

## Best, Tish (NIH/OD) [E]

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**From:** Best, Tish (NIH/OD) [E]  
**Sent:** Thursday, December 01, 2011 4:04 PM  
**To:** List NIH1102-L  
**Cc:** Levy, Barbara (NIH/OD) [C]; Laycock, Gail  
**Subject:** Workform Update

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The workforms have been updated to incorporate the changes required by FAC 2005-54, effective November 2, and December 2, 2011. The updated files are dated 12/2/2011 and can be found on the NIH OAMP Internet at <http://oamp.od.nih.gov/DGS/DGSHomepage.html>. The Document Generation System (DGS) can be accessed at: <http://dgs.nci.nih.gov/dgs/index.jsp>.

The following is an explanation of the changes made to each workform. If you would like additional summary or detailed information about FAC 2005-54, you may access the Federal Register Notice, under General Services Administration at:

- <http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR&browsePath=2011%2F11%2F11-02%5C%2F4%2FGeneral+Services+Administration&isCollapsed=false&leafLevelBrowse=false&isDocumentResults=true&ycord=1011>

### I. Contract

### II. RFP

### III. SECTION K (NIH Representations & Certifications)

(<http://oamp.od.nih.gov/DGS/FORMS/sectionk.pdf>)

## EXPLANATION OF CHANGES MADE TO THE CONTRACT:

1. **Items 370, Page180, Article I.2.t. FAR Clause 52.225-5, Trade Agreements**, has been updated to November, 2011 in accordance with Item VIII of FAC 2005-54.
2. **Item 412, Page 187, Article I.3.a.4. FAR Clause 52.203-16, Preventing Personal Conflicts of Interest (December 2011)**, has been added in accordance with Item II of FAC 2005-54. This clause is to be used in solicitations & contracts that exceed the simplified acquisition threshold AND include a requirement for services by Contractor employee(s) that involve performance of acquisition functions closely associated with inherently governmental functions closely associated with inherently governmental functions for, or

on behalf of a federal agency or department. However, this clause is NOT to be included in solicitations or contracts with a self-employed individual if the acquisition functions closely associated with inherently governmental functions are to be performed entirely by the self-employed individual, rather than an employee of the contractor.

- 3. Item 440, Page 193, Article I.3.a.32. FAR Clause 52.219-3, Notice of HUBZone Set-Aside or Sole Source Award**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for HUBZone small business concerns in accordance with Item VIII of FAC 2005-54.
- 4. Item 441, Page 193, Article I.3.a.33, Alternate I of FAR Clause 52.219-3, Notice of HUBZone Set-Aside or Sole Source Award**, has been updated to November, 2011, in accordance with Item VI of FAC 2005-54.
- 5. Item 444, Page 194, Article I.3.a.36. FAR Clause 52.219-6, Notice of Total Small Business Set-Aside, including Alternates I & II**, have been updated to November, 2011, and revised to modify the prescription to include use of the clause in multiple award contracts that may be set aside for small business concerns in accordance with Item VI of FAC 2005-54.
- 6. Item 445, Page 194, Article I.3.a.37. FAR Clause 52.219-7, Notice of Partial Small Business Set-Aside (PRESCRIPTION ONLY)**, has been revised to modify the prescription to include use of the clause in multiple award contracts that may be set aside in part or parts for small business concerns in accordance with Item VI of FAC 2005-54.
- 7. Item 446, Page 194, Article I.3.a.38. FAR Clause 52.219-13, Notice of Set Aside of Orders**, has been added for use if an order or orders are expected to be set aside for any of the Small Business Concerns Identified in FAR 19.000(A)(3) in accordance with Item VI of FAC 2005-54.
- 8. Item 447, Page 194, Article I.3.a.39, FAR Clause 52.219-14, Limitations on Subcontracting**, has been updated to November, 2011, and revised to modify the prescription to include use of the clause in multiple award contracts that may include set asides for small business concerns in accordance with Item VI of FAC 2005-54.
- 9. Item 450, Page 195, Article I.3.a.42. FAR Clause, 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Service-Disabled Veteran-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.
- 10. Item 452, Page 195, Article I.3.a.44. FAR Clause, 52.219-29, Set-Aside for Economically Disadvantaged Women-Owned Small Business Concerns**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and the acronym “(EDWOSB)” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Economically Disadvantaged Women-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.
- 11. Item 453, Page 195, Article I.3.a.45. FAR Clause, 52.219-30, Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and the acronym “(WOSB)” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Economically Disadvantaged Women-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.

12. **Item 567, Page 222, Article I.4.j. FAR Clause 52.225-11, Buy American Act--Construction Materials Under Trade Agreements**, has been updated to November 2011 and revised to modify the definition of Caribbean Basin Country in accordance with Item VIII of FAC 2005-54.
13. **Item 568, Page 225, Article I.4.k. FAR Clause 52.225-11, Buy American Act--Construction Materials Under Trade Agreements**, has been updated to November 2011 in accordance with Item VIII of FAC 2005-54.
14. **Item 570, Page 228, Article I.4.m. FAR Clause 52.225-23, Required Use of American Iron, Steel, and Manufactured Goods—Buy American Act—Construction Materials Under Trade Agreements**, has been updated to November 2011 and revised to modify the definition of Caribbean Basin Country in accordance with Item VIII of FAC 2005-54.
15. **Item 571, Page 232, Article I.4.n. FAR Clause 52.225-23, Required Use of American Iron, Steel, and Manufactured Goods—Buy American Act—Construction Materials Under Trade Agreements**, has been updated to November 2011 in accordance with Item VIII of FAC 2005-54.

**Manual Maintenance:** It is recommended that you print and replace **the entire “Contract Handbook” file** under **DGS Handbook Files** from the NCI OA Internet. *(Please note that this document has been formatted for a XEROX Work Centre 7675. If using another printer definition, the page numbers listed above may differ on your document. However, the ITEM NUMBERS will always be the same.)*

#### **EXPLANATION OF CHANGES MADE TO THE RFP:**

1. **Item 300, Page 127, Article I.2.t. FAR Clause 52.225-5, Trade Agreements**, has been updated to November, 2011 in accordance with Item VIII of FAC 2005-54.
2. **Item 341, Page 133, Article I.3.a.4. FAR Clause 52.203-16, Preventing Personal Conflicts of Interest (December 2011)**, has been added in accordance with Item II of FAC 2005-54. This clause is to be used in solicitations & contracts that exceed the simplified acquisition threshold AND include a requirement for services by Contractor employee(s) that involve performance of acquisition functions closely associated with inherently governmental functions closely associated with inherently governmental functions for, or on behalf of a federal agency or department. However, this clause is NOT to be included in solicitations or contracts with a self-employed individual if the acquisition functions closely associated with inherently governmental functions are to be performed entirely by the self-employed individual, rather than an employee of the contractor.
3. **Item 368, Page 139, Article I.3.a.31. FAR Clause 52.219-3, Notice of HUBZone Set-Aside or Sole Source Award**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for HUBZone small business concerns in accordance with Item VIII of FAC 2005-54.
4. **Item 369, Page 139, Article I.3.a.32, Alternate I of FAR Clause 52.219-3, Notice of HUBZone Set-Aside or Sole Source Award**, has been updated to November, 2011, in accordance with Item VI of FAC 2005-54.
5. **Item 372, Page 140, Article I.3.a.35. FAR Clause 52.219-6, Notice of Total Small Business Set-Aside, including Alternates I & II**, have been updated to November, 2011, and revised to modify the prescription

to include use of the clause in multiple award contracts that may be set aside for small business concerns in accordance with Item VI of FAC 2005-54.

6. **Items 373, Page 140, Article I.3.a.36. FAR Clause 52.219-7, Notice of Partial Small Business Set-Aside (PRESCRIPTION ONLY)**, has been revised to modify the prescription to include use of the clause in multiple award contracts that may be set aside in part or parts for small business concerns in accordance with Item VI of FAC 2005-54.
7. **Item 374, Page 140, Article I.3.a.37. FAR Clause 52.219-13, Notice of Set Aside of Orders**, has been added for use if an order or orders are expected to be set aside for any of the Small Business Concerns Identified in FAR 19.000(A)(3) in accordance with Item VI of FAC 2005-54.
8. **Item 375, Page 140, Article I.3.a.38, FAR Clause 52.219-14, Limitations on Subcontracting**, has been updated to November, 2011, and revised to modify the prescription to include use of the clause in multiple award contracts that may include set asides for small business concerns in accordance with Item VI of FAC 2005-54.
9. **Item 378, Page 141, Article I.3.a.41. FAR Clause, 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Service-Disabled Veteran-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.
10. **Item 380, Page 141, Article I.3.a.43. FAR Clause, 52.219-29, Set-Aside for Economically Disadvantaged Women-Owned Small Business Concerns**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and the acronym “(EDWOSB)” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Economically Disadvantaged Women-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.
11. **Item 381, Page 141, Article I.3.a.44. FAR Clause, 52.219-30, Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program**, has been updated to November, 2011, and revised to change the title by removing the word “Total” and the acronym “(WOSB)” and to modify the prescription to include use of the clause in multiple award contracts that may be set aside for Economically Disadvantaged Women-Owned Small Business Concerns in accordance with Item VI of FAC 2005-54.
12. **Item 492, Page 167, Article I.4.j. FAR Clause 52.225-11, Buy American Act--Construction Materials Under Trade Agreements**, has been updated to November 2011 and revised to modify the definition of Caribbean Basin Country in accordance with Item VIII of FAC 2005-54.
13. **Item 493, Page 170, Article I.4.k. FAR Clause 52.225-11, Buy American Act--Construction Materials Under Trade Agreements**, has been updated to November 2011 in accordance with Item VIII of FAC 2005-54.
14. **Item 495, Page 173, Article I.4.m. FAR Clause 52.225-23, Required Use of American Iron, Steel, and Manufactured Goods—Buy American Act—Construction Materials Under Trade Agreements**, has been updated to November 2011 and revised to modify the definition of Caribbean Basin Country in accordance with Item VIII of FAC 2005-54.

**15. Item 496, Page 177, Article I.4.n. FAR Clause 52.225-23, Required Use of American Iron, Steel, and Manufactured Goods—Buy American Act—Construction Materials Under Trade Agreements**, has been updated to November 2011 in accordance with Item VIII of FAC 2005-54.

**Manual Maintenance:** It is recommended that you print and replace **the entire “RFP Handbook” file** under **DGS Handbook Files** from the NCI OA Intranet. *(Please note that this document has been formatted for a XEROX Work Centre 7675. If using another printer definition, the page numbers listed above may differ on your document. However, the ITEM NUMBERS will always be the same.)*

#### **EXPLANATION OF CHANGES MADE TO SECTION K (NIH Representations & Certifications):**

**Part 1, Page 1-3, Annual Representations and Certifications, FAR Clause 52.204-8**, has been updated in accordance with Item V of FAC 2005-54.

Thanks,

Tish

**Helen Tissian Best**

Procurement Analyst

Office of Acquisition Management and Policy, NIH

6100 Executive Blvd/Room 6E01R

Phone: 301-496-8005

FAX: 301-480-2506

e-mail: [hb19r@nih.gov](mailto:hb19r@nih.gov)