

**NIH-WIDE**

**Open Market (OM) Blanket Purchase Agreement (BPA)**

The vendor agrees to the following Blanket Purchase Agreement (BPA) to service the entire National Institutes of Health (see C-6 for NIH Locations). The vendor will review and return the completed application electronically to the assigned Procurement Analyst, BPA Program Branch, Division of Simplified Acquisition Policy and Services (DSAPS).

\_\_\_\_\_  
(Name of Vendor)

\_\_\_\_\_  
(BPA No.)

\_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name and Title of Authorized Individual)

The vendor represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this BPA: (list names, titles, and telephone numbers of the authorized negotiators).

<b>NAME</b> (please print)	<b>TITLE</b>	<b>TELEPHONE</b>	<b>EMAIL ADDRESS</b>

Please indicate, by checking the applicable box, whether your firm will accept purchases by means of the Government purchase card procedure. **Prices and discounts negotiated under this Agreement shall also apply to orders placed with the Government purchase card.**

- Government purchase card orders **are** acceptable.
- Government purchase card orders **are not** acceptable.

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**REQUIRED VENDOR INFORMATION**

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Name of Company

---

Vendor Mailing Address

---

City, State, Zip Code

---

Unique Entity Identifier (UEI)

---

Vendor Tax Identification Number (TIN)

---

System for Award Management (SAM) Expiration Date

---

Telephone No.

FAX Telephone No.

---

Parent BPA Contact Person / BPA Call Contact Person

---

Contact Person's Email Address / BPA Call Contact Person's Email Address

---

Company's Website

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#### UNIQUE ENTITY IDENTIFIER (UEI)

The vendor Unique Entity Identifier (UEI) number will replace the vendor DUNS across the Federal government. The elimination of the DUNS will remove the need for a third-party entity (Dun and Bradstreet (D&B)) to assign vendor identification numbers; instead, the UEI will be created for any “new” vendors in SAM.gov.

#### SYSTEM FOR AWARD MANAGEMENT REGISTRATION

FAR 4.1102 requires **ALL** Government vendors and contractors to register in the System for Award Management (SAM). More information can be found at FAR Clause 52.212-4(t). Vendors must register before they can receive award or extension of a BPA or BPA Call. Vendors must update or renew their registration annually to maintain an active status to allow payments to continue from the federal government. To register, go to the SAM website at <https://sam.gov/content/home> . The main telephone number for assistance is 1-866-606-8220 or <https://www.fsd.gov>.

*Submit a copy of your company’s SAM registration with the completed BPA package.*

#### ANNUAL REPRESENTATIONS AND CERTIFICATIONS

The vendor must complete the Representations and Certifications online through <https://sam.gov/content/home> .

After reviewing the its representations and certifications, the vendor verifies by submission of the its BPA Package that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this BPA (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [vendor to insert changes, identifying change by clause number, title, date].

*Submit your company’s valid Representations and Certifications with the completed BPA package.*

Any changes provided by the vendor are applicable to this BPA only, and do not result in an update to the representations and certifications posted within SAM.

#### BPA TERMS AND CONDITIONS

Only when applicable, the terms and conditions of this blanket purchase agreement are incorporated in all BPA Calls awarded against the agreement.

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**Notice to Offerors of Requirement for Compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals. (HHSAR Clause 352.270-5a Incorporated by Reference)**

Complete this paragraph if your company offers or has the capability to offer NIH the services of customized services/products involving animals at the specific request of NIH.

- (a) Do you maintain or provide animal services for government owned animals, or provide customized services/products involving animals at the specific request of NIH?  
\_\_\_\_\_
- (b) Do you have an approved Animal Welfare Assurance on file with the NIH Office of Laboratory Animal Welfare (OLAW)? \_\_\_\_\_
- (c) If yes, provide the assurance number. \_\_\_\_\_
- (d) If no, provide an explanation or other relevant information. \_\_\_\_\_
- (e) Do you subcontract for customized services/products involving animals at the specific request of NIH?  
\_\_\_\_\_
- (f) Does your subcontractor have an approved Animal Welfare Assurance on file with OLAW?  
\_\_\_\_\_
- (g) If yes, provide the assurance number. \_\_\_\_\_
- (h) If no, an explanation or other relevant information. \_\_\_\_\_
- (i) Provide Subcontractor's name and address: \_\_\_\_\_  
(Incl. point of contact, phone number, and \_\_\_\_\_  
Email address) \_\_\_\_\_  
\_\_\_\_\_
- (j) If you do not currently maintain or provide animal services for government owned animals or if you do not currently provide customized services or products involving government or non-government owned animals, does your catalog offer these services for potential purchase by NIH? \_\_\_\_\_
- (k) For animals maintained for the government or used in providing animal products/services at NIH's request, are you or your subcontractor registered with the U.S. Department of Agriculture? \_\_\_\_\_
- (l) If yes, provide the registration number. \_\_\_\_\_
- (m) If no, provide explanation or other relevant information. \_\_\_\_\_

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**COMMODITY PRICING INSTRUCTIONS FOR SUPPLIES, EQUIPMENT, AND SERVICES**

The vendor shall submit a catalog/price list with the Summary Table listed on page A-6. The catalog/price list must be maintained for the period of the Agreement. Any increase in commercial pricing must be submitted to the BPA Office for approval before taking effect.

Fill out the Summary Table on page A-6 by:

1. Indicating the discount/price being quoted by the company. Discounts can be quoted in two manners:
  - a. **Percentage Discount** – an across-the-board percentage discount to be subtracted from the list price when applied to all items in that commodity class, and/or
  - b. **Quantity Discount** – price is based solely on amount purchased and may vary
2. Using the commodity definitions on pages C-1 to C-5 to identify the specific commodity(ies) that the company is quoting.

**SUMMARY TABLE  
SUPPLIES AND EQUIPMENT**

*COMMODITY (IDENTIFY ALL THAT APPLY)	PERCENTAGE DISCOUNT	QUANTITY DISCOUNT
	YES___ NO ___ _____ %	YES___ NO ___ _____ %
	YES___ NO ___ _____ %	YES___ NO ___ _____ %
	YES___ NO ___ % %	YES___ NO ___ % %
	YES  NO ___ % %	YES  NO % %
	YES  NO ___ % %	YES  NO % %

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SERVICES/REPAIR

<b>*COMMODITY (IDENTIFY ALL THAT APPLY)</b>	<b>PERCENTAGE DISCOUNT</b>	<b>QUANTITY DISCOUNT</b>
	YES— NO ___ _____ %	YES— NO ___ _____ %
	YES— NO ___ _____ %	YES— NO ___ _____ %
	YES— NO ___ _____ %	YES— NO ___ _____ %

**\*Vendor shall use the commodity titles and definitions from pages C1-C5. The vendor can also include additional descriptive information to clarify proposed commodity/service.**

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#### 1. DESCRIPTION OF AGREEMENT

The vendor shall furnish the supplies, equipment, and/or services, only as required by authorized NIH Buyers, during the period specified in block 20 of Standard Form 1449 (SF 1449) or block 14 of Standard Form 30 (SF 30), or until it is terminated by either party in writing or renewed by the government. BPA Calls shall be placed for those supplies, equipment, and/or services that are immediately available. **If after acceptance of a BPA Call, it is realized that the item is not in stock or cannot be provided, the vendor is responsible to notify the buyer immediately.**

#### 2. EXTENT OF OBLIGATION

The Government is obligated only to the extent of authorized purchases actually made under the BPA. The Government is not obligated to place any orders with the vendor under this BPA.

#### 3. BPA CALL LIMITATION

The Maximum Order Limit (MOL) for each Call or Purchase Card buy shall not exceed the amount specified in block 20 of SF 1449 or block 14 on SF 30 of this Agreement. Orders in excess of this amount shall not be honored or accepted by the contractor. Failure to comply with this provision may result in the cancellation of the BPA.

#### 4. NOTICE OF INDIVIDUALS AUTHORIZED TO PURCHASE UNDER THE BPA

This BPA authorizes Buyers at NIH to place orders in accordance with the terms and conditions herein. A current list of the Buyers is located at <https://oamp.od.nih.gov/division-of-simplified-acquisition-policy-and-services/bpa-program> under "NIH Buyer List."

#### 5. DELIVERY TICKETS

All shipments/deliveries/services under this Agreement shall be accompanied by a delivery ticket or packing slip and shall contain the following:

- (a) Name of Supplier
- (b) BPA Number
- (c) BPA Call Number (if applicable)
- (d) Date of Purchase
- (e) Itemized List of Supplies or Services Furnished
- (f) Quantity, Unit Price, and Less Any Applicable Discount (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show this information)
- (g) Date of Delivery or Shipment
- (h) Name, Building, and Room Number of Person Placing Order
- (i) Delivery/Consignee Address

Upon delivery, the receiving activity shall sign the packing slip/delivery ticket and retain one copy. One copy may subsequently be required to support the invoice.

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**6. INSTRUCTIONS FOR SUBMITTING ELECTRONIC INVOICES TO THE NIH OFFICE OF FINANCIAL MANAGEMENT (OFM) VIA THE DEPARTMENT OF TREASURY'S INVOICE PROCESSING PLATFORM (IPP)**

This blanket purchase agreement incorporates HHSAR 352.232-71 Electronic Submission of Payment Requests in full text to the NIH Office of Financial Management (OFM) electronic invoice submission through the Department of Treasury's Invoice Processing Platform (IPP).

Effective March 21, 2022, all invoices must be submitted using IPP. All IPP invoices must contain a Unique Entity Identifier (UEI) which is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.

**HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)**

(a) *Definitions.* As used in this clause—

*Payment request* means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), "Content of Invoices" and the applicable Payment clause included in this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Department of Treasury Invoice Processing Platform (IPP) or successor system. Information regarding IPP, including IPP Customer Support contact information, is available at [www.ipp.gov](http://www.ipp.gov) or any successor site.

(c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with HHS procedures.

(d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer's written authorization with each payment request.

(End of Clause)

HHSAR 352.232-71 applies to all Blanket Purchase Agreement calls issued under this award.



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The following clause is applicable to all Purchase Orders, Task or Delivery Orders, and Blanket Purchase Agreement (BPA) Calls: **Prompt Payment** (Jan 2017) FAR 52.232-25. Highlights of this clause and NIH implementation requirements follow:

#### I. Invoice Requirements

- A. An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. A proper invoice is an "Original" which must include the items listed in subdivisions 1 through 12, below, in addition to the requirements of FAR 32.9. If the invoice does not comply with these requirements, the Contractor will be notified of the defect within 7 days after the date the designated billing office received the invoice (3 days for meat, meat food products, or fish, and 5 days for perishable agricultural commodities, dairy products, edible fats or oils) with a statement of the reasons why it is not a proper invoice. (See exceptions under II., below.) Untimely notification will be taken into account in the computation of any interest penalty owed the Contractor.
  1. Vendor/Contractor: Name, Address, Point of Contact for the invoice (Name, title, telephone number, e-mail and mailing address of point of contact).
  2. Remit-to address (Name and complete mailing address to send payment).
  3. Remittance name must match exactly with name on original order/contract. If the Remittance name differs from the Legal Business Name, then both names must appear on the invoice.
  4. Invoice date.
  5. Unique invoice #s for all invoices per vendor regardless of site.
  6. NBS document number formats must be included for awards created in the NBS: Contract Number; Purchase Order Number; Task or Delivery Order Number and Source Award Number (e.g., Indefinite Delivery Contract number; General Services Administration number); or, BPA Call Number and BPA Parent Award Number.
  7. Unique Entity Identifier (UEI) which is located in the System for Award Management (SAM) and replaces the Dun & Bradstreet Data Universal Numbering System (DUNS) number.
  8. Federal Taxpayer Identification Number (TIN). In those exceptional cases where a contractor does not have a DUNS number or TIN, a Vendor Identification Number (VIN) must be referenced on the invoice. The VIN is the number that appears after the contractor's name on the face page of the award document.
  9. Identify that payment is to be made using a three-way match.
  10. Description of supplies/services **that match** the description on the award, by line billed.\*
  11. Freight or delivery charge must be billed as shown on the award. If it is included in the item price do not bill it separately. If identified in the award as a separate line item, it must be billed separately.
  12. Quantity, Unit of Measure, Unit Price, Extended Price of supplies delivered or services performed, as applicable, and that **match** the line items specified in the award.\*

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NOTE: If your invoice must differ from the line items on the award, please contact the Contracting Officer before submitting the invoice. A modification to the order or contract may be needed before the invoice can be submitted and paid.

Shipping costs will be reimbursed only if authorized by the Contract/Purchase Order. If authorized, shipping costs must be itemized. Where shipping costs exceed \$100, the invoice must be supported by a bill of lading or a paid carrier's receipt.

- B. The Contractor shall submit invoices to the Department of Treasury's Invoice Processing Platform (IPP) at <https://www.ipp.gov> with a copy to the approving official, as directed below.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer's Representative:

Approving Official: Contracting Officer  
Name-\_\_\_\_\_ Email Address-

Contracting Officer's Representative  
Name-\_\_\_\_\_ Email Address-

**II. Invoice Payment**

- A. Except as indicated in paragraph B., below, the due date for making invoice payments by the designated payment office shall be the later of the following two events:

- 1. The 30th day after the designated billing office has received a proper invoice.
- 2. The 30th day after Government acceptance of supplies delivered or services performed.

- B. The due date for making invoice payments for meat and meat food products, perishable agricultural commodities, dairy products, and edible fats or oils, shall be in accordance with the Prompt Payment Act, as amended.

**III. Interest Penalties**

- A. An interest penalty shall be paid automatically, if payment is not made by the due date and the conditions listed below are met, if applicable.

- 1. A proper invoice was received by the designated billing office.
- 2. A receiving report or other Government documentation authorizing payment was processed and there was no disagreement over quantity, quality, or contractor compliance with a term or condition.

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3. In the case of a final invoice for any balance of funds due the contractor for supplies delivered or services performed, the amount was not subject to further settlement actions between the Government and the Contractor.
- B. Determination of interest and penalties due will be made in accordance with the provisions of the Prompt Payment Act, as amended, the Contract Disputes Act, and regulations issued by the Office of Management and Budget.

**IV. PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS, FAR 52.232-40(December 2013)**

- a. Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.
- b. The acceleration of payments under this clause does not provide any new rights under the prompt Payment Act.
- c. Include the substance of this clause, include this paragraph c, in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

(End of Clause)

**V. HHSAR 352.232-71 Electronic Submission of Payment Requests (February 2, 2022)**

(a) *Definitions.* As used in this clause—

*Payment request* means a bill, voucher, invoice, or request for contract financing payment with associated supporting documentation. The payment request must comply with the requirements identified in FAR 32.905(b), “Content of Invoices” and the applicable Payment clause included in this contract.

(b) Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests electronically using the Department of Treasury Invoice Processing Platform (IPP) or successor system. Information regarding IPP, including IPP Customer Support contact information, is available at [www.ipp.gov](http://www.ipp.gov) or any successor site.

(c) The Contractor may submit payment requests using other than IPP only when the Contracting Officer authorizes alternate procedures in writing in accordance with HHS procedures.

(d) If alternate payment procedures are authorized, the Contractor shall include a copy of the Contracting Officer’s written authorization with each payment request.

(End of Clause)

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- VI. General Information:** Much of the information required for a proper invoice, pursuant to FAR 32.905(b)(1), will be extracted from the System for Award Management (SAM) database located at: <https://sam.gov/content/home> . Therefore, the Contractor must ensure that the information in SAM is current, accurate, and complete. If funds are misdirected due to incomplete or erroneous data in SAM, the Government is deemed to have made payment and the Contractor is responsible for recovery of any misdirected funds.
- a. **Frequency:** Payment requests shall be submitted upon delivery and acceptance of goods or services unless otherwise specified in the award.
  - b. **Invoice Number:** Each payment request must be identified by a unique invoice number, regardless of the number of NIH contracts or orders held by an organization. For example, if a Contractor has already submitted invoice number 05 on one of its contracts or orders, it cannot use that same invoice number for any other contract or order.
  - c. **Currency:** All NIH contracts are expressed in United States dollars. When the Government pays in a currency other than United States dollars, billings shall be expressed, and payment by the Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the contractor/vendor. Notwithstanding the above, the total of all invoices paid under this contract may not exceed the United States dollars authorized.
  - d. **Shipping/Delivery/Freight:** These charges must be billed as shown on the award. If it is included in the item price do not bill separately. If identified in the award as a separate line item, it must be billed separately. For shipping costs exceeding \$100, the supporting documentation, i.e., bill of lading or paid carrier's receipt must be included as an attachment to the payment request.
  - e. **Assignment of Claims:** When an approved assignment of claims has been executed, both the Contractor and the assignee must be registered in SAM. The Contractor must update its SAM record to add the assignee's banking information. The Contractor shall obtain a Unique Entity Identifier (UEI) number with the assignee's bank name and address.

#### 7. RENEWAL

This agreement may be renewed upon determination by the contracting officer that there is a continuing need for the supplies, equipment, and/or services described, satisfactory performance by the vendor, and the pricing submitted by the vendor.

#### 8. PRICING

Pricing to the Government for all Calls and purchase card buys shall be at the negotiated discount rate for comparable quantities under similar commercial pricing terms and conditions for the period of the Agreement. Any potential increase in commercial pricing (or lowering of agreed upon discount) during the Agreement period, shall be submitted to the NIH BPA Program office for consideration and approval. Failure to do so may result in the cancellation of the BPA. The vendor may offer additional discounts during the Agreement period to NIH Buyers without prior approval from the BPA Program office.

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In addition, the vendor agrees to provide authorized NIH Buyers the published commercial list price of each item purchased under a BPA Call as well as the NIH discounted net price for each item when submitting a quote.

#### 9. CONTROLLED SUBSTANCES

Vendors shall not accept any order against a BPA for a controlled substance (as defined by the Drug Enforcement Agency). Failure to comply with this requirement may result in termination of the BPA.

#### 10. NEEDLE DISTRIBUTION

The Vendor shall not use contract funds to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

#### 11. ACKNOWLEDGEMENT OF FEDERAL FUNDING

The Vendor shall clearly state, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money: (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

#### 12. DISSEMINATION OF FALSE OR DELIBERATELY MISLEADING INFORMATION

The Vendor shall not use contract funds to disseminate information that is deliberately false or misleading.

#### 13. TRANSPORTATION & SHIPPING TERMS

The FOB point for this Agreement will be as indicated in block 20 of SF 1449 or block 14 of the SF 30. **Normally, all orders resulting from this BPA will be shipped FOB Destination.**

#### 14. SPECIAL SHIPPING/HANDLING CHARGE

Special shipping/handling charges for overnight express shipments, shipments requiring special shipping containers, and shipments requiring wet/dry ice may be authorized by the Buyer. The vendor must notify the Buyer when these charges are applicable, and the Buyer must list these charges on the order as a separate line item. The vendor may invoice for these special shipping/handling charges as a separate line item.

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**15. DELIVERY OF MATERIAL/SERVICES**

Delivery schedules will be explained by the Buyer at the time the order is placed. The delivery of goods and services must be performed between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday (legal holidays being the exceptions), except when special arrangements are made by the Buyer. Legal holidays include:

New Year's Day
Birthday of Martin Luther King, Jr.
Presidents' Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

Any other day designated by Federal statute. Any other day designated by Executive Order. Any other day designated by President's proclamation. When any such day falls on a Saturday, the preceding Friday is observed. When any such day falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for an extension to the delivery schedule or period of performance or adjustment to the price, or estimated cost.

All shipments delivered herein shall be addressed as directed by the Buyer and marked as indicated below.

Name/Consignee (if applicable)

Bldg.            Room  
BPA Call #  
National Institutes of Health  
Address

**16. WAGE RATE INFORMATION**

If this Agreement provides for a service as defined by the McNamara-O'Hara Service Contract Act (SCA) and Public Law 89-286, the Act and Public Law are applicable. The minimum wage and fringe benefits for this service will be specified in the area wide wage rate determination that will be attached to the BPA Call at the time of issuance. In the absence of a specific wage rate determination, the minimum wage set forth in the Fair Labor Standards Act prevails.

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#### 17. LOCAL DELIVERY/COURIER SERVICES (Applicable to local delivery/courier service BPAs only).

Occasionally, the courier may be required to transport specimens/biological products between specified metropolitan Washington, DC locations such as hospitals and the NIH campus. These items or specimens are used in research and may or may not be packed in wet or dry ice. The specimens/biological products are required to be safely packaged in accordance with Federal and Public Health Service packaging requirements. Please be cautioned that the potential biohazard status of some of these items is unknown and the package should not be opened. The courier shall handle these specimens/biological products in the same manner as hand-carried mail.

#### 18. PROMOTING EFFICIENT SPENDING

The NIH Policy on Promoting Efficient Spending was established in response to Executive Order 13589 to reduce wasteful spending when acquiring Conference/Meeting Space, Food, Promotional Items, and Printing and Publications commodities. The NIH Efficient Spending Policy implements the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meeting Space, Food, Promotional Items, and Printing and Publications (Jan 2015). Additional information is located at:

➤ <https://oamp.od.nih.gov/news/NIH-efficient-spending-policy>

#### 19. PRIVATE SECTOR TEMPORARY SERVICES

It is expressly agreed that the terms and conditions included in this blanket purchase agreement represent the complete agreement between the Government and contractor. Unlike some agreements between commercial organizations, it is expressly agreed that the Government shall not be liable for any fee, expense, or payment of any kind to the contractor if personnel employed by the contractor who work under this agreement apply for and are selected for a position within the Federal Government, regardless of the work location. Services furnished by temporary help firms shall not be regarded or treated as personal services. At no time may an employer-employee relationship be created between the NIH and the private sector temporary. The firm, not the federal government, recruits, tests, hires, trains, assigns, pays, provides benefits and leave to, and as necessary, addresses performance problems, disciplines, and terminates its employees. Per 5, CFR Part 300.504 (a), the usage of temporary help in a single situation may not exceed **120 workdays** but may be extended at a maximum limit of no more than a total of **240 workdays**. The vendor shall not receive a "finder's fee" or other payment from the Government if a contractor employee is hired by the Government as a full-time or part-time position.

The vendor, at its own expense, shall perform training, except:

- The Government will provide orientation and training on NIH-specific systems particular to the work to be performed by the vendor. Time spent by contractor employees on Government/NIH specific training will be billable. If the vendor changes employees during the performance of tasks frequently enough to interfere with government operations and impose a burden on government training staff, the vendor **may be subject to reimbursing the NIH for training**, in addition to review of whether performance levels have been met.

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- The Government will not authorize training for contractor employees to attend seminars, symposiums, or user group conferences unless required for the performance of a BPA Call.
- When the Government has given prior approval for training to meet special requirements that are peculiar to a particular BPA Call, the Government will reimburse the vendor for tuition, travel, and per diem as required, as well as for labor hours at the rate designated in the BPA Call.
- Training at government expense shall not be authorized for replacement personnel for the sole purpose of keeping contractor employees abreast of advances in the state-of-the-art technology or for training contractor employees on equipment, computer languages, and computer operating systems for which training is available on the commercial market.

#### 20. GOVERNMENT PROPERTY

In addition to the requirements of the clause, GOVERNMENT PROPERTY, incorporated in SECTION I of this contract, the Contractor shall comply with the provisions of HHS Publication, "HHS Contracting Guide for Contract of Government Property," which is incorporated into this contract by reference. This document can be accessed at: <https://oamp.od.nih.gov/sites/default/files/DGS/HHS%20Contracting%20Guide%20for%20Contract%20of%20Government%20Property-Appendix%20Q.pdf> .

This publication provides a summary of the Contractor's responsibilities regarding purchasing authorizations and inventory and reporting requirements under the contract. Requests for information regarding property under this contract should be directed to the following office:

Division of Logistics Services, NIH  
Property Management Branch  
[nihcontractproperty@nih.gov](mailto:nihcontractproperty@nih.gov)

#### 21. ON-SITE CONTRACTOR ACCESS TO GOVERNMENT PROPERTY

The Contractor shall be held responsible for Government Property, regardless of dollar value, when:

- The BPA Call requires contractor personnel to be located on a Government site or installation;
- The property utilized by contractor personnel is incidental to the place of performance; and,
- The property used by the contractor remains accountable to the Government.

Responsibility for government property shared by two or more contractors located in space shared by two or more contractors, shall be determined and documented by the contractors involved. In cases where the parties cannot reach agreement on shared responsibility, the matter will be referred to the NIH Property Officer for resolution.



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#### 22. INFORMATION SECURITY AND/OR PHYSICAL ACCESS SECURITY

##### A. Baseline Security Requirements

1. **Applicability-** The requirements herein apply whether the entire contract or order (hereafter "contract"), or portion thereof, includes either or both of the following:
  - a. Access (Physical or Logical) to Government Information: A Contractor (and/or any subcontractor) employee will have or will be given the ability to have, routine physical (entry) or logical (electronic) access to government information.
  - b. Operate a Federal System Containing Information: A Contractor (and/or any subcontractor) will operate a federal system and information technology containing data that supports the HHS mission. In addition to the Federal Acquisition Regulation (FAR) Subpart 2.1 definition of "information technology" (IT), the term as used in this section includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including support services), and related resources.
2. **Safeguarding Information and Information Systems-** In accordance with the Federal Information Processing Standards Publication (FIPS)199, Standards for Security Categorization of Federal Information and Information Systems, the Contractor (and/or any subcontractor) shall:
  - a. Protect government information and information systems in order to ensure:
    - **Confidentiality**, which means preserving authorized restrictions on access and disclosure, based on the security terms found in this contract, including means for protecting personal privacy and proprietary information;
    - **Integrity**, which means guarding against improper information modification or destruction, and ensuring information non-repudiation and authenticity; and
    - **Availability**, which means ensuring timely and reliable access to and use of information.
  - b. Provide security for any Contractor systems, and information contained therein, connected to an HHS network or operated by the Contractor on behalf of HHS regardless of location. In addition, if new or unanticipated threats or hazards are discovered by either the agency or contractor, or if existing safeguards have ceased to function, the discoverer shall immediately, **within one (1) hour or less**, bring the situation to the attention of the other party.
  - c. Adopt and implement the policies, procedures, controls, and standards required by the HHS Information Security Program to ensure the confidentiality, integrity, and availability of government information and government information systems for which the Contractor is responsible under this contract or to which the Contractor may otherwise have access under this contract. Obtain the HHS Information Security Program security requirements, outlined in the HHS Information Security and Privacy Policy (IS2P), by contacting the CO/COR or emailing [fisma@hhs.gov](mailto:fisma@hhs.gov).
  - d. Comply with the Privacy Act requirements.

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3. Information Security Categorization- In accordance with FIPS 199 and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-60, Volume II: Appendices to Guide for Mapping Types of Information and Information Systems to Security Categories, Contractor Non-Disclosure Agreement and based on information provided by the ISSO, CISO, or other security representative, the risk level for each Security Objective and the Overall Risk Level, which is the highest watermark of the three factors (Confidentiality, Integrity, and Availability) of the information or information system are the following:

- Confidentiality: [ ] Low [ ] Moderate [ ] High
Integrity: [ ] Low [ ] Moderate [ ] High
Availability: [ ] Low [ ] Moderate [ ] High
Overall Risk Level: [ ] Low [ ] Moderate [ ] High

Based on information provided by the ISSO, Privacy Office, system/data owner, or other security or privacy representative, it has been determined that this solicitation/contract involves:

- [ ] No PII [ ] Yes PII

Personally Identifiable Information (PII). Per the Office of Management and Budget (OMB) Circular A-130, "PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual." Examples of PII include, but are not limited to the following: social security number, date and place of birth, mother's maiden name, biometric records, etc.

PII Confidentiality Impact Level has been determined to be: [ ] Low [ ] Moderate [ ] High

4. Controlled Unclassified Information (CUI)- CUI is defined as "information that laws, regulations, or Government-wide policies require to have safeguarding or dissemination controls, excluding classified information." The Contractor (and/or any subcontractor) must comply with Executive Order 13556, Controlled Unclassified Information, (implemented at 3 CFR, part 2002) when handling CUI. 32 C.F.R. 2002.4(aa) As implemented the term "handling" refers to "...any use of CUI, including but not limited to marking, safeguarding, transporting, disseminating, re-using, and disposing of the information." 81 Fed. Reg. 63323. All sensitive information that has been identified as CUI by a regulation or statute, handled by this solicitation/contract, shall be:

- a. Marked appropriately;
b. Disclosed to authorized personnel on a Need-To-Know basis;
c. Protected in accordance with NIST SP 800-53, Security and Privacy Controls for Federal Information Systems and Organizations applicable baseline if handled by a Contractor system operated on behalf of the agency, or NIST SP 800-171, Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations if handled by internal Contractor system; and
d. Returned to HHS control, destroyed when no longer needed, or held until otherwise directed. Destruction of information and/or data shall be accomplished in accordance with NIST SP 800-88, Guidelines for Media Sanitization.

5. Protection of Sensitive Information- For security purposes, information is or may be sensitive because it requires security to protect its confidentiality, integrity, and/or availability. The Contractor (and/or any subcontractor) shall protect all government information that is or may be sensitive in accordance with OMB Memorandum M-06-16, Protection of Sensitive Agency Information by securing it with a FIPS 140-2 validated solution.

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6. **Confidentiality and Nondisclosure of Information-** Any information provided to the contractor (and/or any subcontractor) by HHS or collected by the contractor on behalf of HHS shall be used only for the purpose of carrying out the provisions of this contract and shall not be disclosed or made known in any manner to any persons except as may be necessary in the performance of the contract. The Contractor assumes responsibility for protection of the confidentiality of Government records and shall ensure that all work performed by its employees and subcontractors shall be under the supervision of the Contractor. Each Contractor employee or any of its subcontractors to whom any HHS records may be made available or disclosed shall be notified in writing by the Contractor that information disclosed to such employee or subcontractor can be used only for that purpose and to the extent authorized herein.

The confidentiality, integrity, and availability of such information shall be protected in accordance with HHS and NIH policies. Unauthorized disclosure of information will be subject to the HHS/NIH sanction policies and/or governed by the following laws and regulations:

- a. 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records);
- b. 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information); and
- c. 44 U.S.C. Chapter 35, Subchapter I (Paperwork Reduction Act).

Each employee, including subcontractors, having access to non-public Department information under this acquisition shall complete the "Commitment to Protect Non-Public Information - Contractor Employee Agreement" located at: <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf> . A copy of each signed and witnessed Non-Disclosure agreement shall be submitted to the Project Officer/COR prior to performing any work under this acquisition.

7. **Internet Protocol Version 6 (IPv6)-** All procurements using Internet Protocol shall comply with OMB Memorandum M-05-22, Transition Planning for Internet Protocol Version 6 (IPv6).
8. **Government Websites-** All new and existing public-facing government websites must be securely configured with Hypertext Transfer Protocol Secure (HTTPS) using the most recent version of Transport Layer Security (TLS). In addition, HTTPS shall enable HTTP Strict Transport Security (HSTS) to instruct compliant browsers to assume HTTPS at all times to reduce the number of insecure redirects and protect against attacks that attempt to downgrade connections to plain HTTP. For internal-facing websites, the HTTPS is not required, but it is highly recommended.
9. **Contract Documentation-** The Contractor shall use provided templates, policies, forms and other agency documents provided by the Contracting Officer and the Contracting Officer's Representative to comply with contract deliverables as appropriate.
10. **Standard for Encryption-** The Contractor (and/or any subcontractor) shall:
  - a. Comply with the HHS Standard for Encryption of Computing Devices and Information to prevent unauthorized access to government information.
  - b. Encrypt all sensitive federal data and information (i.e., PII, protected health information [PHI], proprietary information, etc.) in transit (i.e., email, network connections, etc.) and at rest (i.e., servers, storage devices, mobile devices, backup media, etc.) with FIPS 140-2 validated encryption solution.
  - c. Secure all devices (i.e.: desktops, laptops, mobile devices, etc.) that store and process government information and ensure devices meet HHS and NIH-specific encryption standard requirements. Maintain a complete and current inventory of all laptop computers, desktop computers, and other mobile devices and portable media that store or process sensitive government information (including PII).
  - d. Verify that the encryption solutions in use have been validated under the Cryptographic Module Validation Program to confirm compliance with FIPS 140-2. The Contractor shall provide a written copy of the validation documentation to the Contracting Officer and the Contracting Officer's Technical Representative within *15 days* of the validation.

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- e. Use the Key Management system on the HHS personal identification verification (PIV) card or establish and use a key recovery mechanism to ensure the ability for authorized personnel to encrypt/decrypt information and recover encryption keys. Encryption keys shall be provided to the COR upon request and at the conclusion of the contract.
11. **Contractor Non-Disclosure Agreement (NDA)**- Each Contractor (and/or any subcontractor) employee having access to non-public government information under this contract shall complete the NIH non-disclosure agreement <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Nondisclosure.pdf> , as applicable. A copy of each signed and witnessed NDA shall be submitted to the Contracting Officer (CO) and/or CO Representative (COR) prior to performing any work under this acquisition.
12. **Privacy Threshold Analysis (PTA)/Privacy Impact Assessment (PIA)**- The Contractor shall assist the NIH Office of the Senior Official for Privacy (SOP) or designee with conducting a PTA for the information system and/or information handled under this contract to determine whether or not a full PIA needs to be completed. The NIH PIA guide is located at <https://oma.od.nih.gov/forms/Privacy%20Documents/Documents/NIH%20PIA%20Guide.pdf> .
- a. If the results of the PTA show that a full PIA is needed, the Contractor shall assist the OpDiv SOP or designee with completing a PIA for the system or information within **60 days** after completion of the PTA and in accordance with HHS policy and OMB M-03-22, Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002.
  - b. The Contractor shall assist the NIH Office of the SOP or designee in reviewing the PIA at least every three years throughout the system development lifecycle (SDLC)/information lifecycle, or when determined by the agency that a review is required based on a major change to the system, or when new types of PII are collected that introduces new or increased privacy risks, whichever comes first.

#### B. TRAINING

- 1. **Mandatory Training for All Contractor Staff**- All Contractor (and/or any subcontractor) employees assigned to work on this contract shall complete the applicable HHS/NIH Contractor Information Security Awareness, Privacy, and Records Management training course at <http://irtsectraining.nih.gov/> before performing any work under this contract. Thereafter, the employees shall complete NIH Information Security Awareness, Privacy, and Records Management training at least annually, during the life of this contract. All provided training shall be compliant with HHS training policies.
- 2. **Role-based Training**- All Contractor (and/or any subcontractor) employees with significant security responsibilities (as determined by the program manager) must complete role-based training annually commensurate with their role and responsibilities in accordance with HHS policy and the HHS Role-Based Training (RBT) of Personnel with Significant Security Responsibilities Memorandum. Read further guidance about the NIH Role-based Training <https://www.hhs.gov/about/agencies/asa/ocio/cybersecurity/security-awareness-training/index.html> .
- 3. **Training Records**- The Contractor (and/or any subcontractor) shall maintain training records for all its employees working under this contract in accordance with HHS policy. A copy of the training records shall be provided to the CO and/or COR within 30 days after contract award and **annually** thereafter or upon request.

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#### C. RULES OF BEHAVIOR

1. The Contractor (and/or any subcontractor) shall ensure that all employees performing on the contract comply with the HHS Information Technology General Rules of Behavior, and comply with the NIH Information Technology General Rules of Behavior <https://www.hhs.gov/about/agencies/asa/ocio/cybersecurity/security-awareness-training/index.html> , which are contained in the NIH Information Security Awareness Training Course <http://irtsectraining.nih.gov>
2. All Contractor employees performing on the contract must read and adhere to the Rules of Behavior before accessing Department data or other information, systems, and/or networks that store/process government information, initially at the beginning of the contract and at least annually thereafter, which may be done as part of annual NIH Information Security Awareness Training. If the training is provided by the contractor, the signed Rules of Behavior must be provided as a separate deliverable to the CO and/or COR per defined timelines above.

#### D. INCIDENT RESPONSE

The Contractor (and/or any subcontractor) shall respond to all alerts/Indicators of Compromise (IOCs) provided by HHS Computer Security Incident Response Center (CSIRC)/NIH IRT teams within 24 hours, whether the response is positive or negative. FISMA defines an incident as "an occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system; or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies. The HHS Policy for IT Security and Privacy Incident Reporting and Response further defines incidents as events involving cyber security and privacy threats, such as viruses, malicious user activity, loss of, unauthorized disclosure or destruction of data, and so on. A privacy breach is a type of incident and is defined by Federal Information Security Modernization Act (FISMA) as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses or potentially accesses personally identifiable information for another than authorized purpose. The HHS Policy for IT Security and Privacy Incident Reporting and Response further defines a breach as "a suspected or confirmed incident involving PII".

In the event of a suspected or confirmed incident or breach, the Contractor (and/or any subcontractor) shall:

1. Protect all sensitive information, including any PII created, stored, or transmitted in the performance of this contract so as to avoid a secondary sensitive information incident with FIPS 140-2 validated encryption.
2. DO NOT notify affected individuals unless so instructed by the Contracting Officer or designated representative. If so instructed by the Contracting Officer or representative, the Contractor shall send NIH approved notifications to affected individuals in accordance with [https://wiki.ocio.nih.gov/wiki/index.php/US-CERT\\_Federal\\_Incident\\_Notification\\_Guidelines](https://wiki.ocio.nih.gov/wiki/index.php/US-CERT_Federal_Incident_Notification_Guidelines) .
3. Report all suspected and confirmed information security and privacy incidents and breaches to the NIH Incident Response Team (IRT) via email at [IRT@mail.nih.gov](mailto:IRT@mail.nih.gov) , COR, CO, the NIH Office of the SOP (or his or her designee), and other stakeholders, including incidents involving PII, in any medium or form, including paper, oral, or electronic, as soon as possible and without unreasonable delay, no later than one (1) hour, and consistent with the applicable NIH and HHS policy and procedures, NIST standards and guidelines, as well as US-CERT notification guidelines. The types of information required in an incident report must include at a minimum: company and point of contact information, contract information, impact classifications/threat vector, and the type of information compromised.

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In addition, the Contractor shall:

- a. cooperate and exchange any information, as determined by the Agency, necessary to effectively manage or mitigate a suspected or confirmed breach;
  - b. not include any sensitive information in the subject or body of any reporting e-mail; and
  - c. encrypt sensitive information in attachments to email, media, etc.
4. Comply with OMB M-17-12, Preparing for and Responding to a Breach of Personally Identifiable Information HHS and NIH incident response policies when handling PII breaches.
  5. Provide full access and cooperate on all activities as determined by the Government to ensure an effective incident response, including providing all requested images, log files, and event information to facilitate rapid resolution of sensitive information incidents. This may involve disconnecting the system processing, storing, or transmitting the sensitive information from the Internet or other networks or applying additional security controls. This may also involve physical access to contractor facilities during a breach/incident investigation within an hour of discovery.

#### E. POSITION SENSITIVITY DESIGNATIONS

All Contractor (and/or any subcontractor) employees must obtain a background investigation commensurate with their position sensitivity designation that complies with Parts 1400 and 731 of Title 5, Code of Federal Regulations (CFR). The following position sensitivity designation levels apply to this solicitation/contract:

[ ] **Level 6: Public Trust - High Risk.** Contractor/subcontractor employees assigned to Level 6 positions shall undergo a Suitability Determination and Background Investigation (MBI).

[ ] **Level 5: Public Trust - Moderate Risk.** Contractor/subcontractor employees assigned to Level 5 positions with no previous investigation and approval shall undergo a Suitability Determination and a Minimum Background Investigation (MBI), or a Limited Background Investigation (LBI).

[ ] **Level 1: Non-Sensitive.** Contractor/subcontractor employees assigned to Level 1 positions shall undergo a Suitability Determination and National Check and Inquiry Investigation (NACI).

#### F. HOMELAND SECURITY PRESIDENTIAL DIRECTIVE (HSPD)-12

The Contractor (and/or any subcontractor) and its employees shall comply with Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors; OMB M-05-24; FIPS 201, Personal Identity Verification (PIV) of Federal Employees and Contractors; HHS HSPD-12 policy; and Executive Order 13467, Part 1 §1.2.

*For additional information, see HSPD-12 policy at: <https://www.dhs.gov/homeland-security-presidential-directive-12>*

#### Roster-

- a. The Contractor (and/or any subcontractor) shall submit a roster by name, position, e-mail address, phone number and responsibility, of all staff working under this acquisition where the Contractor will develop, have the ability to access, or host and/or maintain a government information system(s). The roster shall be submitted to the COR and/or CO within fourteen (14) calendar days after the effective date of this contract. Any revisions to the roster as a result of staffing changes shall be submitted within seven (7) calendar days of the change. The COR will notify the Contractor of the appropriate level of investigation required for each staff member. An electronic template, "Roster of Employees Requiring Suitability Investigations," is available for contractor use at: [https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster\\_10-15-12.xlsx](https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/SuitabilityRoster_10-15-12.xlsx).
- b. If the Contractor is filling a new position, the Contractor shall provide a position description and the Government will determine the appropriate suitability level. Upon receipt of the Government's

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notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.

- c. Upon receipt of the Government's notification of applicable Suitability Investigations required, the Contractor shall complete and submit the required forms within 30 days of the notification.
- d. The Contractor shall notify the Contracting Officer in advance when any new personnel, who are subject to a background check/investigation, will work under the contract and if they have previously been the subject of national agency checks or background investigations.
- e. All contractor and subcontractor employees shall comply with the conditions established for their designated position sensitivity level prior to performing any work under this contract. Contractors may begin work after the fingerprint check has been completed.
- f. Investigations are expensive and may delay performance, regardless of the outcome of the investigation. Delays associated with rejections and consequent re-investigations may not be excusable in accordance with the FAR clause, Excusable Delays - see FAR 52.249-14. Accordingly, the Contractor shall ensure that any additional employees whose names it submits for work under this contract have a reasonable chance for approval.
- g. Typically, the Government investigates personnel at no cost to the Contractor. However, multiple investigations for the same position may, at the Contracting Officer's discretion, justify reduction(s) in the contract price of no more than the cost of the additional investigation(s).
- h. The Contractor shall include language similar to this "HHS Controlled Facilities and Information Systems Security" language in all subcontracts that require subcontractor personnel to have the same frequency and duration of (1) physical access to an HHS-controlled facility; (2) logical access to an HHS-controlled information system; (3) access to sensitive HHS data/information, whether in an HHS-controlled information system or in hard copy; or (4) any combination of circumstances (1) through (3).
- i. The Contractor shall direct inquiries, including requests for forms and assistance, to the Contracting Officer or designee.
- j. Within 7 calendar days after the Government's final acceptance of the work under this contract, or upon termination of the contract, the Contractor shall return all identification badges to the Contracting Officer or designee.

#### G. CONTRACT INITIATION AND EXPIRATION

1. **General Security Requirements-** The Contractor (and/or any subcontractor) shall comply with information security and privacy requirements, Enterprise Performance Life Cycle (EPLC) processes, HHS Enterprise Architecture requirements to ensure information is appropriately protected from initiation to expiration of the contract. All information systems development or enhancement tasks supported by the contractor shall follow the HHS EPLC framework and methodology or and in accordance with the HHS Contract Closeout Guide (2012). HHS EA requirements may be located here: <https://www.hhs.gov/sites/default/files/ocio/eplc-lifecycle-framework.pdf>
2. **System Documentation-** Contractors (and/or any subcontractors) must follow and adhere to NIST SP 800-64, Security Considerations in the System Development Life Cycle, at a minimum, for system development and provide system documentation at designated intervals (specifically, at the expiration of the contract) within the EPLC that require artifact review and approval.
3. **Sanitization of Government Files and Information-** As part of contract closeout and at expiration of the contract, the Contractor (and/or any subcontractor) shall provide all required documentation in accordance with the NIH Media Sanitization and Disposal Policy to the CO and/or COR to certify that, at the government's direction, all electronic and paper records are appropriately disposed of and all devices and media are sanitized in accordance with NIST SP 800-88, Guidelines for Media Sanitization.
4. **Notification-** The Contractor (and/or any subcontractor) shall notify the CO and/or COR and system ISSO within *fifteen days before* an employee stops working under this contract.

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5. **Contractor Responsibilities Upon Physical Completion of the Contract-** The contractor (and/or any subcontractors) shall return all government information and IT resources (i.e., government information in non-government-owned systems, media, and backup systems) acquired during the term of this contract to the CO and/or COR. Additionally, the Contractor shall provide a certification that all government information has been properly sanitized and purged from Contractor-owned systems, including backup systems and media used during contract performance, in accordance with HHS and/or NIH policies.
6. The Contractor (and/or any subcontractor) shall perform and document the actions identified in the NIH Contractor Employee Separation Checklist <https://ocio.nih.gov/aboutus/publicinfosecurity/acquisition/Documents/Emp-sep-checklist.pdf> when an employee terminates work under this contract within 2 days of the employee's exit from the contract. All documentation shall be made available to the CO and/or COR upon request.

#### 23. RECORDS MANAGEMENT AND RETENTION

The Contractor (and/or any subcontractor) shall maintain all information in accordance with Executive Order 13556 -- Controlled Unclassified Information, National Archives and Records Administration (NARA) records retention policies and schedules and HHS/NIH policies and shall not dispose of any records unless authorized by HHS/NIH.

In the event that a contractor (and/or any subcontractor) accidentally disposes of or destroys a record without proper authorization, it shall be documented and reported as an incident in accordance with HHS/NIH policies.

#### 24. BUYING GREEN

The Department of Health and Human Services (DHHS) Affirmative Action Plan (APP) for Purchasing Environmentally Preferable Products and Services was developed to ensure that green products will be purchased to the maximum extent practicable and fulfills the applicable affirmative procurement requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), Section 104 of the Energy Policy Act of 2005 (EPA Act), Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA), Executive Order 13423 ("Strengthening Federal Environmental, Energy, and Transportation Management"), Executive Order 13514 ("Federal Leadership in Environmental, Energy, and Economic Performance") and the Federal Acquisition Regulation (FAR) Part 23.

A copy of this plan can be found at: <https://oamp.od.nih.gov/division-of-acquisition-policy-and-evaluation/acquisition-resources/acquisition-offices/contract-tool-box> under "Green Purchasing."

The APP defines "Green Purchasing" as the purchase of environmentally preferred products and services consistent with the following standards:

- **Recycled Content Products** - The current list of designated products, Environmental Protection Agency's (EPA) guidance, and related technical information can be found on EPA's web site at: <https://www.epa.gov/>.
- **Energy-Efficient Products: Energy Star®, Federal Energy Management Program (FEMP-Designated, and Low Standby Power)** - Information on FEMP-designated products can be found at <https://www.energy.gov/eere/femp/federal-energy-management-program>. Information on low standby power products can be



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found on FEMP's web site.

- **Biobased Products** - Information on these designated products, United States Department of Agriculture's (USDA) guidance, and related documentation can be found on USDA's web site at: [www.biopreferred.gov/](http://www.biopreferred.gov/).
- **Environmentally Preferable Products and Services** - The database of the products and specifications that are environmental preferred can be found at: [www.epa.gov/epp](http://www.epa.gov/epp).
- **Electronic Product Environmental Assessment Tool (EPEAT) Products** - EPEAT is intended to help purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes. EPEAT also provides a clear and consistent set of performance criteria for the design of products and provides an opportunity for manufacturers to secure market recognition for efforts to reduce the environmental impact of its products. The EPEAT website is: <http://www.epeat.net/>.
- **Water-Efficient Products** - Information about the WaterSense Program is available at: <https://www.epa.gov/watersense>.
- **Non-Ozone Depleting Substances** - EPA's Significant New Alternatives Policy (SNAP) program. Information about the SNAP Program is available at: <http://www.epa.gov/ozone/strathome.html>

The mandatory requirement applies to all HHS acquisitions including those at or below the micro-purchase threshold when buying goods or services.

## 25. ADMINISTRATION

This BPA (Agreement) is issued and administered by the NIH BPA Program Branch. Questions or concerns about this BPA Agreement are to be addressed to and by the BPA Program Branch. For example, company name change, address, and/or telephone number change, change in billing procedures, affiliation status, price increases, etc.

National Institutes of Health  
Blanket Purchase Agreement Branch  
Division of Simplified Acquisition Policy and Services, DSAPS, OALM  
6701 Rockledge Drive, Suite 400, MSC7786  
Bethesda, MD 20892-7786  
BPA Helpline: (301) 496-5212  
BPA Program Email: [BPAProgramBranch@od.nih.gov](mailto:BPAProgramBranch@od.nih.gov)

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**FAR 52.212**

**The following FAR clauses and provisions are hereby incorporated by reference with the same force and effect as if it was given in full text. Upon request, the Contracting Officer may provide the full text. The full text may be accessed at the following site:**

**[www.acquisition.gov/far](http://www.acquisition.gov/far)**

52.212-1 Instructions to Offerors – Commercial Items (Mar 2020)

52.212-2 Evaluation – Commercial Items (Oct 2014)

52.212-3 Offeror Representations and Certifications – Commercial Items (Mar 2020)

It is suggested for the vendor to read all of 52.212.3 and submit within SAM the representations and certifications electronically at <https://sam.gov/content/home>. If this is completed online, it is not necessary to provide any written responses to FAR Provision 52.212-3

52.212-4 Contract Terms and Conditions—Commercial Items (Oct 2018)

52.212-5 -- Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (Mar 2020)

Contract Terms and Conditions Required to Implement Statutes or Executive Orders- Commercial Items (Mar 2020)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (2) 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).
- (3) 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Aug 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).
- (4) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015).
- (5) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).
- (6) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Public Laws 108-77 and 108-78 (19 U.S.C. 3805note)).

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- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

**[Contracting Officer check as appropriate.]**

- \_\_(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
- \_\_(2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509)).
- \_\_(3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)
- \_\_(4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2018) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- \_\_(5) [Reserved].
- \_\_(6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
- \_\_(7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
- \_\_(8) 52.209-6, Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Oct 2015) (31 U.S.C. 6101note).
- \_\_(9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Oct 2018) (41 U.S.C. 2313).
- \_\_(10) [Reserved].
- \_\_(11)
  - \_\_(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Mar 2020) (15 U.S.C.657a).
  - \_\_(ii) Alternate I (Mar 2020) of 52.219-3.
- \_\_(12)
  - \_\_(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Mar 2020) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
  - \_\_(ii) Alternate I (Mar 2020) of 52.219-4.
- \_\_(13) [Reserved]
- \_\_(14)

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- \_\_ (i) 52.219-6, Notice of Total Small Business Set-Aside (Mar 2020)  
(15 U.S.C.644).
- \_\_ (ii) Alternate I (Mar 2020).
- \_\_ (iii) Alternate II (Nov 2011).
- \_\_ (15)
  - \_\_ (i) 52.219-7, Notice of Partial Small Business Set-Aside (Mar 2020)  
(15 U.S.C. 644).
  - \_\_ (ii) Alternate I (Mar 2020) of 52.219-7.
  - \_\_ (iii) Alternate II (Mar 2004) of 52.219-7.
- \_\_ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2018)  
(15 U.S.C. 637(d)(2) and (3)).
- \_\_ (17)
  - \_\_ (i) 52.219-9, Small Business Subcontracting Plan (Mar 2020)  
(15 U.S.C. 637(d)(4)).
  - \_\_ (ii) Alternate I (Nov 2016) of 52.219-9.
  - \_\_ (iii) Alternate II (Nov 2016) of 52.219-9.
  - \_\_ (iv) Alternate III (Mar 2020) of 52.219-9.
  - \_\_ (v) Alternate IV (Aug 2018) of 52.219-9.
- \_\_ (18) 52.219-13, Notice of Set-Aside of Orders (Mar 2020) (15 U.S.C. 644(r)).
- \_\_ (19) 52.219-14, Limitations on Subcontracting (Mar 2020) (15 U.S.C.637(a)(14)).
- \_\_ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (Jan 1999)  
(15 U.S.C. 637(d)(4)(F)(i)).
- \_\_ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside  
(Mar 2020) (15 U.S.C. 657f).
- \_\_ (22)
  - \_\_ (i) 52.219-28, Post Award Small Business Program Rerepresentation (Mar 2020)  
(15 U.S.C. 632(a)(2)).
  - \_\_ (ii) Alternate I (MAR 2020) of 52.219-28.
- \_\_ (23) 52.219-29, Notice of Set-Aside for, or Sole Source Award to, Economically  
Disadvantaged Women-Owned Small Business Concerns (Mar 2020)  
(15 U.S.C. 637(m)).
- \_\_ (24) 52.219-30, Notice of Set-Aside for, or Sole Source Award to, Women-Owned  
Small Business Concerns Eligible Under the Women-Owned Small Business  
Program (Mar 2020) (15 U.S.C. 637(m)).

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- \_\_(25) 52.219-32, Orders Issued Directly Under Small Business Reserves (Mar 2020) (15 U.S.C. 644(r)).
- \_\_(26) 52.219-33, Nonmanufacturer Rule (Mar 2020) (15 U.S.C. 637(a)(17)).
- \_\_(27) 52.222-3, Convict Labor (June 2003) (E.O.11755).
- \_\_(28) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2020) (E.O.13126).
- \_\_(29) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- \_\_(30)
  - \_\_(i) 52.222-26, Equal Opportunity (Sept 2016) (E.O.11246).
  - \_\_(ii) Alternate I (Feb 1999) of 52.222-26.
- \_\_(31)
  - \_\_(i) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).
  - \_\_(ii) Alternate I (July 2014) of 52.222-35.
- \_\_(32)
  - \_\_(i) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C.793).
  - \_\_(ii) Alternate I (July 2014) of 52.222-36.
- \_\_(33) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).
- \_\_(34) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- \_\_(35)
  - \_\_(i) 52.222-50, Combating Trafficking in Persons (Jan 2019) (22 U.S.C. chapter 78 and E.O. 13627).
  - \_\_(ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter78 and E.O. 13627).
- \_\_(36) 52.222-54, Employment Eligibility Verification (Oct 2015). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- \_\_(37)
  - \_\_(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA– Designated Items (May 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
  - \_\_(ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
- \_\_(38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O. 13693).

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- \_\_(39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).
- \_\_(40)
  - \_\_(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514).
  - \_\_(ii) Alternate I (Oct 2015) of 52.223-13.
- \_\_(41)
  - \_\_(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (Jun 2014) (E.O.s 13423 and 13514).
  - \_\_(ii) Alternate I (Jun 2014) of 52.223-14.
- \_\_(42) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).
- \_\_(43)
  - \_\_(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).
  - \_\_(ii) Alternate I (Jun 2014) of 52.223-16.
- \_\_(44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513).
- \_\_(45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).
- \_\_(46) 52.223-21, Foams (Jun 2016) (E.O. 13693).
- \_\_(47)
  - \_\_(i) 52.224-3 Privacy Training (Jan 2017) (5 U.S.C. 552 a).
  - \_\_(ii) Alternate I (Jan 2017) of 52.224-3.
- \_\_(48) 52.225-1, Buy American-Supplies (May 2014) (41 U.S.C. chapter 83).
- \_\_(49)
  - \_\_(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
  - \_\_(ii) Alternate I (May 2014) of 52.225-3.
  - \_\_(iii) Alternate II (May 2014) of 52.225-3.
  - \_\_(iv) Alternate III (May 2014) of 52.225-3.
- \_\_(50) 52.225-5, Trade Agreements (Oct 2019) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

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- \_\_(51) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- \_\_(52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- \_\_(53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- \_\_(54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- \_\_(55) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C.4505, 10 U.S.C.2307(f)).
- \_\_(56) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C.4505, 10 U.S.C.2307(f)).
- \_\_(57) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Oct 2018) (31 U.S.C. 3332).
- \_\_(58) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C.3332).
- \_\_(59) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C.3332).
- \_\_(60) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).
- \_\_(61) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(13)).
- \_\_(62)
  - \_\_(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).
  - \_\_(ii) Alternate I (Apr 2003) of 52.247-64.
  - \_\_(iii) Alternate II (Feb 2006) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

- \_\_(1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495).
- \_\_(2) 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67).
- \_\_(3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

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- \_\_ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (Aug 2018) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- \_\_ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).
- \_\_ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- \_\_ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
- \_\_ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).
- \_\_ (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).
- \_\_ (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
- (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.
- (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)

- (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause-



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- i. 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).
- ii. 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- iii. 52.204-23, Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities (Jul 2018) (Section 1634 of Pub. L. 115-91).
- iv. 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment. (Aug 2019) (Section 889(a)(1)(A) of Pub. L. 115-232).
- v. 52.219-8, Utilization of Small Business Concerns (Oct 2018) (15 U.S.C.637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- vi. 52.222-17, Non-displacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
- vii. 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- viii. 52.222-26, Equal Opportunity (Sept 2015) (E.O.11246).
- ix. 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C.4212).
- x. 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C.793).
- xi. 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C.4212)
- xii. 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
- xiii. 52.222-41, Service Contract Labor Standards (Aug 2018) (41 U.S.C. chapter 67).
- (A) 52.222-50, Combating Trafficking in Persons (Jan 2019) (22 U.S.C. chapter 78 and E.O 13627).
- (B) Alternate I (Mar 2015) of 52.222-50(22 U.S.C. chapter 78and E.O 13627).
- xv. 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
- xvi. 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
- xvii. 52.222-54, Employment Eligibility Verification (Oct 2015) (E.O. 12989).

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- xviii. 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015).
- xix. 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).
  - (A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).
  - (B) Alternate I (Jan 2017) of 52.224-3.
- xxi. 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- xxii. 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
- xxiii. 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx.1241(b) and 10 U.S.C.2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
  - (2) While not required, the Contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

**FAR Clause 52.242-15 Stop Work Order (August 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either—
  - 1) Cancel the stop-work order; or**
  - 2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.**
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—
  - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

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- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(End of Clause)

#### Year 2000 Compliance

In accordance with FAR 39.106, Information Technology acquired under this contract must be Year 2000 compliant as set forth in the following clause(s):

Services Involving the Use of Information Technology (applicable when acquiring services involving the use of computer items in the performance of the requirement.)

#### **FAR Clauses INCORPORATED BY REFERENCE when the applicable circumstances apply**

Full text of the below FAR Clauses can be found at:

<https://www.acquisition.gov/far/part-52>

#### 52.204-9 Personal Identify Verification of Contractor Personnel (Jan 11)

- 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.
- 52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
- 52.204-26 Covered Telecommunications Equipment or Services-Representation.
- 52.223-3 Hazardous Material Identification and Material Safety Data (Jan 97), Alternate I (Jul 95) (Applicable to orders involving hazardous materials) (Vendors must include listing of materials) (Offeror must include listing of materials before or at time of award).
- 52.224-1 Privacy Act Notification (Apr 84) (Applicable when the design, development or operation of a system of records on individuals is required.)
- 52.224-2 Privacy Act (Apr 84) (Applicable when the design, development or operation of a system of records on individuals is required.)
- 52.227-14 Rights in Data--General (May 14) (not applicable for the acquisition of existing data, commercial computer software, or other existing data, as described in FAR 27.405-2 through 27.405-4.
- 52.227-17 Rights in Data--Special Works (Dec 07) (applicable when BPA Call will compile data for the Government's internal use.)

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- 52.227-18 Rights in Data--Existing Works (Dec 07) (applicable when contracting exclusively for, without modification, existing audiovisual and similar work).
- 52.227-19 Commercial Computer Software—Restricted Rights (Dec 07) (applicable to BPA Calls for existing computer software excluding GSA multiple award schedule contracts.)
- 52.232-39 Unenforceability of Unauthorized Obligations (Jun 13)
- 52.237-2 Protection of Government Buildings, Equipment, and Vegetation (Apr 84) (Applicable to work performed at a Government site.)
- 52.237-7 Indemnification and Medical Liability Insurance (Jan 97) (For nonpersonal/professional service BPA Calls for medical/health care services)
- 52.245-1 Government Property
- 52.245-1 Government Property, Alternate II
- 52.245-2 Government Property, (Installation Operations Services)
- 52.245-9, Use and Charges
- 52.247-66 Returnable Cylinders (May 94) (Applicable when BPA Call involves the purchase of gas in vendor furnished cylinders and the vendor retains title to the cylinders). ***Buyer must insert clause in full and fill out when applicable before vendor accepts BPA Call.***

#### **FAR CLAUSES INCLUDED IN FULL TEXT (item (c) certify below)**

#### **52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.**

As prescribed in 4.2105(a), insert the following provision:

Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)

The Offeror shall not complete the representation in this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at 52.204-26, Covered Telecommunications Equipment or Services-Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.

(a) *Definitions. As used in this provision—*

“Covered telecommunications equipment or services”, “critical technology”, and “substantial or essential component” have the meanings provided in clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on

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or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing—

- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
  - (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (c) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://sam.gov/content/home>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
- (d) *Representation.* The Offeror represents that it  will,  will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.
- (e) *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it “will” provide covered telecommunications equipment or services”, the Offeror shall provide the following information as part of the offer—
- (1) A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);
  - (2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;
  - (3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and
  - (4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

#### **52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.**

As prescribed in 4.2105(a), insert the following provision:

Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2019)

- (a) *Definitions.* As used in this clause—
- Covered foreign country* means The People’s Republic of China.
- Covered telecommunications equipment or services* means—

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- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**Critical technology** means—

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-
  - (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or
  - (ii) For reasons relating to regional stability or surreptitious listening;
- (1) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);
- (2) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);
- (3) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or
- (4) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

**Substantial or essential component** means any component necessary for the proper function or performance of a piece of equipment, system, or service.

- (b) **Prohibition.** Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain,

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any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation <https://www.acquisition.gov/far/4.2104>.

- (c) **Exceptions.** This clause does not prohibit contractors from providing—
- (1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
  - (2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (d) Reporting requirement.
- (1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil> . For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.
  - (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause
    - (i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
    - (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- (e) **Subcontracts.** The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

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#### **52.204-26 Covered Telecommunications Equipment or Services-Representation.**

As prescribed in 4.2105(c), insert the following provision:

Covered Telecommunications Equipment or Services-Representation (Dec 2019)

- (a) Definitions. As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
- (b) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://sam.gov/content/home>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
- (c) Representation. The Offeror represents that it  does,  does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

#### **HHSAR CLAUSES INCORPORATED BY REFERENCE when the applicable circumstances apply**

Full text of the below HHSAR Clauses can be found at: <http://www.hhs.gov/policies/hhsar/>

- 352.203-70 Anti-lobbying. (Dec 2015)
- 352.204-70 Prevention and Public Health Fund—Reporting Requirement (Dec 2015)
- 352.222-70 Contractor cooperation in equal employment opportunity investigations (Dec 2015)
- 352.223-70 Safety and health. (Dec 2015)
- 352.224-70 Privacy Act (Dec 2015)
- 352.227-70 Publication and Publicity (Dec 2015)
- 352.237-71 Crime Control Act—reporting of child abuse (Dec 2015)
- 352.237-74, Non-Discrimination in Service Delivery (Dec 2015).

*(Applicable in solicitations, BPA Calls & orders to deliver services under HHS’ programs directly to the public.)*

- 352.239-73 Electronic information and technology accessibility (Dec 2015)
- 352.270-5a Notice to Offerors of Requirement for Compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals (Dec 2015)
- 352.270-5b Care of Live Vertebrate Animals (Dec 2015)



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#### BPA COMMODITY DEFINITIONS

##### A. Supplies/Equipment

***Animal Feed, Bedding, and Cage Supplies:*** Animal food, specialized diets and bedding used in the maintenance of research animals. Includes plastic cages and all accessories for animal housing, such as sipper tubes and card holders.

***Animals, Laboratory:*** All live animals required for biomedical research.

***Badges & Insignia/Trophies/Promotional Items:*** Used in accordance with Government regulations.

***Biological Materials:*** Enzymes, coenzymes, bacteria, and cell cultures for biomedical research. Examples are restriction enzymes, lysozyme, proteins, albumin, phosphatases, ligases, growth factors, hormones, transferases, dehydrogenases, kinases, transcription systems, RNA, DNA, polymerases, biological test kits and plants for research purposes. Human and non-human tissue materials such as tumors, kidney, eyeball, liver, brain, and muscle samples for biomedical research.

***Blood/Blood Products:*** Human and non-human blood, blood products, immunological reagents, sera and serous fluids, allergens, antigens, and monoclonal antibodies.

***Books/Journals/Subscriptions:*** Publications, including periodicals, books, book collections, dictionaries, manuals, encyclopedias, and other library resources. Excludes newspapers.

***Chemicals:*** All chemicals required for clinical, laboratory or plant maintenance use.

Consumables which incorporate chemicals such as a major component such as assay kits and packed columns for chromatography are included. Excludes pest control agents, disinfectants, and water treatment chemicals.

***Copier and Printer Paper and Supplies:*** Supplies and materials such as paper, toner, fuser oil, etc., for use in the processes of printing, duplicating, and photocopying.

***Diesel Fuel (fuel oils):*** Diesel fuels, light burner fuels, kerosene heavy fuel and other black (boiler type) fuels, illuminating oils.

***Draperies/Blinds:*** Window Treatments/Draperies & Drapery Accessories, Venetian & Vertical Blinds, Window Shades, and Hardware. Drapery Accessories are items primarily constructed of textile fabric that can be used around a window for decorative purposes (e.g., cornice boards, valences, swags, tiebacks, etc.). Hardware includes any hardware necessary for the function. Hardware includes, but is not limited to, rods, pulleys, hooks, & slides for Draperies; slats, tapes, or cords, tilting cords or wands, clamps, brackets, cord locks, bottom rails, end caps, vanes, beaded tilter chains, & hooks for blinds; and pulleys & sidetracks for shades. Replacement hardware must be made available.

***Drugs/Medicines/Pharmacy Supplies:*** Drugs, pharmaceuticals, medicinal grade chemicals, vitamins, IV solutions, sterile water, medicinal preparations, medicated cosmetics, and toiletries. Includes containers used to store or dispense these items. Excludes blood and blood products, biologicals, reagents, and radiopharmaceuticals.

***Electrical Supplies:*** Includes electrical and non-IT electronic components, electrical wire, cable cord and lighting fixtures. Examples include amplifiers, resistors, fuses, switches, and filters.

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**Furniture:** Includes desks, tables, chairs, file cabinets, normally found/used in an office setting including auditoriums, libraries, and conference rooms.

**Gases, Compressed and Liquefied (Includes Demurrage):** Includes compressed and liquefied gases, such as medical gasses, liquid helium, oxygen, liquid nitrogen, carbon dioxide and industrial gases.

**Gasoline:** Petroleum based, automotive gasoline (all types and grades) and liquid propellants.

**Glassware:** Glassware items required for use in the research laboratories such as bottles, graduated cylinders, petri dishes, test tubes, pipets, and beakers.

#### **Hardware/Tool/Building Supplies:**

- **General Purpose Hardware:** General supplies used in the service or maintenance of material. Includes urethane sheet, wood glue, metal chains, ropes, ladders, door hooks, and sandpaper, rubber hoses and nozzles.
- **Metals:** Material such as stainless steel, copper, brass, and aluminum formed into sheets, extruded angles, bars, plates, and rods.
- **Plating:** Material coated electrolytically with a protective finish such as black oxide, nickel acetate, or sulfuric anodized dye.
- **Plumbing:** Accessories and supplies used in water systems. Includes vacuum fittings, valves, connectors, hoses, clamps, flags, tubes, and gaskets.
- **Small Parts and Tools:** Implements, tools and machine parts used for maintenance purposes. Includes belts, hoses, screws, nuts, wire mesh steel, gauges, and tubing.

**Housekeeping and Janitorial Supplies:** All items used in the domestic upkeep of offices and laboratories, such as disinfectants, sanitizers, detergents, polishes, scrubbing brushes, brooms, mops, and toiletries.

**IT Hardware:** Hardware not available under the NIH Information Technology Acquisition and Assessment Center (NITAAC).

**IT Software:** System and utility programs not available under the NIH Information Technology Acquisition and Assessment Center (NITAAC).

**IT Supplies:** Supplies not available under the NIH Information Technology Acquisition and Assessment Center (NITAAC).

**Laboratory Supplies:** All commodities not identified elsewhere in these definitions, normally consumed, or expended during laboratory activity. Examples are clamps, filters, stopcocks, measures, stoppers, thermometers, plasticware and metalware.

**Media:** Any liquid, gel or powder used to maintain and support cell growth and function. This includes microbiological media, bacteriological media, tissue culture media, plated media, tubed media, buffered salts, and identification systems. Excludes sera.

**Medical and Laboratory Clothes:** Disposable and non-disposable items of clothing and linen which are required exclusively by hospital operations or medical and dental facilities. Includes wearing apparel and protective clothing required for non-medical personnel.

**Medical/Scientific Equipment and Instruments:** Instruments, implements and tools used for medical, dental, and scientific purposes. Examples are ovens, water baths,

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spectrophotometers, pumps, centrifuges, analyzers, and safety hoods. Includes related accessories.

**Medical, Veterinary and Surgical Supplies:** Medical, veterinary, and surgical supplies and materials used in laboratory and clinical research, including x-ray film, photographic film, catheters, ventilation tubes, precision forceps and precision scissors. Includes commodities for dental-related research. Excludes animal cages and bedding.

**Office Supplies:** Supplies and materials normally intended for administrative or clerical use. Examples are standard forms, agency forms, envelopes, stationary, pens, folders, typing elements and notebooks. Excludes IT paper and supplies, copier paper and supplies and rubber stamps.

**Photography/Audiovisual Supplies and Equipment:** Instruments and apparatus used for audiovisual and photographic purposes including cameras, projectors, screens, DVD players, pictures, slides, illustrations, charts, lights, lenses, paper, and chemicals used in the developing of film and other photographic processes, etc., and other graphic or pictorial items to be used as a visual aid. Includes all film except for microfilm and x-ray film. Excludes film processing services.

**Printing and Duplicating Equipment:** Instruments or apparatus used for printing or duplicating.

**Radionuclides/Radioisotopes:** Drugs, medicinal grade chemicals, reagents and medicinal preparations containing or labeled with radionuclides. Chemical compounds, reagents, sealed radioactive sources and such items as kits used for in-vitro testing, containing or labeled with radionuclides and stable isotopes.

**RNA Interference (RNAi):** Includes RNAi reagents, sequences, and screening.

**Rubber Stamps:** Rubber stamps used in office settings.

**Security Devices:** Includes locks, alarms, and smoke detectors.

**Water Purification Systems, and Supplies:** Water quality installations, replacements of water purification tanks and supplies, such as filters, housings, valves, filter cartridges, membranes, etc., for removing impurities from water, used in system checks or repairs. Includes water treatment chemicals. Excludes purchase of equipment, laboratory glass, and plastic filtering supplies.

#### **B. Services**

**Animal Services:** Costs associated with the maintenance and holding of animals; ordinary and routine technical services such as antisera injection, antisera production, bleeding and collection and necropsy.

**Auto Repair/Parts/Cleaning Services:** all items required for the operations, maintenance and repair of transportation vehicles including vehicular equipment components, tires & tubes, engine accessories, etc.

**Carpet/Drapery/Furniture/Blind Cleaning and Repair/Carpet Installation:** Includes cleaning and repair of carpets, furniture, window treatments/draperies, Venetian & vertical Blinds, and window shades. Also includes carpet installation.

**Consulting/Training Services:** Includes assistance and technical support to improve management programs and procedures. Excludes IT Consulting/Training services.

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***Copier Repair/Maintenance:*** Repairs to Government-owned photocopier equipment. Services, parts, and excess copy charges related to the maintenance of Government-owned photocopying machines.

***Delivery/Courier/Shipping Services:*** Commercial Local Courier delivery services for Same Day delivery of extremely urgent letters, small packages, and heavyweight shipments, including any accessorial services, within a Metropolitan City Area, offered to the general public. Charges incurred for the transportation of things (including animals) via common carrier and contract carrier. This includes demurrage, switching, re-crating, refrigerating, and other incidental expenses. Charges incurred for the local transportation of things. This includes cartage, handling, contractual transfers of supplies and equipment, and other charges incident to local transportation. Excludes Moving/Relocation Services.

***Events Planning and Management/Public Relations Services/Marketing Services:*** Includes Writing Services, Event Planning and Management, Media Relations, Marketing, Graphics Design, Radio and Television Analysis, and Press Services.

***Furniture Rehabilitation and Office Reconfiguration:*** Refinishing or refurbishing furniture, including painting, staining, reupholstering and repair. Pick-up and delivery are included. Management support services for the design, installation, and reconfiguration of office furniture. Services cover those required to coordinate and monitor furniture design and installation phases of new furniture installations to ensure a smooth project completion.

***Graphic Arts/Design Services:*** Includes exhibits, posters, pamphlets, and presentation materials. Excludes website design.

***IT Consulting/Training Services:*** Includes consulting and training for IT Software, IT Equipment and Telecommunications.

***IT Hardware Repair:*** Repairs to Government-owned IT equipment such as personal computers, word processing equipment, fax machine and printers.

***IT Services:*** Services associated with IT operations and data-entry support functions. Includes service for system/executive software programmers, maintenance/operation of IT tape/disk libraries, data entry, cabling, keypunch/key verify services, and IT programming services support where no analysis is required. Includes website design and administration.

***Laboratory and Testing Services:*** Services performed for biomedical research. Includes all standard testing services, immunoassays, standard assay services, histopathology services and autopsy services. Includes pick-up and delivery of research materials to be tested.

***Laundry Services:*** Cleaning and dry cleaning of medical clothing.

***Medical and Scientific Equipment Repair/Maintenance:*** Repairs to equipment normally classified as laboratory or scientific equipment.

***Miscellaneous Services:*** Only those services which cannot conceivably be classified in any existing commodity.

***Moving/Relocation Services:*** A full range of services to remove the existing office furniture, equipment, and related supplies from the existing location, transport the items to the new location, and place them according to the direction of the federal agency. Services include but not limited to pre-move planning, relocation plan designing, providing packaging materials, packing/crating, loading/unloading, delivery and setup.

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**Office Support/Temporary Help:** Includes contractual services of temporaries. Requires compliance with relevant laws, Comptroller General decisions, and Office of Personnel Management and Departmental policies and instructions. Types of support include clerical, secretarial, accounting, laboratory technicians, scientists, etc.

**Patient Medical Support Services:** Includes contractual services of temporaries. Requires compliance with relevant laws, Comptroller General decisions, and Office of Personnel Management and Departmental policies and instructions. Types of support include nurses, nursing assistants, doctors, dentists, physical/occupational therapists, medical technicians, etc.

**Photography/Audio Visual Equipment Repair:** Repairs to Government-owned audiovisual equipment such as cameras, developing and finishing equipment, projectors, video cassette recorders and players, and televisions. Also includes repairs to Government-owned photographic and micro-photographic equipment such as cameras, developing and processing equipment, and microfiche readers.

**Photography/Audio Video Services:** Includes film and video processing.

**Printing Services:** Process of composition, plate making, press work, binding, and microform.

**Shredding:** Document shredding.

**Signs/Mailings/Storage:** Sign making, storage, distribution, and mailing of booklets, pamphlets, etc.

**Transcription Services:** Verbatim recording and typing of scientific and medical meetings, depositions, and legal proceedings.

**Translation Services:** The process of translating from one language to another.

**Transportation Services:** Ground Transportation Services utilizing Van, Motor Coach (Bus), or Limousine for both scheduled and unscheduled routes. Services are available for single or multiple passenger shuttle transportation between and among buildings; driver services; airport transport; and VIP transport; etc. within or between cities. All services necessary to provide passenger shuttle services.

**Utilities/Waste Disposal:** Service includes all labor, materials, tools, equipment, and supervision necessary to supply and deliver firm uninterrupted utility/waste services necessary to meet the Government's needs.

**Writing/Editing and Typing and Press Clipping Services:** Includes preparation of written material for publication or presentation, and correcting, revising, or adapting as well as the typing of manuscripts, mailing lists, abstracts, CVs and bibliographies. Also includes press clipping services.

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#### Primary NIH Locations

- Washington, DC Metro Area (primarily Montgomery County)
- Baltimore, MD Metro Area
- Research Triangle Park, NC
- Hamilton, MT
- Phoenix AZ
- Cincinnati, OH
- Detroit, MI
- Framingham, MA

**Important Websites** – Website links are subject to change as websites are updated. Perform an internet search to locate the latest link.

BPA Program: <https://oamp.od.nih.gov/division-of-simplified-acquisition-policy-and-services/bpa-program>

DSAPS Website: <http://oamp.od.nih.gov/dsaps>

Federal Acquisition Website: <https://www.acquisitions.gov/>

NIH Small Business Program Office: <https://oamp.od.nih.gov/nih-small-business-program-office>

Office of Financial Management: <https://ofm.od.nih.gov/Pages/Home.aspx>

Wage Determination Website: <https://sam.gov/content/home>

System of Award Management: <https://sam.gov/content/home>