIH (RC)-1, -1 Exhibit, -2, and -4   | Updated 3/2021              |  |
|            |         | Privacy Act System of Records  | Replaced inactive link      |  |
|            |         | Human Fetal Tissue Obtained from Elective Abortion Justification   | Added link to justification |  |
|            |         | COVID-19 Return to Work Guidance and Appendix I  | Added link                  |  |
|            |         | Electronic Invoicing Instructions Notification to NIH Contractors/Vendors  | Added link                  |  |
|            |         | Electronic Invoicing Step-by-Step Instructions   | Added link                  |  |
| J Contract |         |  |                             |  |
|            | 661-664 | NIH (RC)-1, -1 Exhibit, -2, and -4   | Updated 3/2021              |  |
|            | 666     | Electronic Invoicing Instructions Notification to NIH Contractors/Vendors  | Added link                  |  |
|            | 666     | Electronic Invoicing Step-by-Step Instructions   | Added link                  |  |
|            | 669     | Privacy Act System of Records  | Replaced inactive link      |  |
|            | 676     | Disclosure of Lobbying Activities, SF-LLL  | Replaced inactive link      |  |
|            | 689     | COVID-19 Return to Work Guidance and Appendix I  | Added link                  |  |
| Section L  |         |  |                             |  |
|            | 587-589 | Instructions to Offerors-Competitive Acquisition and Alternate I and II  | Updated clause              |  |
|            | 590     | Request for Information or Solicitation for Planning Purposes  | Updated clause              |  |
|            | 602     | Brand Name or Equal  | Updated clause              |  |
|            | 604     | Promoting Efficient Spending   | Replaced inactive link      |  |
|            | 607     | Reference Materials  | Removed outdated material   |  |
|            | 631     | Selection of Offerors – Contract Opportunities   | Replaced inactive link      |  |
|            | 634     | Certification Regarding Tax Matters (Over \$5.5 M)   | Updated clause amount       |  |
|            | 637     | Time-and-Material/Labor-Hour Proposal Requirements Non-Commercial Item Acquisitions without Adequate Price Competition | Updated clause              |  |

|  |         |  |  |  |
|--|---------|--|--|--|
|  | 638     | Notice of Buy American Requirement-Construction Materials  | Updated clause amount                            |  |
|  | 640     | Notice of Buy American Requirement-Construction Materials Under Trade Agreements   | Updated clause amount                            |  |
|  | 643     | Notice of Required Use of American Iron, Steel, and Manufactured Goods – Buy American Statute – Construction Materials   | Updated clause                                   |  |
|  | 645-647 | Notice of Required Use of American Iron, Steel, and Manufactured Goods – Buy American Statute – Construction Materials Under Trade Agreements and Alternate I and II | Updated clause amount                            |  |
|  | 648-649 | Invitation to Propose Performance-Based Payments and Alternate I   | Updated clause                                   |  |
|  | 651     | HHS OCIO Program Policies  | Replaced inactive link - Updated phone and email |  |
|  | 652     | Information Security and/or Physical Access Security   | Replaced several inactive links                  |  |
|  | 654     | Solicitation Provisions  | Updated clause                                   |  |
|  | 655     | System for Award Management  | Updated clause                                   |  |
|  | 657     | Submission of Offers in the English Language   | Updated clause                                   |  |
|  | 658     | Submission of Offers in U.S. Currency  | Updated clause                                   |  |
|  | 659     | Facsimile Proposals  | Updated clause                                   |  |
|  | 666     | Preaward On-Site Equal Opportunity Compliance Evaluation, (\$10,000,000 or Over)   | Updated clause                                   |  |
|  | 667     | Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity for Construction   | Updated clause                                   |  |
|  | 669     | Certification Regarding Trafficking in Persons Compliance Plan   | Updated clause                                   |  |
|  | 670     | Preparation of Proposals--Construction   | Updated clause                                   |  |
|  | 671     | Identification of Uncompensated Overtime   | Updated clause                                   |  |
|  | 672     | SAFETY Act Coverage Not Applicable   | Updated clause                                   |  |
|  | 674     | SAFETY Act Pre-qualification Designation Notice, Alternate I and II  | Updated clauses                                  |  |
|  | 675     | SAFETY Act--Equitable  | Updated clause                                   |  |

|  |     | Adjustment  |   |  |
|--|-----|---|---|--|
|  | 690 | Required Education in the Protection of Human Research Participants   | Updated announcement date<br>Replaced inactive link |  |
|  | 691 | Inclusion of Women and Minorities in Research Involving Human Subjects  | Replaced inactive link and revised applicable date  |  |
|  | 694 | Research Involving Human Fetal Tissue   | Updated clause                                      |  |
|  | 695 | Research Involving Recombinant or Synthetic Nucleic Acid Molecules (Including Human Gene Transfer Research)                         | Replaced inactive links                             |  |
|  | 696 | Human Stem Cell Research  | Replaced inactive link                              |  |
|  | 706 | Notice to Offerors of Requirement for Compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals | Revised OLAW address                                |  |
|  | 708 | Possession, Use and Transfer of Select Biological Agents or Toxins  | Replaced inactive links and revised date            |  |
|  | 714 | Sharing of Model Organisms for Biomedical Research  | Replaced inactive links                             |  |
|  | 732 | Mentor-Protégé Program  | Replaced inactive link                              |  |

Thanks,  
Veenu

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