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PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

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**** (USE BELOW IN ALL SOLICITATIONS AND CONTRACTS.) ****

SECTION J - LIST OF ATTACHMENTS

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****(USE BELOW IN ALL CONTRACTS.)****

The following documents are attached and incorporated in this contract:

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****(**Note:** The Contracting Officer/Contract Specialist should list the TITLE, DATE (where applicable), AND NUMBER OF PAGES for each Attached document, Exhibit, and other Attachments.)****

1. Statement of Work

Statement of Work, dated _____ , _ pages.

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2. Sample Contract Work Assignment

Sample Contract Work Assignment, 3 pages.

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****(ADDITIONAL INFORMATION FOR THE NIH(RC) Clauses: Forms available at <https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files> .

3. Invoice/Financing Request Instructions for NIH Cost-Reimbursement Type Contracts, NIH(RC)-1

Invoice/Financing Request Instructions for NIH Cost-Reimbursement Type Contracts, NIH(RC)-1 (3/2021), 7 pages.

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****(USE FOR ALL NIDA CONTRACTS.)****

4. NIDA Supplemental Billing Instructions, Exhibit A to NIH(RC)-1

NIDA Supplemental Billing Instructions, Exhibit A to NIH(RC)-1 (3/2021), 1 page.

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5. Invoice Instructions for NIH Fixed-Price Contracts, NIH(RC)-2

Invoice Instructions for NIH Fixed-Price Contracts, NIH(RC)-2, (3/2021), 3 pages.

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6. Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts, NIH(RC)-4

Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts, NIH(RC)-4, (3/2021), 7 pages.

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****(ADDITIONAL INFORMATION FOR USE OF THE NIH 2706: If the Contract contains options, a NIH 2706 should be prepared for each option period or phase.)****

7. Financial Report of Individual Project/Contract

Financial Report of Individual Project/Contract, NIH 2706, (5/1997), 1 page.

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****USE BELOW IN ALL SOLICITATIONS AND CONTRACTS***

8. Electronic Invoicing Instructions for NIH Contractors/Vendors

Electronic Invoicing Instructions Notification to NIH Contractors/Vendors, located at: [https://oamp.od.nih.gov/sites/default/files/dgs/Communication%20to%20Vendors%20on%20Deadline%20to%20Stop%20Accepting%20Mailed%20Invoice %20Final%2011-4-20-508.pdf](https://oamp.od.nih.gov/sites/default/files/dgs/Communication%20to%20Vendors%20on%20Deadline%20to%20Stop%20Accepting%20Mailed%20Invoice%20Final%2011-4-20-508.pdf)

Electronic Invoicing Step-by-Step Instructions for NIH Contractors/Vendors, located at: <https://oamp.od.nih.gov/sites/default/files/dgs/GuidanceInvoiceSubmissionEmail%20NIHOFMrev103020-508.pdf>

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9. Instructions for Completing form NIH 2706, Financial Report of Individual Project/Contract

Instructions for Completing form NIH 2706, Financial Report of Individual Project/Contract, (5/97), 3 pages located at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/instructions2706.pdf> .

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10. Inclusion Enrollment Report

Inclusion Enrollment Report included in PHS Human Subjects and Clinical Trials Information Form, Located at:

<https://oamp.od.nih.gov/nih-document-generation-system/dgs-workform-information/attachment-files-section-j>

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****(ADDITIONAL INFORMATION WHEN ATTACHING A SYSTEM OF RECORDS: See <https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html> to get a copy of the System of Records to attach to the contract.)****

11. Privacy Act System of Records, Number

Privacy Act System of Records, Number _____

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12. Small Business Subcontracting Plan

Small Business Subcontracting Plan, dated _____, _ pages.

Small Business Subcontracting Plan

Template: https://oamp.od.nih.gov/sites/default/files/DAPEDocs/hhs_subk_plan_template.docx .

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13. Safety and Health

Safety and Health, HHSAR Clause 352.223-70, (12/15), 2 pages, located

at: https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/hhsar_352.223-70_safety_and_health_508.pdf .

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14. Quality Assurance Surveillance Plan (QASP)

Quality Assurance Surveillance Plan, _____, _ pages. Template located

at: <https://olao.od.nih.gov/sites/default/files/oa-templates/quality-assurance-surveillance-plan.docx>

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15. Contractor Assessment Report/Performance Indicators and Standards (outlined in QASP Template)

Contractor Assessment Report/Performance Indicators and Standards, _____, _ pages.

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16. Research Patient Care Costs

Research Patient Care Costs, NIH(RC)-11, 4/1/1984, 1 page. Form located

at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc11.pdf> .

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17. Wage Rate Determination

Wage Rate Determination, Area: _____, No: _____, dated _____, _ pages. A guide to determine the Wage Rate is located at: <https://beta.sam.gov/content/wage-determinations> .

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****(USE BELOW IN CONTRACTS OVER \$100,000.)****
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18. Disclosure of Lobbying Activities, SF-LLL

Disclosure of Lobbying Activities, SF-LLL, 2 pages. Located at: <http://www.gsa.gov/portal/forms/download/116430>

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19. Government Property - Schedule

Government Property - Schedule __, dated _____, _ pages.

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20. Report of Government Owned, Contractor Held Property

Report of Government Owned, Contractor Held Property, dated 10/2014, 1 page. Located at: <http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Govt-Owned-Prop.pdf>

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21. Commitment To Protect Non-Public Information

Commitment To Protect Non-Public Information, 1 page. Located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf>

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22. Roster of Employees Requiring Suitability Investigations

Roster of Employees Requiring Suitability Investigations, 1 page. Excel file located at: <https://oamp.od.nih.gov/nih-document-generation-system/dgs-workform-information/attachment-files-section-j>

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23. Employee Separation Checklist

Employee Separation Checklist, 1 page. Fillable PDF format located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf>

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24. Contract Performance Reports (EVM)

Contract Performance Reports (EVM):

Format 1: Work Breakdown

Structure, <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2734-1.pdf>

Format 2: Organizational Categories,

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2734-2.pdf>

Format 3: Baseline,

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2734-3.pdf>

Format 4:

Staffing, <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2734-4.pdf>

Format 5: Explanations and Problem

Analyses, <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2734-5.pdf>

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****(USE BELOW IN ALL CONTRACTS FOR CONFERENCES WHEN REGISTRATION FEES ARE CHARGED AND COLLECTED.)****

25. Conference Expense Offset Worksheets

Contractor Pre-Conference Expense Offset Worksheet, dated 3/2008, 1 page. Located at:

<http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Pre-Conf-worksheet.pdf>

Post Conference Expense Offset Worksheet, dated 3/2008, 2 pages. Located

at: <http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Post-Conf-worksheet.pdf>

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****(USE BELOW IN ALL SBIR CONTRACTS)****

26. NIH Small Business Innovation Research (SBIR) Program Funding Agreement Certification

NIH Small Business Innovative Research (SBIR) Program Funding Agreement Certification, 3 pages, located

at: https://grants.nih.gov/grants/funding/sbir_forms/SBIR%20Funding%20Agreement%20Certification.pdf

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****(USE BELOW IN ALL SBIR CONTRACTS)****

27. NIH Small Business Innovation Research (SBIR) Program Life Cycle Certification

NIH Small Business Innovative Research (SBIR) Program Life Cycle Certification, 3 pages, located at:

http://grants.nih.gov/grants/funding/sbir_forms/SBIR%20Life%20Cycle%20Certification.pdf

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**** USE BELOW IN CONTRACTS WHEN CONTRACT PERFORMANCE INVOLVES AN AGENT OR TOXIN THAT IS LISTED IN THE UNITED STATES GOVERNMENT POLICY FOR OVERSIGHT OF LIFE SCIENCES DUAL USE RESEARCH OF CONCERN (DURC).

ADDITIONAL INFORMATION ABOUT THIS ITEM:

- For a list of applicable agents or toxins, refer to Section 6 of the United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern: <http://www.phe.gov/s3/dualuse/Documents/durc-policy.pdf>.

28. Dual Use Research of Concern Risk Mitigation Plan

Contractor Risk Mitigation Plan dated _____, __ pages.

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****(USE BELOW IN ALL CONTRACTS)****

29. HHS Section 508 Product Assessment Template

<https://www.hhs.gov/web/section-508/contracting/technology-products/vpath-instructions/index.html>

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***** (USE BELOW IN ALL SOLICITATIONS AND CONTRACTS THAT INCLUDE THE SALE OF RESEARCH SUBSTANCES AND/OR LIVING ORGANISMS.)

30. The Sale of Research Substances and/or Living Organisms

1. Monthly Summary of Sales, located at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Monthly%20Summary%20of%20Sales.docx> .
2. Sample Recipient Invoice, located at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Sample%20Recipient%20Invoice.docx> .
3. NIH Pay.Gov User Guide, located at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/NIH%20Pay.gov%20User%20Guide.docx>.

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*** (USE BELOW IN ALL SOLICITATIONS AND CONTRACTS WHERE CONTRACTORS ARE PROPOSED/WORK ON GOVERNMENT FACILITIES.) ***

31. COVID-19 Return to Work Guidance

1. COVID-19 Return to Work Guidance, located at: <https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance.pdf>

<https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance.docx>

2. COVID-19 Return to Work Guidance – Appendix I for Contractors, located at:

https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance%20-%20Appendix%20I%20for%20CTRs_20200616.pdf

https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance%20-%20Appendix%20I%20for%20CTRs_20200616.docx