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| **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](https://oamp.od.nih.gov/sites/default/files/DGS/Sections%20B%2C%20C%2C%20G%2C%20H%2C%20I.1-I.4%2C%20J%2C%20K%2C%20L%2C%20M%20Update%20Chart%203-22.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.

For any questions pertaining to DGS Workforms contact Janet Mattson at 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 | ItemNumber 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) |  |  |  |  |
|  | 126/181127/182 | 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 |  |
|  | 134/189135/190 | G.7. INVOICE SUBMISSION/CONTRACT FINANCING REQUEST AND CONTRACT FINANCIAL REPORT Paragraph 2. | Unique Entity Identifier (UEI) replaced the Dun & Bradstreet Data Universal Numbering System (DUNS) number.  |  |
|  | 144/199145/200 | 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 - $35,000Updated 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*](https://oamp.od.nih.gov/DGS)

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