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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.)\*\*\*\*

**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.

The following documents are attached and incorporated in this contract:

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#### 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, (5/97), 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/nih-document-generation-system/dgs-workform-information/dgs-workform-handbook-files> .

Electronic Invoicing Step-by-Step Instructions for NIH Contractors/Vendors, located at:

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

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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 (Study Record Form), located at:

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

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\*\*\*\*(USE BELOW IN ALL SOLICITATIONS AND CONTRACTS THAT INVOLVE HUMAN SUBJECTS, INCLUDING RESEARCH INVOLVING HUMAN SPECIMENS, SAMPLES, AND/OR DATA.)\*\*\*\*

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

SEE NIH NOTICE NOT-OD-22-001, NIH Implementation of the Revised Common Rule Provision Regarding Public Health Surveillance Activities Deemed Not to Be Research at: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-001.html> .

## 11. Public Health Surveillance Exclusion Request

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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.

## 12. Privacy Act System of Records, Number

Privacy Act System of Records, Number \_\_\_\_\_ .

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\*\*\*\*(USE IN SOLICITATIONS OR CONTRACTS OVER \$750,000 (OR \$1.5 Million for construction of Public Facilities) when the FAR Clause 52.219-9 Small Business Subcontracting Plan is incorporated or referenced in the Solicitation or Contract.)\*\*\*\*

**Note:** An offeror must submit their respective subcontracting plan electronically using the U.S. Department of Health and Human Services (HHS) Small Business Customer Experience (SBCX) system at <https://osdbu.hhs.gov>. The form will be generated by the portal when the offerors submit their information for each specific proposal. The offeror must follow the instructions outlined in the SBCX Industry Guide.

## 13. Small Business Subcontracting Plan

Small Business Subcontracting Plan, dated \_\_\_\_\_ , \_ pages.

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

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## 14. 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](https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/hhsar_352.223-70_safety_and_health_508.pdf) .

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

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

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**17. Research Patient Care Costs**

Research Patient Care Costs, NIH(RC)-11, 4/1/84, 1 page. Form located at: <https://oamp.od.nih.gov/sites/default/files/DGS/contracting-forms/rc11.pdf> .

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**18. Wage Rate Determination**

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

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

Disclosure of Lobbying Activities, SF-LLL, 2 pages. Located at: <https://www.gsa.gov/forms-library/disclosure-lobbying-activities> .

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**20. Government Property - Schedule**

Government Property - Schedule \_\_\_\_ , dated \_\_\_\_\_ , \_ pages.

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**21. Report of Government Owned, Contractor Held Property**

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

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## **22. 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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## **23. 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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## **24. 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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## **25. 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.)****
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## **26. Conference Expense Offset Worksheets**

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

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

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

### **27. 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/node/846> .

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

### **28. NIH Small Business Innovation Research (SBIR) Program Life Cycle Certification**

NIH Small Business Innovative Research (SBIR) Program Life Cycle Certification, 3 pages, located at: <https://grants.nih.gov/sites/default/files/SBIR-Life-Cycle-Certification.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: <https://www.phe.gov/s3/dualuse/Documents/durc-policy.pdf> .

### **29. Dual Use Research of Concern Risk Mitigation Plan**

Contractor Risk Mitigation Plan dated \_\_\_\_\_, \_\_\_\_ pages.

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

### **30. Voluntary Product Accessibility Template (VPAT)**

The previous HHS Section 508 Evaluation Template Product Accessibility Template (PAT) was updated. Information and form located at: <https://www.section508.gov/sell/vpat/> .

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

### **31. 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.)\*\*\*\*

### **32. 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.pdf) .  
[https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance%20-%20Appendix%20I%20for%20CTRs\\_20200616.docx](https://oamp.od.nih.gov/sites/default/files/DGS/Return-to-Work-Guidance%20-%20Appendix%20I%20for%20CTRs_20200616.docx) .