

**From:** [Varma, Veenu \(NIH/OD\) \[E\]](#)  
**To:** [List NIH1102-L](#)  
**Cc:** [DGS Help Desk](#); [DGSteam](#); [Varma, Veenu \(NIH/OD\) \[E\]](#); [Mattson, Janet \(NIH/OD\) \[C\]](#)  
**Subject:** [NOTIFICATION] NIH Enterprise Document Generation System Update  
**Date:** Monday, Mar 21, 2022 1:54 PM  
**Attachments:** [Sections B, C, G, H, I.1-I.4, J, K, L, M Update Chart 3-22.pdf](#)

---

## The NIH Enterprise Document Generation System

The DGS Program and System is managed and maintained by Office of Acquisition Management and Policy Front Office (OAMP FO).

Dear DGS Users:

The NIH Enterprise Document Generation System (DGS) <https://oamp.od.nih.gov/nih-document-generation-system> was updated and is up and running for use by the NIH Acquisition Community to generate solicitation and contract documents.

A cross-walk chart of the changes to the Workforms is attached to this email.

For any questions/concerns and for assistance merging work-in-progress documents contact DGS Help Desk at [DGSHelp@maximus.com](mailto:DGSHelp@maximus.com).

For any questions pertaining to DGS Workforms contact Janet Mattson at [janet.mattson@nih.gov](mailto:janet.mattson@nih.gov).

Sections B, C, G, H, I.1-I.4, J, K, L and M Updated 3/2022  
 List of Major Changes in Clauses (Minor Changes not Listed)  
 Updated through FAC 2022-04 and NIH Instructions 2022

Section	Item Number RFP/Contract	Title	Correction	Notes
B Contract				
	/90	Efficient Spending: 13. Printing Costs	Replaced inactive link and added new date	
C (RFP and Contract)				
	66/106	Article C.2 Reporting Requirements	Additional updated link for Accessible Documents	
	71/116	Reporting on Dual Use Research of Concern	Replaced inactive link	
	73/122	Reporting on Select Agents or Toxins and/or Highly Pathogenic Agents	Replaced inactive link	

	75/124	Reporting of Financial Conflict of Interest (FCOI)	Replaced inactive link	
	78/127	HHS SECURITY AND PRIVACY LANGUAGE FOR INFORMATION AND IT PROCUREMENTS	Numerous updates have been completed based on the March 2021 “HHS Policy for Information Technology Procurements – Security and Privacy Language Handbook”	Handbook found at DGS Website under Main Page DGS - RESOURCES NIH ONLY
	79/128	INFORMATION AND/OR PHYSICAL SECURITY	Added the Position Designation Tool (PDT) and link to access the tool	
	79/128	1. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-12	Added link for additional information and Roster of Employees Requiring Suitability Investigations to Section J Contract	
	79/128	5. CONTRACT INITIATION AND EXPIRATION 1. General Security Requirements	Added updated Closeout Directive (2018) link	
	80/129	4. Section 508 Annual Report	Replaced inactive link	
	82/131	6. NHLBI Data Repository of Epidemiology and Clinical Trials	Replaced inactive link	
	NA/134	FOR NCI ONLY: THE FOLLOWING ADDITIONAL REPORT SUBMISSION	Added new contact and information for NCI report submission	
	83/135	REPORTING REQUIREMENTS FOR USE WITH THE ELECTRONIC REPORT DELIVERABLE SUBMISSION (eRDS) SITE	Added link for "Create Accessible Documents"	
G (RFP and Contract)				
	126/181 127/182	G.4. METHOD OF ORDERING and G.5. TASK ORDER PROCEDURE	Updated amounts in the narrative: \$3,500 to micro-purchase threshold and up to \$5.5M; exceeding \$5.5M - change to \$6M	
	129/183	G.6. EQUITABLE ADJUSTMENTS DUE TO CHANGES	Updated amounts in the narrative per FAR 15.404: proposal costs exceeding \$2 million	
	134/189 135/190	G.7. INVOICE SUBMISSION/CONTRACT FINANCING REQUEST AND CONTRACT	Unique Entity Identifier (UEI) replaced the Dun & Bradstreet Data Universal Numbering System (DUNS) number.	

		FINANCIAL REPORT Paragraph 2.		
	144/199 145/200	G.8. INVOICE SUBMISSION Paragraph 2.	Unique Entity Identifier (UEI) replaced the Dun & Bradstreet Data Universal Numbering System (DUNS) number.	
	151/206	G.11. INDIRECT COST RATES	Added link for Indirect Cost Submission	
	153/220	G.13. POST AWARD EVALUATION OF CONTRACTOR PERFORMANCE	Updated amounts in the prescription: Construction - \$750,000 and A&E - \$35,000 Updated link for the Contractor Performance Assessment Reporting System (CPARS)	
	154/209	G.14./G.13. GOVERNMENT PROPERTY	Added new link for Appendix Q HHS Publication, entitled, "HHS Contracting Guide for Contract of Government Property"	
	/209	G.13. Property Management Branch	Updated address	
H (RFP and Contract)				
	180/246	H.25. PUBLIC HEALTH SURVEILLANCE EXCLUSION	Added Clause and link	
	182/248	H.27. HUMAN STEM CELL RESEARCH	Replaced inactive link	
	212/278	H.56. HHS SECURITY AND PRIVACY LANGUAGE FOR INFORMATION AND IT PROCUREMENTS	Updated link for Position Designation Tool (PDT) and replaced various inactive links	
	214/280	H.56.3. GOVERNMENT INFORMATION PROCESSED ON GOCO OR COCO SYSTEMS	Added new link for NIH Assessment and Authorization Process	
	215/281	H.56.4. CLOUD SERVICES	Add new link for Notification Guidelines	
	223/289	H.59. COMMUNICATIONS MATERIALS AND SERVICES	Replaced various inactive links and added NOTE for NIH Policy Manual Chapter 2800 series	Series 2800 only available to NIH – copy sent by CO to Contractor
	224/290	H.60. STORAGE FACILITY REQUIREMENTS AND CERTIFICATION	Added link for the certification and replaced inactive link	

	232/298	H.68. RESPONSIBILITIES OF INSTITUTIONS REGARDING INVESTIGATOR FINANCIAL CONFLICTS OF INTEREST	Replaced inactive link and updated 45 U.S.C. Code of Federal Regulations Part 94.4 and Part 94.5	
	237/303	H.71. NHLBI DATA REPOSITORY OF EPIDEMIOLOGY AND CLINICAL TRIALS	Replaced inactive link	
	239/305	H.73. TASK ORDER/DELIVERY ORDER CONTRACT OMBUDSMAN	Revised information for the NIH Competition Advocate for R&D Contracts	
	248/311	H.75.4. NIH SAFETY PROFICIENCY REQUIREMENTS	Replaced inactive link	
	247 /313	H.75.6. DELIVERABLES	Replaced inactive links	
	299/365	H.86. OBTAINING AND DISSEMINATING BIOMEDICAL RESEARCH RESOURCES	Replaced inactive link	
	302/368	H.87. SHARING RESEARCH DATA	Replaced inactive links	
	303/369	H.88. POSSESSION USE AND TRANSFER OF SELECT BIOLOGICAL AGENTS OR TOXINS	Replaced inactive links	
	309/375	H.94. USE OF FUNDS FOR CONFERENCES, MEETINGS AND FOOD	Replaced inactive links	
I.1 RFP and Contract		General Clause Listing (By Reference - 17 Listings)	Updated dates on all clauses since the last update	
I.2 RFP and Contract		Substitution of Clauses	Updated dates and any revised narrative	
I.3 RFP and Contract		Additional Contract Clauses	Updated dates and any revised narrative	
I.4 RFP and Contract		Additional FAR Contract Clauses Included in Full Text	Updated dates and any revised narrative	
	540/616		Updated FAR Clause 52.222-55 Minimum Wages Under Executive Order 13658 (Jan 2022)	Revised Contractor minimum wage rate
	566/642		Added HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)	Information on Department of Treasury's Invoice Processing Platform (IPP)
I.6 RFP and Contract		Service Contract Labor Standards	Updated dates and any revised narrative	
J RFP				
		Link Corrections	Replaced inactive links throughout	

	582.1/	Attachment 7: Section K – Representations, Certifications, and other Statements of Offerors	Updated per latest FAC	
		Attachment 10: Contractor Assessment Report /Performance Indicators and Standards	Added information link for updated Contractor Performance Assessment Reporting System (CPARS)	
		Attachment 16: Voluntary Product Accessibility Template (VPAT)	The previous HHS Section 508 Evaluation Template Product Accessibility Template (PAT) was updated and replaced inactive link	
		Attachment 37: Public Health Surveillance Exclusion Request	Added link	
J Contract				
		Link Corrections	Replaced inactive links throughout	
	/668	11: Public Health Surveillance Exclusion Request	Added link	
	/685	28: NIH Small Business Innovation Research (SBIR) Program Life Cycle	Link inactive – replaced form and link	
	/687	Attachment 30: Voluntary Product Accessibility Template (VPAT)	The previous HHS Section 508 Evaluation Template Product Accessibility Template (PAT) was updated and replaced inactive link	
Section K				
	585/	SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	Replaced inactive link for SAM.gov	
Section L				
	696/	g. Public Health Surveillance Exclusion	Added clause and link	
Section M				
	774/	8. MANDATORY QUALIFICATION CRITERIA - Prescription	Replaced inactive link	Section 508 Coordinators at NIH
	782/	16. TECHNICAL EVALUATION FACTORS - Prescription	Replaced inactive link	Section 508 Coordinators at NIH

Thank you,

Veenu

*Veenu Varma, LL.M. (she/her)*

*Procurement Analyst/Program Lead  
NIH Enterprise Document Generation System  
Office of Acquisition Management and Policy Front Office (OAMP FO)  
Phone: 301-451-9845  
<https://oamp.od.nih.gov/DGS>*

*This message is intended for the exclusive use of the recipient(s) named above. It may contain information that is PROTECTED or PRIVILEGED, and it should not be disseminated, distributed, or copied to persons not authorized to receive such information.*