

578

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

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

579

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

SECTION J - LIST OF ATTACHMENTS

580

****(USE BELOW IN ALL SOLICITATIONS. **Note:** *If an Attachment listed below is NOT appropriate for the Solicitation, do not select it. If an attachment is required in the Solicitation but is NOT listed below, you will need to add it to this listing in the appropriate section .*)****

The following documents are incorporated into this RFP:

581

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

SOLICITATION ATTACHMENTS

Attachment NO.	Title	Location
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582

****(USE BELOW IN ALL SOLICITATIONS BY OFFICES OF ACQUISITION THAT CURRENTLY USE THE NIH ELECTRONIC CONTRACT PROPOSALS SUBMISSION (eCPS) WEBSITE)****

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM

1. The Contract Specialist must specify the applicable clause under Section I.4.a and must specify the Technical Proposal page limit under Section II.B.
2. It is recommended that you thoroughly read this attachment as it relates to the packaging and delivery of proposals with the NIH Electronic Contract Proposals Submission (eCPS) website.
3. Access this Attachment from the Workform Attachments Page: <https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files> under Solicitation Attachments.

Attachment 1: Packaging and Delivery of Proposals for Use with the NIH electronic Contract Proposal Submission (eCPS) Website

Attachment NO.

Title

Location

583

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

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. Fill out the appropriate form (R & D or Non R & D) from the Attachment Files - Section J Page on the NCI OA Internet site: <http://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files> under Solicitation Attachments.
2. Save the file.
3. Upload this file using the Attachment Manager.)****

Attachment 2: Packaging and
Delivery of
Proposal (R & D)

Attachment 3: Packaging and
Delivery of Proposal
(Non R & D)

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. Complete the following fields of the Proposal Intent Response Sheet from the Attachment Files - Section J Page on the OAMP Internet site: <http://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files> under RFP Attachments:
 - RFP No.**
 - RFP Title**
 - Select either a **Receipt Date** or indicate that intent forms are due at "**earliest practical date**," in the combo box located in the first paragraph of the form.
2. Save the file.
3. Upload this file using the Attachment Manager.

Attachment 4: Proposal Intent
Response Sheet

584

****(**NCI OA:** USE BELOW IN ALL SOLICITATIONS.)****

Attachment 5: Proposal Intent <http://ncioa.cancer.gov/oa-internet/forms/intent.jsp>
Response Sheet

Attachment NO.	Title	Location
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585

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

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. It is recommended that you convert and save your SOW file into PDF format.
2. Upload the SOW file using the Attachment Manager.

Attachment 6: Statement of Work

586

****(USE WHEN THE GOVERNMENT WILL PROVIDE GOVERNMENT FURNISHED PROPERTY TO BE USED IN THE RESULTANT CONTRACT.)****

Attachment 7: Government
Furnished Property

587

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

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. Access this Form from the Workform Attachments Page: <http://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files> under RFP Attachments.
2. **Annual Representations and Certifications**, FAR Clause 52.209-7): Fill out subparagraph (c)(2) of this clause.
3. Save the File.
4. Upload this file using the Attachment Manager.

Attachment 8: Section K -
Representations,
Certifications, and
Other Statements of
Offerors

588

****(USE BELOW WHEN AN OFFEROR WILL REQUIRE ACCESS TO SENSITIVE INFORMATION IN ORDER TO PREPARE AN OFFER.)****

Attachment NO.	Title	Location
Attachment 9:	Information Technology Systems Security - Prospective Offeror Non-Disclosure Agreement	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Nondisclosure.pdf

589

****(USE FOR A PERFORMANCE BASED (PBA) REQUIREMENT WHERE INCENTIVE IS TIED TO FEE.)****

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. It is recommended that you convert and save your QASP file into PDF format.
2. Upload the QASP using the Attachment Manager.

Attachment 10:	Quality Assurance Surveillance Plan
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590

****(USE FOR A PERFORMANCE BASED (PBA) REQUIREMENT USING AN "AWARD TERM" INCENTIVE.)****

ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:

1. It is recommended that you convert and save the "Contractor Assessment Report/ Performance Indicators and Standards" file into PDF format.
2. Upload using the Attachment Manager.

Attachment 11:	Contractor Assessment Report/ Performance Indicators and Standards
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591

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

TECHNICAL PROPOSAL ATTACHMENTS

Attachment No	Title	Location
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592

****(USE BELOW WHEN THE RESULTANT CONTRACT WILL INVOLVE HUMAN SUBJECTS, AND MEETS DEFINITION FOR CLINICAL RESEARCH.)****

Attachment 12:	Planned Enrollment Report, PHS-398/2590 (Rev. 08/12)	http://grants.nih.gov/grants/funding/phs398/PlannedEnrollmentReport.pdf
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593

****(USE IN SOLICITATIONS THAT WILL UNDERGO PEER REVIEW. **Note:** *This form may be included in any other solicitation at the discretion of the Contracting Officer .*)****

Attachment 13:	Technical Proposal Cost Summary	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Tech-Prop-Cost-Summ.pdf
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594

****(USE IN ALL SOLICITATIONS.)****

Attachment 14:	Summary of Related Activities	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/summary-related-activities.pdf
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595

****(USE BELOW IN ALL SOLICITATIONS THAT INVOLVE HUMAN SUBJECTS.)****

Attachment No	Title	Location
Attachment 15:	Protection of Human Subject Assurance Identification/IR B Certification/ Declaration of Exemption, OMB Form No. 0990-0263 (Formerly Optional Form 310)	http://www.hhs.gov/ohrp/sites/default/files/ohrp/assurances/forms/optional310form.rtf

596

<p>****(USE BELOW IN R&D SOLICITATIONS INVOLVING LIVE VERTEBRATE ANIMALS (INCLUDING THEIR USE AS A SOURCE OF TISSUES.)****</p>
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Attachment 16:	Contract Proposal Vertebrate Animal Section (VAS) Worksheet	http://grants.nih.gov/grants/olaw/VAScontracts.pdf
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Attachment No	Title	Location
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597

****(USE BELOW IN SOLICITATIONS IN ACCORDANCE WITH HHSAR 339, WHICH WILL DEVELOP, PURCHASE, MAINTAIN, OR USE ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) PRODUCTS AND SERVICES, INCLUDING EIT DELIVERABLES SUCH AS ELECTRONIC DOCUMENTS AND REPORTS, UNLESS THE EIT PRODUCTS AND/OR SERVICES ARE INCIDENTAL TO THE PROJECT.
*Note: Other exceptions to this requirement can be found at FAR 39.204.)*****

IMPORTANT NOTE Regarding Electronic Report Submission requirements:

When the only EIT product required under the contract is the submission of electronic reports/deliverables AND the Contracting Officer and Project Officer have documented in the AP that:

- the required electronic reports/deliverables are considered incidental to the contract in accordance with 36 CFR 1194.3, FAR 39.204(c) and HHS Section 508 policy at 4.3.3; and,
- the contract will require submission in a 508 compliant format.

Section 508 is not applicable to the contract and this item is not required.

Attachment 17:	HHS Section 508 Product Assessment Template	http://www.hhs.gov/web/508/contracting/technology/vendors.html
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598

****(USE IN ALL SOLICITATIONS.)****

BUSINESS PROPOSAL ATTACHMENTS

Attachment No	Title	Location
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599

****(USE IN ALL SOLICITATIONS.)****

Attachment 18:	Proposal Summary and Data Record, NIH-2043	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/NIH2043.pdf
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Attachment No	Title	Location
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600

****(USE IN SOLICITATIONS OVER \$700,000 (OR \$1.5 Million for construction of Public Facilities). **Note: This item DOES NOT APPLY to Small Businesses.**)****

Attachment 19:	Small Business Subcontracting Plan	https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files
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601

****(USE IN ALL SOLICITATIONS UNLESS AWARD IS BASED ON ADEQUATE PRICE COMPETITION. See FAR 15.403-1.)****

Attachment 20:	Breakdown of Proposed Estimated Costs (plus fee) w/Excel Spreadsheet	https://oamp.od.nih.gov/content/breakdown-proposed-estimated-cost-plus-fee-and-labor-hours https://oamp.od.nih.gov/sites/default/files/DFASDocs/buscnrctprpplsprdsht08-2014_508.xlsx
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602

****(USE AS DESIRED. THIS FORM IS OPTIONAL.)****

Attachment 21:	Offeror's Points of Contact	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/point-of-contact.pdf
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603

****(USE WHEN CERTIFIED COST OR PRICING DATA IS REQUIRED.)****

Attachment 22:	Certificate of Current Cost or Pricing Data	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/cert-current-cost.pdf
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Attachment No	Title	Location
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604

****(USE WHEN SERVICE CONTRACT LABOR STANDARDS APPLIES AND A WAGE RATE DETERMINATION IS NEEDED.)****

ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:

1. To get most current Wage Rate Agreement, go to Wage Determinations on-line at: <http://wdol.gov> . Save the file and upload it here.
2. Make sure to indicate the area covered by the Wage Rate Determination attached.)****

Attachment 23: Wage Rate
Determination

605

****(USE BELOW IN ALL SOLICITATIONS WITH AN EXPECTED CONTRACT VALUE OVER \$100,000.)****

Attachment 24: Disclosure of <http://www.gsa.gov/portal/forms/download/116430>
Lobbying
Activities,
OMB Form
SF-LLL

606

****(USE IN ALL SOLICITATIONS.)****

INFORMATIONAL ATTACHMENTS

Attachment No	Title	Location
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607

****(USE WHEN THE RESULTANT CONTRACT USES WORK ASSIGNMENTS.)****

Attachment 25: Sample Work Assignment <http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/wkassign.pdf>

608

****(USE AS REQUIRED.)****

Attachment Nc	Title	Location
Attachment 26:	Invoice/Financing Request Instructions-CR-NIH(RC)-1	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc1_508.pdf

609

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

Attachment 27:	NIDA Supplemental Billing Instructions, Exhibit A to NIH(RC)-1	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/NIDA-Exhibit-A-NIH(RC)1.pdf
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610

****(USE AS REQUIRED.)****

Attachment 28:	Invoice Instructions for NIH Fixed Price Contracts NIH(RC)-2	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc2_508.pdf
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611

****(USE AS REQUIRED.)****

Attachment 29:	Invoice/Financing Request and Contract Financial Reporting Instructions--Cost Reimbursement, NIH(RC)-4	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc4_508.pdf
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612

****(USE AS REQUIRED.)****

Attachment Nc	Title	Location
Attachment 30:	Financial Report of Individual Project/Contract NIH 2706	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/NIH2706.pdf

613

****(USE AS REQUIRED.)****

Attachment 31:	Instructions for Completing Form NIH 2706	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/instructions2706.pdf
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614

****(USE AS REQUIRED. MAKE SURE TO INCLUDE THE APPLICABLE SYSTEM OF RECORDS NUMBER IN THE SPACE PROVIDED.)****

Attachment 32:	Privacy Act System of Records	https://www.hhs.gov/foia/privacy/sorns/nih-sorns.html
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615

****(USE WHEN THE RESULTANT CONTRACT WILL INVOLVE HAZARDOUS MATERIALS OR OPERATIONS.)****

Attachment 33:	Safety and Health, HHSAR Clause 352.223-70	https://oamp.od.nih.gov/sites/default/files/DGS/FORMS/hhsar_352.223-70_safety_and_health_508.pdf
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616

****(USE WHEN THE RESULTANT CONTRACT WILL INVOLVE PATIENT CARE.)****

Attachment 34:	Research Patient Care Costs, NIH(RC)-11	http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc11.pdf
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617

****(USE WHEN THE RESULTANT CONTRACT WILL INVOLVE HUMAN SUBJECTS)****

Attachment Nr	Title	Location
Attachment 35:	PHS HUMAN SUBJECTS AND CLINICAL TRIALS INFORMATION FORM	https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files

618

****(USE WHEN THE RESULTANT CONTRACT WILL INVOLVE HUMAN SUBJECTS AND MEETS THE NIH DEFINITION FOR CLINICAL RESEARCH.)****

Attachment 36:	Cumulative Inclusion Enrollment Report	https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/humansubjectstudy-v1.0.pdf
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619

****(USE AS REQUIRED.)****

Attachment 37:	Government Property Schedule	To be determined during negotiations.
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620

****(USE BELOW WHEN THE RESULTANT CONTRACT WILL BE OVER \$100,000.)****

Attachment 38:	Disclosure of Lobbying Activities, OMB Form SF-LLL	http://www.gsa.gov/portal/forms/download/116430
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621

****(USE WHEN THE RESULTANT CONTRACT IS SUBJECT TO IT SECURITY REQUIREMENTS.)****

Attachment 39:	Commitment to Protect Non-Public Information Contractor Agreement	https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Non-disclosure.pdf
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Attachment Nc	Title	Location
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622

****(USE WHEN THE RESULTANT CONTRACT IS SUBJECT TO IT SECURITY REQUIREMENTS.)****

Attachment 40:	Roster of Employees Requiring Suitability Investigations	https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster_10-15-12.xlsx
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623

****(USE WHEN THE RESULTANT CONTRACT IS SUBJECT TO IT SECURITY REQUIREMENTS.)****

Attachment 41:	Employee Separation Checklist	https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf
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624

****(USE FOR PROJECTS THAT REQUIRE THE USE OF AN EARNED VALUE MANAGEMENT SYSTEM (EVMS). Select the applicable format(s) based on the designated tier for the requirement.)****

Attachment 42:	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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625

****(USE BELOW IN ALL SOLICITATIONS FOR CONFERENCES WHEN REGISTRATION FEES WILL BE CHARGED AND COLLECTED.)****

Attachment Nr	Title	Location
Attachment 43:	Conference Expense Offset Worksheets	Contractor Pre-Conference Expense Offset Worksheet, 1 page. Located at: http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Pre-Conf-worksheet.pdf
		Post Conference Expense Offset Worksheet, 2 pages. Located at: http://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/Post-Conf-worksheet.pdf

626

<p>****(USE BELOW IN SOLICITATIONS THAT INCLUDE THE SALE OF RESEARCH SUBSTANCES AND/OR LIVING ORGANISMS.)****</p>		
Attachment 44:	THE SALE OF RESEARCH SUBSTANCES AND/OR LIVING ORGANISMS	https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files

627

<p>****(USE BELOW IN ALL SOLICITATIONS AND CONTRACTS WHERE CONTRACTORS ARE PROPOSED/WORK ON GOVERNMENT FACILITIES. For all onsite contracts as Contractors return to physical workspace or utilize the NIH 2019 Novel Coronavirus (COVID-19) asymptomatic testing program)****</p>		
Attachment 45:	COVID-19 Return to Work Guidance	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
Attachment 46:	COVID-19 Return to Work Guidance Appendix I	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