

**From:** [Spinelli, Andrea \(NIH/OD\) \[E\]](#)  
**To:** [List NIH1102-L](#)  
**Cc:** [Gamble, Karen \(NIH/OD\) \[E\]](#); [Stroud, Caroline \(NIH/OD\) \[C\]](#)  
**Subject:** Workform Update-Revision  
**Date:** Thursday, May 22, 2014 4:08:09 PM

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The workform update memo dated, May 7, 2014 is being corrected to remove the reference to the NIH Guide Notice: NOT-OD-14-052 "Notice of Salary Limitation on Grant, Cooperative Agreements, and Contracts," dated February 10, 2014 and revised as follows for the below items:

**EXPLANATION OF CHANGES MADE TO THE CONTRACT:**

- 1. Item 589, Page 297, Article I.3.b.4. HHSAR Clause 352.231-70, Salary Rate Limitation**, has been updated to include Public Law 113-76 and effective date, in accordance with The Consolidated Appropriations Act of FY 2014.

**II. RFP**

- 1. Item 511, Page 231, Article I.3.b.4. HHSAR Clause 352.231-70, Salary Rate Limitation**, has been updated to include Public Law 113-76 and effective date, in accordance with The Consolidated Appropriations Act of FY 2014.
- 2. Item 718, Page 401, Article L.2.c.6 Salary Rate Limitation in Fiscal Year 2014**, has been updated to revise the title from 2013 to 2014 add Public Law 113-76 and effective date, in accordance with The Consolidated Appropriations Act of FY 2014.

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**From:** Spinelli, Andrea (NIH/OD) [E]  
**Sent:** Wednesday, May 07, 2014 12:18 PM  
**To:** List NIH1102-L  
**Cc:** Gamble, Karen (NIH/OD) [E]; Stroud, Caroline (NIH/OD) [C]  
**Subject:** Workform Update

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The workforms have been updated to incorporate the changes required by the following:

- NOT-OD-12-150, “Revision of the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines) to Include Synthetic Nucleic Acids and to Clarify Criteria for Section III-A-a Experiments,”
- NOT-OD-13-119: “Policy for Sharing of Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies,”
- NOT-OD-13-099 “Notice of NIH Guidance on the Family Acknowledgement and Use of HeLa Cell Whole Genome Sequence Data,”
- NOT-OD-14-052 “Notice of Salary Limitation on Grant, Cooperative Agreements, and Contracts,”
- NOT-OD-14-053 “Notice of Legislative Mandates in Effect for FY 2014,”
- NOT-OD-14-062 “Notice of Additional Legislative Mandate in Effect for FY 2014 Restricting Pornography on Computer Networks,” and
- The Consolidated Appropriations Act of FY 2014 (Public Law 113-76)

This update also fixes various broken links and other housekeeping changes. The updated files are dated 5/07/2014 and can be found on the NIH OAMP Internet at <http://oamp.od.nih.gov/DGS/DGS-workform-information>. The Document Generation System (DGS) can be accessed at: <http://oamp.od.nih.gov/DGS> explanation of the changes made to each workform.

## I. CONTRACT

## II. RFP

### EXPLANATION OF CHANGES MADE TO THE CONTRACT:

1. **Item 96, Page 41, Article B.15.b.3.,** is updated PRESCRIPTION ONLY to clarify the location of the list of exempted Nonprofit Organizations formally under Attachment III of OMB Circular A-122. This circular has been superseded by Title 2 of Code of Federal Regulations (CFR) Part 200.
2. **Item 97, Page 42, Article B.15.b.3.,** is updated to add Title 2 of the CFR, Part 220 which supersedes OMB Circular A-21, “Cost Principles for Educational Institutions.”
3. **Item 98, Page 42, Article B.15.b.3.,** is updated to add Title 2 of the CFR, Part 230 which

supersedes “Cost Principles for Non-Profit Organizations (OMB Circular A-122).”

4. **Item 116, Page 47**, Article C.2.a.5. Annual Technical Progress Report for Clinical Research Study Populations, is revised to update the title of required deliverable to Cumulative Inclusion Enrollment Report.
5. **OLD Item 191, Page 80**, Article G.6. Recipients Reimbursement Procedures, is deleted as it is no longer applicable. (**Note:** No New contracts can be awarded involving the offset of contract cost based upon the sale of research substances, living organisms, or research data.)
6. **OLD Items 204-216, Pages 90-97**, Article G.9. Letter of Credit Payment information, has been removed as it is no longer applicable. (**Note:** No new awards will use Letter of Credit (LOC) invoicing procedures. In order to process a payment through the payment management system (PMS) a sub-account must be associated with the award which is no longer supported by NBS. This does not impact previously awarded contracts.) \_
7. **Item 245, Page 110**, Article H.14. Research Involving Recombinant or Synthetic Nucleic Acid Molecules (Including Human Gene Transfer Research), is revised in accordance with NIH Guide Notice: NOT-OD-12-150, “Revision of the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines) to Include Synthetic Nucleic Acids and to Clarify Criteria for Section III-A-a Experiments,” dated September 11, 2012.
8. **NEW Item 249, Page 112**, Article H.18. Data Sharing in Genome-Wide Association Studies (GWAS), is added in accordance with NIH Guide Notice NOT-OD-13-119: “Policy for Sharing of Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies,” dated January 25, 2008.
9. **NEW Item 250, Page 112**, Article H.19. Sharing HeLa Cell Whole Genome Sequence Data and Family Acknowledgement, is added in accordance with NIH Guide Notice NOT-OD-13-099 “Notice of NIH Guidance on the Family Acknowledgement and Use of HeLa Cell Whole Genome Sequence Data,” dated August 14, 2013.
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10. **NEW Item 268, Page 119**, Article H.37. Restriction on Pornography, is added in accordance with the NIH Guide Notice: NOT-OD-14-062 “Notice of Additional Legislative Mandate in Effect for FY 2014, dated February 27, 2014 and the FY 2014 Consolidated Appropriations Act (P.L. 113-76).
11. **Items 269 and 270, Page 119**, Article H.38. Gun Control and Article H.39. Certification of Filing and Payment of Taxes, are added in accordance with the NIH Guide Notice: NOT-OD-14-053 “Notice of Legislative Mandates in Effect for FY 2014,” dated February 10, 2014

and the FY 2014 Consolidated Appropriations Act (P.L. 113-76).

- 12. OLD Item 312, Page 161, Article H.57. Wage Rates (ORF ONLY)**, is deleted to remove duplicate information.
- 13. OLD Item 349, Page 191, Article H.61.14. Grounds, Roads and Walkways (ORF ONLY)**, is deleted to remove duplicate information.
- 14. OLD Item 353, Page 194, Article H.61.18. Release of Information (ORF ONLY)**, is deleted to remove duplicate information.
- 15. OLD Item 363, Page 198, Article H.64.3. Product and Service Guarantee (ORF ONLY)**, is deleted to remove duplicate information.
- 16. Item 402, Page 259, Article I.2.d. Alternate II of FAR Clause 52.215-2 Audit and Records-- Negotiation**, is updated PRESCRIPTION ONLY to include educational institutions or other non-profit organizations, in accordance with FAR 15.209.
- 17. Item 409, Page 260, Article I.2.k. Alternate IV of FAR Clause 52.216-7 Allowable Cost and Payment**, is updated PRESCRIPTION ONLY to clarify the location of the list of exempted Nonprofit Organizations under Attachment III of OMB Circular A-122. This circular has been superseded by Title 2 of CFR Part 200.
- 18. Item 432, Page 266, Article I.2.hh. Alternate I of FAR Clause 52.232-25 Prompt Payment**, is updated PRESCRIPTION ONLY to clarify instructions for use of this item.
- 19. Item 589, Page 297, Article I.3.b.4. HHSAR Clause 352.231-70, Salary Rate Limitation**, has been updated to include Public Law 113-76 and effective date in accordance with NIH Guide Notice: NOT-OD-14-052 "Notice of Salary Limitation on Grant, Cooperative Agreements, and Contracts," dated February 10, 2014.
- 20. OLD Item 669, Page 360, Section J-List of Attachments 3. Monthly Summary Sheet of Sales**, is deleted as it is no longer applicable. (**Note:** No New contracts can be awarded involving the offset of contract cost based upon the sale of research substances, living organisms, or research data.)
- 21. Item 662, Page 350, Section J-List of Attachments, Item 9: Cumulative Inclusion Enrollment Report PHS 398/2590 (Rev. 08/12)**, is updated to replace the Inclusion Enrollment Report, PHS 398/2590 (Rev 6/09). **Note:** *The updated form is effective and must be used no later than October 1, 2014. Existing awards must incorporate use of this form. The former Inclusion Enrollment Report, PHS 398/2590 (Rev 6/09) will not be*

*acceptable for use after September 30, 2014.*

- 22. OLD Item 677, Page 361, Section J-List of Attachments, Item 11: Inclusion Table (Formerly Annual Technical Progress Report Format for Each Study), April 1998**, is removed as this form is no longer applicable.

**Manual Maintenance:** It is recommended that you print and replace the entire “Contract Handbook” file under DGS Handbook Files from the NIH OAMP Internet. (Please note that this document has been formatted for a XEROX Work Centre 7775. 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 70, Page 36, Article C.2.a.3. Annual Technical Progress Report for Clinical Research Study Populations**, is revised to update the title of required deliverable to Cumulative Inclusion Enrollment Report.
- 2. OLD Item 135, Page 69, Article G.6. Recipients Reimbursement Procedures**, is deleted as it is no longer applicable. (**Note:** No New contracts can be awarded involving the offset of contract cost based upon the sale of research substances, living organisms, or research data.)
- 3. OLD Items 148-160, Pages 75-82, Article G.9. Letter of Credit Payment information**, has been removed as it is no longer applicable. (**Note:** No new awards will use Letter of Credit (LOC) invoicing procedures. In order to process a payment through the payment management system (PMS) a sub-account must be associated with the award which is no longer supported by NBS. This does not impact previously awarded contracts.)
- 4. Item 177, Page 92, Article H.13. Research Involving Recombinant or Synthetic Nucleic Acid Molecules (Including Human Gene Transfer Research)**, is revised in accordance with NIH Guide Notice: NOT-OD-12-150, “Revision of the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines) to Include Synthetic Nucleic Acids and to Clarify Criteria for Section III-A-a Experiments,” dated September 11, 2012.
- 5. NEW Item 182, Page 94, Article H.17. Data Sharing in Genome-Wide Association Studies (GWAS)**, is added in accordance with NIH Guide Notice NOT-OD-13-119: “Policy for Sharing of Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies,” dated January 25, 2008.

6. **NEW Item 183, Page 95**, Article H.18. Sharing HeLa Cell Whole Genome Sequence Data and Family Acknowledgement, is added in accordance with NIH Guide Notice NOT-OD-13-099 “Notice of NIH Guidance on the Family Acknowledgement and Use of HeLa Cell Whole Genome Sequence Data ,” dated August 14, 2013.
7. **NEW Item 199, Page 100**, Article H.35. Restriction on Pornography, is added in accordance with the NIH Guide Notice: NOT-OD-14-062 “Notice of Additional Legislative Mandate in Effect for FY 2014,” dated February 27, 2014 and the FY 2014 Consolidated Appropriations Act (P.L. 113-76).
8. **NEW Items 200 and 201, Page 101**, Article H.39. Gun Control and Article H.40. Certification of Filing and Payment of Taxes, are added in accordance with the NIH Guide Notice: NOT-OD-14-053 “Notice of Legislative Mandate in Effect for FY 2014,” dated February 10, 2014 and the FY 2014 Consolidated Appropriations Act (P.L. 113-76).
9. **OLD Item 243, Page 143**, Article H.55. Wage Rates (ORF ONLY), is deleted to remove duplicate information.
10. **OLD Item 280, Page 174**, Article H.59.14. Grounds, Roads and Walkways (ORF ONLY), is deleted to remove duplicate information.
11. **OLD Item 284, Page 177**, Article H.59.18. Release of Information (ORF ONLY), is deleted to remove duplicate information.
12. **OLD Item 294, Page 181**, Article H.62.3. Product and Service Guarantee (ORF ONLY), is deleted to remove duplicate information.
13. **Item 334, Page 194**, Article I.2.d. Alternate II of FAR Clause 52.215-2 Audit and Records-- Negotiation, is updated PRESCRIPTION ONLY to include educational institutions or other non-profit organization, in accordance with FAR 15.209.
14. **Item 358, Page 200**, Article I.2.bb. Alternate I of FAR Clause 52.232-25 Prompt Payment, is updated PRESCRIPTION ONLY to clarify instructions for use of this item.
15. **Item 511, Page 231**, Article I.3.b.4. HHSAR Clause 352.231-70, Salary Rate Limitation, has been updated to include Public Law 113-76 and effective date in accordance with NIH Guide Notice: NOT-OD-14-052 “Notice of Salary Limitation on Grant, Cooperative Agreements, and Contracts,” dated February 10, 2014.
16. **Item 574.1, Page 284**, Section J- Solicitation Attachments, Item 4: Proposal Intent Response Sheet (NCI ONLY), is updated to revise the link to the response sheet.

- 17. Item 574.2, Page 286, Section J-Technical Proposal Attachments, Attachment 11: Planned Enrollment Report, (PHS 398/2590, Rev 08/12)**, is updated to replace the Targeted/Planned Enrollment Table, (PHS 398/2590 Rev 06/09).
- 18. OLD Item 587.2, Page 294, Section J-Technical Proposal Attachments, Attachment 12: Inclusion Table (Formerly Annual Technical Progress Report Format for Each Study)**, is removed as it is no longer applicable.
- 19. NEW Item 625, Page 321, Article L.2.a.18.Certification of Filing and Payment of Taxes**, is added in accordance with NIH Guide notice: NOT-OD-14-053 “Notice of Legislative Mandates in Effect for FY 2014,” dated February 10, 2014 and the FY 2014 Consolidated Appropriations Act (Public Law 113-76).
- 20. Item 693, Page 370, Article L.2.b.4.h. Research Involving Recombinant or Synthetic Nucleic Acid Molecules (Including Human Gene Transfer Research)**, is revised in accordance with NIH Guide Notice: NOT-OD-12-150, “Revision of the NIH Guidelines for Research Involving Recombinant DNA Molecules (NIH Guidelines) to Include Synthetic Nucleic Acids and to Clarify Criteria for Section III-A-a Experiments,” dated September 11, 2012.
- 21. NEW Item 705, Page 387, Article L.2.b.8.c. Data Sharing Policy for Genome-Wide Association Studies**, is added in accordance with NIH Guide Notice: NOT-OD-07088 “Policy for sharing Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies (GWAS),” dated January 25, 2008.
- 22. NEW Item 706, Page 388, Article L.2.b.8.d. Sharing HeLa Cell Whole Genome Sequence Data and Family Acknowledgement**, is added in accordance with NIH Guide Notice: NOT-OD-13-099 “Notice of NIH Guidance on the Family Acknowledgement and Use of HeLa Cell Whole Genome Sequence Data ,” dated August 14, 2013.
- 23. Item 718, Page 401, Article L.2.c.6 Salary Rate Limitation in Fiscal Year 2014**, has been updated to revise the title from 2013 to 2014 add Public Law 113-76 and effective date in accordance with NIH Guide Notice: NOT-OD-14-052 “Notice of Salary Limitation on Grant, Cooperative Agreements, and Contracts,” dated February 10, 2014.
- 24. NEW Item 768, Page 433, Section M.13. Evaluation of Plan for Submission of Genome-Wide Association Study (GWAS) Data**, is added in accordance with NIH Guide Notice: NOT-OD-07088 “Policy for Sharing Data Obtained in NIH Supported or Conducted Genome-Wide Association Studies (GWAS),” dated January 25, 2008.

**Manual Maintenance:** It is recommended that you print and replace the entire “RFP

Handbook” file under DGS Handbook Files from the NIH OAMP Intranet. (Please note that this document has been formatted for a XEROX Work Centre 7775. If using another printer definition, the page numbers listed above may differ on your document. However, the ITEM NUMBERS will always be the same.)

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