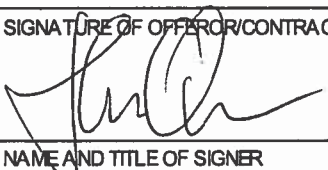



<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER		PAGE 1 OF 21	
2. CONTRACT NO. HQ0034-15-D-0023		3. AWARD/EFFECTIVE DATE 18-Sep-2015		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-15-R-0053	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME MARY BETH BROWN		b. TELEPHONE NUMBER (No Collect Calls) 703-545-3164		6. SOLICITATION ISSUE DATE 12-May-2015	
9. ISSUED BY WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155  TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR:  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO WHS - ACQUISITION DIRECTORATE CHRISSANDRA SMITH 1225 SOUTH CLARK ST, SUITE 910 ARLINGTON VA 22202-3909		CODE HQ0034		16. ADMINISTERED BY  <b>SEE ITEM 9</b>			
17a. CONTRACTOR/OFFEROR NATIONAL INDUSTRIES FOR THE BLIND JOHN F. QUA 1310 BRADDOCK PLACE ALEXANDRIA VA 22314-1891 TELEPHONE NO. 703-310-0371		CODE 5M888 FACILITY CODE		18a. PAYMENT WILL BE MADE BY  CODE			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
<b>SEE SCHEDULE</b>							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>\$75,000,000.00</b>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.						<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR 				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <b>PRICE.DAVID.L.104885</b> Digitally signed by PRICE.DAVID.L.1048850037 DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=WHS, cn=PRICE.DAVID.L.1048850037 Date: 2015.09.18 16:40:13 -04'00'			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) DHW QUA VICE PRESIDENT SERVICES		30c. DATE SIGNED 18 Sep 15		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) 0037			

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER		PAGE 1 OF 21	
2. CONTRACT NO. HQ0034-15-D-0023		3. AWARD/EFFECTIVE DATE 18-Sep-2015		4. ORDER NUMBER		5. SOLICITATION NUMBER HQ0034-15-R-0053	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME MARY BETH BROWN				b. TELEPHONE NUMBER (No Collect Calls) 703-545-3164	
8. OFFER DUE DATE/LOCAL TIME 12:00 PM 22 May 2015							
9. ISSUED BY  WHS - ACQUISITION DIRECTORATE 1155 DEFENSE PENTAGON WASHINGTON DC 20301-1155  TEL: FAX:		CODE HQ0034		10. THIS ACQUISITION IS  <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
						14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15. DELIVER TO  WHS - ACQUISITION DIRECTORATE CHRISANDRA SMITH 1225 SOUTH CLARK ST, SUITE 910 ARLINGTON VA 22202-3909		CODE HQ0034		16. ADMINISTERED BY  <div style="text-align: center;"><b>SEE ITEM 9</b></div>			
17a. CONTRACTOR/ OFFEROR  NATIONAL INDUSTRIES FOR THE BLIND JOHN F. QUA 1310 BRADDOCK PLACE ALEXANDRIA VA 22314-1691 TELEPHONE 703-310-0371		CODE 5M888    FACILITY CODE		18a. PAYMENT WILL BE MADE BY  CODE			
<input checked="" type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <div style="text-align: right;"><b>\$75,000,000.00</b></div>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.    ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.    ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) David L. Price / Contracting Officer TEL: 703-545-0871 EMAIL: david.l.price12.civ@mail.mil			31c. DATE SIGNED 1 8-Sep-2015

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 21	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<b>SEE SCHEDULE</b>				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY <i>(Print)</i>			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D (YY/MM/DD)		
			42d. TOTAL CONTAINERS		

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0001		1	Lot	\$75,000,000.00	\$75,000,000.00 NTE

Electronic FFP Contracts at Off-Site  
FFP

This CLIN shall be used when contract closeout services are to be performed at an Off-Site (Contractor Facility) location for electronic Firm Fixed Price contracts. See PWS Section 3.1.

Unit of Issue: 1 Lot = 1 Contract Submitted as Ready-to-Close

This CLIN's maximum cost of \$75,000,000.00 is a placeholder for the IDIQ ceiling. Overall maximum cost is \$75,000,000.00 for all CLINs over the life of the contract combined.

See Attachment 3 for CLIN Pricing.

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MAX NET AMT	\$75,000,000.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0002		UNDEFINED	Months	UNDEFINED	\$0.00

Electronic Cost-Reimbursement atOff-Site  
FFP-LOE

This CLIN shall be used when contract closeout services are to be performed at an Off-Site (Contractor Facility) location for electronic Cost-Reimbursement contracts. See PWS Section 3.2.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
CEILING PRICE	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0003		UNDEFINED	Lot	UNDEFINED	\$0.00

Paper FFP at Off-Site  
FFP

This CLIN shall be used when contract closeout services are to be performed at an Off-Site (Contractor Facility) location for paper Firm Fixed Price contracts. See PWS Section 3.3.

See Attachment 3 for Pricing.

Unit of Issue: 1 Lot = 1 Contract Submitted as Ready-to-Close

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0004		UNDEFINED	Months	UNDEFINED	\$0.00

Paper Cost-Reimbursement at Off-Site  
FFP-LOE

This CLIN shall be used when contract closeout services are to be performed at an Off-Site (Contractor Facility) location for paper Cost-Reimbursement contracts. See PWS Section 3.4.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
CEILING PRICE	\$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0005		UNDEFINED	Lot	UNDEFINED	\$0.00

Scanning Services at Off-Site  
FFP

This CLIN shall be used when scanning services are to be performed at an Off-Site (Contractor Facility) location. See PWS Section 3.5.

See Attachment 3 for Pricing.

Unit of Issue: 1 Lot = 1 Scanned Image

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0006		UNDEFINED	Box	UNDEFINED	\$0.00

Contract Storage at Off-Site  
FFP

This CLIN shall be used if needed in accordance with PWS Section 3.6.

See Attachment 3 for Pricing.

Unit of Issue: 1 Box = 1 Box Per Month

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0007		UNDEFINED	Days	UNDEFINED	\$0.00

Inventory/Pack Contracts for Shipping  
FFP  
This CLIN shall be used if needed in accordance with PWS Section 3.7.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0008		UNDEFINED	Box	UNDEFINED	\$0.00

Shipping - Inbound or Outbound (CONUS)  
FFP  
This CLIN shall be used if needed in accordance with PWS Section 3.8 and includes Alaska and Hawaii.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0009		UNDEFINED	Box	UNDEFINED	\$0.00

Shipping - Inbound or Outbound (OCONUS)  
FFP

This CLIN shall be used if needed in accordance with PWS Section 3.9.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0010		UNDEFINED	Months	UNDEFINED	\$0.00

Contract Close-Out Specialist at On-Site  
FFP

This CLIN shall be used when Contract CloseOut Specialist services are needed  
at an On-Site (Customer Facility) location in accordance with PWS Section 3.10.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0011	General Clerk II at On-Site FFP This CLIN shall be used when General Clerk II services are needed at an On-Site (Customer Facility) location in accordance with PWS Section 3.11.  See Attachment 3 for Pricing.	UNDEFINED	Months	UNDEFINED	\$0.00
					<hr/>
					MAX NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0012	Supervisor at On-Site FFP This CLIN shall be used when Supervisor services are needed at an On-Site (Customer Facility) location in accordance with PWS Section 3.12.  See Attachment 3 for Pricing.	UNDEFINED	Months	UNDEFINED	\$0.00
					<hr/>
					MAX NET AMT \$0.00

ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0013		UNDEFINED	Months	UNDEFINED	\$0.00

Warehouse Specialist at On-Site

FFP

This CLIN shall be used when Warehouse Specialist services are needed at an On-Site (Customer Facility) location in accordance with PWS Section 3.13.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0014		UNDEFINED	Box	UNDEFINED	\$0.00

Document Destruction

FFP

This CLIN shall be used if needed in accordance with PWS Section 3.14.

See Attachment 3 for Pricing.

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MAX NET AMT	\$0.00
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ITEM NO	SUPPLIES/SERVICES	MAX QUANTITY	UNIT	UNIT PRICE	MAX AMOUNT
0015		UNDEFINED	Lot	UNDEFINED	\$0.00

Travel

COST

This CLIN shall be used if needed in accordance with PWS Section 3.15.

MAX COST	UNDEFINED
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### CONTRACT MINIMUM/MAXIMUM QUANTITY AND CONTRACT VALUE

The minimum quantity and contract value for all orders issued against this contract shall not be less than the minimum quantity and contract value stated in the following table. The maximum quantity and contract value for all orders issued against this contract shall not exceed the maximum quantity and contract value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$5,000.00		\$75,000,000.00

### DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND ORDER VALUE

The minimum quantity and order value for each Delivery/Task Order issued shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for each Delivery/Task Order issued shall not exceed the maximum quantity and order value stated in the following table.

MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
	\$500.00		\$1,000,000.00

### CLIN DELIVERY/TASK ORDER MINIMUM/MAXIMUM QUANTITY AND CLIN ORDER VALUE

The minimum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not be less than the minimum quantity and order value stated in the following table. The maximum quantity and order value for the given Delivery/Task Order issued for this CLIN shall not exceed the maximum quantity and order value stated in the following table.

CLIN	MINIMUM QUANTITY	MINIMUM AMOUNT	MAXIMUM QUANTITY	MAXIMUM AMOUNT
0001		\$		\$
0002		\$		\$
0003		\$		\$
0004		\$		\$
0005		\$		\$
0006		\$		\$

0007	\$	\$
0008	\$	\$
0009	\$	\$
0010	\$	\$
0011	\$	\$
0012	\$	\$
0013	\$	\$
0014	\$	\$
0015	\$	\$

## INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0001	Destination	Government	Destination	Government
0002	Destination	Government	Destination	Government
0003	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government
0006	Destination	Government	Destination	Government
0007	Destination	Government	Destination	Government
0008	Destination	Government	Destination	Government
0009	Destination	Government	Destination	Government
0010	Destination	Government	Destination	Government
0011	Destination	Government	Destination	Government
0012	Destination	Government	Destination	Government
0013	Destination	Government	Destination	Government
0014	Destination	Government	Destination	Government
0015	N/A	N/A	N/A	Government

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
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0001	POP 18-SEP-2015 TO 17-SEP-2020	N/A	WHS - ACQUISITION DIRECTORATE CHRISSANDRA SMITH 1225 SOUTH CLARK ST, SUITE 910 ARLINGTON VA 22202-3909 703-545-3574 FOB: Destination	HQ0034
0002	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0003	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0004	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0005	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0006	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0007	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0008	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0009	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0010	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0011	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0012	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0013	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0014	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034
0015	POP 18-SEP-2015 TO 17-SEP-2020	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	HQ0034

CLAUSES INCORPORATED BY REFERENCE

52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions On Subcontractor Sales To The Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-12	Limitation On Payments To Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	APR 2010
52.203-16	Preventing Personal Conflicts of Interest	DEC 2011
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	JUL 2013
52.204-13	System for Award Management Maintenance	JUL 2013
52.208-9	Contractor Use of Mandatory Sources of Supply or Services	MAY 2014
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	AUG 2013
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	JUL 2013
52.209-10	Prohibition on Contracting With Inverted Domestic Corporations	DEC 2014
52.217-2	Cancellation Under Multiyear Contracts	OCT 1997
52.219-8	Utilization of Small Business Concerns	OCT 2014
52.219-9	Small Business Subcontracting Plan	OCT 2014
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999
52.222-3	Convict Labor	JUN 2003
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	MAR 2007
52.222-35	Equal Opportunity for Veterans	JUL 2014
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	JUL 2014
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-41	Service Contract Labor Standards	MAY 2014
52.222-43	Fair Labor Standards Act And Service Contract Labor Standards - Price Adjustment (Multiple Year And Option Contracts)	MAY 2014
52.222-50	Combating Trafficking in Persons	MAR 2015
52.222-54	Employment Eligibility Verification	AUG 2013
52.222-55	Minimum Wages Under Executive Order 13658	DEC 2014
52.223-5	Pollution Prevention and Right-to-Know Information	MAY 2011
52.223-13	Acquisition of EPEAT - Registered Imaging Equipment (Jun 2014)	JUN 2014
52.223-15	Energy Efficiency in Energy-Consuming Products	DEC 2007
52.223-16	Acquisition of EPEAT -Registered Personal Computer Products	JUN 2014
52.223-17	Affirmative Procurement of EPA-Designated Items in Service and Construction Contracts	MAY 2008
52.223-18	Encouraging Contractor Policies To Ban Text Messaging While Driving	AUG 2011
52.227-1	Authorization and Consent	DEC 2007

52.227-3	Patent Indemnity	APR 1984
52.229-4	Federal, State, And Local Taxes (State and Local Adjustments)	FEB 2013
52.232-17	Interest	MAY 2014
52.232-23	Assignment Of Claims	MAY 2014
52.232-37	Multiple Payment Arrangements	MAY 1999
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1 Alt I	Disputes (May 2014) - Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.242-2	Production Progress Reports	APR 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984
52.245-1	Government Property	APR 2012
52.245-9	Use And Charges	APR 2012
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	APR 2012
52.249-8	Default (Fixed-Price Supply & Service)	APR 1984
52.253-1	Computer Generated Forms	JAN 1991
252.203-7000	Requirements Relating to Compensation of Former DoD Officials	SEP 2011
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	SEP 2013
252.203-7003	Agency Office of the Inspector General	DEC 2012
252.203-7999 (Dev)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements. (DEVIATION 2015-O0010)	FEB 2015
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	NOV 2013
252.211-7007	Reporting of Government-Furnished Property	AUG 2012
252.216-7009	Allowability of Legal Costs Incurred in Connection With a Whistleblower Proceeding	SEP 2013
252.219-7003	Small Business Subcontracting Plan (DOD Contracts)	OCT 2014
252.225-7016	Restriction On Acquisition Of Ball and Roller Bearings	JUN 2011
252.225-7048	Export-Controlled Items	JUN 2013
252.227-7015	Technical Data--Commercial Items	FEB 2014
252.227-7016	Rights in Bid or Proposal Information	JAN 2011
252.227-7030	Technical Data--Withholding Of Payment	MAR 2000
252.227-7037	Validation of Restrictive Markings on Technical Data	JUN 2013
252.232-7003	Electronic Submission of Payment Requests and Receiving Reports	JUN 2012
252.232-7010	Levies on Contract Payments	DEC 2006
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.244-7000	Subcontracts for Commercial Items	JUN 2013
252.244-7001	Contractor Purchasing System Administration	MAY 2014
252.245-7001	Tagging, Labeling, and Marking of Government-Furnished Property	APR 2012
252.245-7002	Reporting Loss of Government Property	APR 2012
252.245-7003	Contractor Property Management System Administration	APR 2012
252.245-7004	Reporting, Reutilization, and Disposal	MAY 2013

252.247-7023

Transportation of Supplies by Sea

APR 2014

## CLAUSES INCORPORATED BY FULL TEXT

**52.201-9000 WHS/AD LOCAL CLAUSE: CONTRACTING OFFICER'S REPRESENTATIVE (COR) (MAR 2015)**

(a) The Contracting Officer's Representative (COR) is a representative of the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and performance work statement/statement of work/statement of objectives, as established in the contract. The COR also monitors the progress and quality of the Contractor's performance for payment purposes. The COR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

(b) The COR is not authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

(c) The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COR has requested or directed any change to the existing contract. No action shall be taken by the Contractor for any proposed change to the existing contract. No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or a written modification to the contract. The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

(d) COR authority is not delegable.

(e) The CORs for this contract will be assigned at the task order level.

(end of clause)

**52.216-19 ORDER LIMITATIONS. (OCT 1995)**

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$500.00**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor:

(1) Any order for a single item in excess of **\$1,000,000.00**;

(2) Any order for a combination of items in excess of **\$1,000,000.00**; or

(3) A series of orders from the same ordering office within **15** days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.



(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 15 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

#### 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after one year after contract POP end date.

(End of clause)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at any time before the period of performance expires.

Special Contract Provision:

If the Government exercises its unilateral right to extend services under FAR 52.217-8, the unit prices for the performance of services during the extension period will be the unit prices contained in the contract for the last exercised period of performance.

(End of clause)

#### 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION (JULY 2013)

(a) Definitions. As used in this clause--

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is "not dominant in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts--

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The

Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following

rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it ( ) is, ( ) is not a small business concern under NAICS Code 541611- assigned to contract number HQ0034-15-R-0053.

(Contractor to sign and date and insert authorized signer's name and title).

(End of clause)

#### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits

[See Attachment 2.](#)

(End of clause)

#### 52.222-49 SERVICE CONTRACT LABOR STANDARDS--PLACE OF PERFORMANCE UNKNOWN (MAY 2014)

(a) This contract is subject to the Service Contract Labor Standards statute, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: [See Attachment 3](#). The Contracting Officer will request wage determinations for additional places or areas of performance if asked to do so in writing [when need is determined](#).

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit bids or proposals. However, a wage determination shall be requested and incorporated in the resultant contract retroactive to the date of contract award, and there shall be no adjustment in the contract price.

(End of clause)

#### 52.223-9000 WHS/AD LOCAL CLAUSE: ASBESTOS-FREE WARRANTY (MAR 2015)

(a) The Contractor warrants that all work performed and items delivered or installed under this contract shall not contain asbestos in any form or quantity whatsoever.

(b) The Contractor may request the Contracting Officer to approve an exception to this prohibition when an asbestos-free product is not available or installation of the materials containing asbestos is in the Government's best

interests. Such requests shall be fully documented and submitted as soon as possible after the contractor determines that an asbestos-free product is not available. Contracting Officer disapproval of a request for an exception shall be final and not subject to the Disputes clause of this contract  
(end of clause)

#### **52.233-9000 WHS/AD LOCAL PROVISION: AGENCY-LEVEL PROTESTS (MAR 2015)**

Potential bidders or offerors may submit an agency-level protest directly to the Contracting Officer. As an alternative to the Contracting Officer's consideration of a protest, a potential bidder or offeror may request an independent review of their protest by a WHS Protest Deciding Official. In either case, the agency-level protest must comply with the requirements and procedures in FAR 33.103 for submitting agency-level protests. A request for an independent review by the WHS Protest Deciding Official shall be submitted to:

David L. Price  
[david.l.price12.civ@mail.mil](mailto:david.l.price12.civ@mail.mil)  
 1225 S. Clark St. Suite 1202  
 Arlington, VA 22202

A protest decision by the Contracting Officer or WHS Protest Deciding Official is final and not subject to appeal or reconsideration within WHS.  
(end of clause)

#### **52.237-9000 WHS/AD LOCAL CLAUSE: MANDATORY CONTRACTOR MANPOWER REPORTING (MAR 2015)**

(a) The Contractor shall report **all** contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

(b) There are four separate ECMRA tools at the ECMRA website: Army, Air Force, Navy and All Other Defense Components. The appropriate ECMRA reporting tool to use is determined by the requiring activity being supported by the service. The Contractor shall use the "All Other Defense Components" tool unless otherwise directed by the Contracting Officer's Representative or Contracting Officer.

(c) Reporting inputs will be for the labor executed during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. The Contractor shall completely fill in all required data fields. The Contractor shall enter initial data into the appropriate ECMRA tool to establish the basic contract record no later than 15 business days after receipt of contract award or contract modification incorporating this clause. The contractor shall notify the Contracting Officer when the basic contract record has been established in the appropriate ECMRA tool.

(d) Contractors may direct technical questions to the help desk at: <http://www.ecmra.mil>.  
 [Reference: DPAP memorandum of 28 November 2012, "Enterprise-wide Contractor Manpower Reporting Application."]  
 (end of clause)

#### **52.245-2 GOVERNMENT PROPERTY INSTALLATION OPERATION SERVICES (APR 2012)**

(a) This Government Property listed in paragraph (e) of this clause is furnished to the Contractor in an "as-is, where is" condition. The Government makes no warranty regarding the suitability for use of the Government property specified in this contract. The Contractor shall be afforded the opportunity to inspect the Government property as specified in the solicitation.

(b) The Government bears no responsibility for repair or replacement of any lost Government property. If any or all of the Government property is lost or becomes no longer usable, the Contractor shall be responsible for replacement of the property at Contractor expense. The Contractor shall have title to all replacement property and shall continue to be responsible for contract performance.

(c) Unless the Contracting Officer determines otherwise, the Government abandons all rights and title to unserviceable and scrap property resulting from contract performance. Upon notification to the Contracting Officer, the Contractor shall remove such property from the Government premises and dispose of it at Contractor expense.

(d) Except as provided in this clause, Government property furnished under this contract shall be governed by the Government Property clause of this contract.

(e) Government property provided under this clause:

Specified by Task Order

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil>

(End of clause)

#### 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of clause)

#### 252.216-7006 ORDERING (MAY 2011)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the contract schedule. Such orders may be issued from 18 September 2015 through 17 September 2020.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c)(1) If issued electronically, the order is considered ``issued" when a copy has been posted to the Electronic Document Access system, and notice has been sent to the Contractor.

(2) If mailed or transmitted by facsimile, a delivery order or task order is considered ``issued" when the Government deposits the order in the mail or transmits by facsimile. Mailing includes transmittal by U.S. mail or private delivery services.

(3) Orders may be issued orally only if authorized in the schedule.

(End of Clause)

#### Exhibit/Attachment Table of Contents

DOCUMENT TYPE	DESCRIPTION	PAGES	DATE
Attachment 1	Attach 1 - Performance Work Statement_9.18.15		18-SEP-2015
Attachment 2	Attach 2 - Wage Determinations_9.18.15		18-SEP-2015
Attachment 3	Attach 3 - CLIN Pricing_9.18.15		18-SEP-2015

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Original (18 September 2015)**

**CONTRACT CLOSEOUT ADMINISTRATIVE SUPPORT SERVICES**

**1.0 GENERAL**

1.1. Department of Defense (DoD)-wide, there is a requirement across contracting activity organizations for specific contract management support for contract closeout services. Services provided shall encompass non-inherently Governmental functions in support of contract closeout, other post-award contract administrative services in support of contract completion and closeout to include functions associated with auto-closeout actions, digital imaging of contracts and acquisition related documentation, and document destruction. The purpose of the Performance Work Statement (PWS) is to set forth the major areas of support and establish an Indefinite Delivery/Indefinite Quantity (IDIQ) contract for these services through the AbilityOne Program. The contractor tasks herein are not meant to be all inclusive; additional tasks will be within scope that are of similar nature, complexity, and skill level.

1.1.1. Services to be delivered under this contract are non-personal services and no employer-employee relationship exists or will exist between the Government and the contractor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

1.1.2. Contractor personnel under this contract shall not:

- (1) Be placed in a position where they are under the supervision, direction, or evaluation of Government personnel;
- (2) be placed in a position of command, supervision, administration or control over Government personnel, over personnel of other contractors under other Government contracts, or become a part of the Government organization;
- or (3) be used in administration or supervision of Government procurement activities.

1.1.3. Place of Performance and Pricing. For off-site (contractor's facility) work the place of performance will be determined by the contractor during the task order (TO) solicitation phase. This determination will take into account the customer office locality, AbilityOne workload among all active sites, and other factors. Pricing, found in the IDIQ price list and the IDIQ CLINs, for all locations has been determined to be fair and reasonable by Washington Headquarters Services / Acquisition Directorate (WHS/AD) at the time of the IDIQ contract award and have been established on the Procurement List as fair market prices via the U.S. AbilityOne commission. For the purpose of establishing all pricing, Philadelphia, PA was used to establish a baseline fair and reasonable price. Deviations from the Philadelphia location will either decrease or increase based on OPM approved locality differences.

1.1.4. All authorized DoD Contracting Activities are designated as ordering activities for the services set forth in this contract once AbilityOne Closeout IDIQ Ordering Guide training has been completed per WHS/AD instruction.

**1.2 PERSONNEL**

1.2.1. Contractor personnel shall be proficient prior to task order issuance in the use of Microsoft (MS) Office Suite, Contract Writing Systems, Federal Procurement Data System-Next Generation (FPDS-NG), My Invoice, Wide Area Workflow (WAWF), Electronic Data Access (EDA) and Contract Manpower Reporting. There may be other procurement processing software/systems used throughout the Government that upon task order award the Contractor will need to become proficient in. The contractor shall be responsible for coordinating with the Customer to determine if additional software/systems are needed to provide the services specified in the Task Order.

1.2.2. Personal Appearance. Contractor personnel shall maintain a neat and clean personal appearance while working in Government office environments.

1.2.3. Training Requirements. Contractor employees, prior to performing on a task order, shall be adequately trained by the Contractor in all aspects of contract closeout services. Contractor personnel shall participate in all necessary task order formal staff training. Training may include instruction on customer unique automated processing, standard operating procedures (SOP), quality improvement programs, and safety programs. This additional training for specific Customer procedures and/or systems shall be provided by the Customer during the contractor's personnel regular hours while working under the task order. Additionally, any travel accomplished in conjunction with the training will be in accordance with the requirements of Federal Acquisition Regulation (FAR) 31.205-46

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“Travel Costs”. Training certificates for any contractor completed training will be maintained in a contract support file controlled by the contractor and will be provided to the task order contracting officer (KO) upon request.

### **1.3 ADMINISTRATIVE**

#### **1.3.1. Post-Award Security Process**

1.3.2. Services performed under this contract are classified as non-critical sensitive. Contractor personnel will have access to procurement sensitive information. All contractor personnel employed in the performance of this contract will be subjected to a local authority background check. A copy of the results will be provided to Washington Headquarters Service’s (WHS), Arlington, VA, IDIQ KO upon request. All contractor personnel employed in the performance of this contract will have completed a favorable National Agency Check with Law and Credit Checks (NACLC), in accordance with DoD or service specific regulation. The contractor and Customer will establish mutually agreeable timelines, action items and responsibility for completing security access requirements for the facility and Information Technology (IT) systems.

1.3.3. Immediately after Task Order award, the contractor shall contact the Customer’s security point of contact (POC), provided by the task order KO, to begin discussing the security investigation process that will occur through WHS/AD. The Customer’s security POC shall provide any alternative instructions to the contractor for completion of the security process beyond the steps outlined by paragraph 1.3.5. The contractor shall comply with all requests for information from the Customer’s security POC within 3 days.

1.3.4. The contractor is responsible to submit the following items to the WHS/AD Security Manager who will act as the IDIQ Trusted Agent (TA) for each contractor employee in order to initiate a NACLC background check:

- a. A current resume
- b. A completed OF 306 ([https://www.opm.gov/forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/forms/pdf_fill/of0306.pdf))
- c. Job description for the contract
- d. Attached DD 1172-2 – CAC application

1.3.5. Once the contractor’s personnel has a favorably adjudicated NACLC or interim access has been authorized, it is required that the Government’s TA verify eligibility with the supporting security office and process the request for a Common Access Card (CAC) via the Trusted Associate Sponsorship System (TASS)). The TA will notify the contractor when the contractor’s personnel are eligible to obtain a CAC.

1.3.6. Upon notification the contractor employee is eligible to obtain a CAC, the employee will go to a mutually agreed upon government facility to be issued a CAC. In addition, for Government site services, all other required identification (ID) cards, vehicle passes and other documents/ID required to access the Customer’s installation will be issued at the Customer’s installation.

1.3.7. The responsibilities and required time for completion of the security process will be addressed at the time of the kick-off meeting. Based on those discussions, the Customer and contractor shall agree to an implementation plan for establishing connectivity to the required systems to complete the Task Order. Details pertaining to responsibilities and timelines shall be outlined at the kick-off meeting.

1.3.8. In the event the services are provided at the contractor’s site, the Customer’s IT support staff will facilitate and assist the contractor nonprofit agency with establishing connectivity to Government systems and networks necessary to perform the services required by the Task Order.

1.3.9. The contractor operated facilities, providing services against Task Orders issued against this contract are wholly owned and/or operated by the nonprofit agencies to which the Task Orders are subcontracted by National Industries for the Blind (NIB), an AbilityOne Central Nonprofit Agency. Since the work contemplated is classified as non-critical sensitive, the facilities are not subject to the facilities clearance process. However, due to the nature of the work to be performed and sensitive nature of the documents placed in contractor’s possession, the following facility security measures shall be in place to ensure ongoing security and integrity of all Government property and information:



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- a. Physical Facility
  - i. Electronically monitored security system with notification to local emergency response personnel.
  - ii. Secure area for storage of Contracts.
  - iii. Controlled work area with swipe card or dual key entry access monitored separate from the main facility.
  - iv. Secure area for storage of Contracts.
  - v. Restricted Access at the Reception area.
  - vi. Visitor Log Book.
  - vii. Visitor escort required.
- b. IT
  - i. Dedicated router, firewall, and network switch
  - ii. Network Attached Storage (NAS) Server (Password protected)
  - iii. Individual computers are User ID and Password Protected
  - iv. Registry access for computers limited to Administrator
  - v. All Customer data stored on a NAS or Server that is password protected and CD/DVD's that are securely stored under lock and key
  - vi. CAC Card readers at each computer required for access to Government systems
  - vii. All Network equipment (Router, network switch, NAS/Server, domain controller) stored in a locked box or storage location.

It is understood that the Customer shall comply with the contractor's security procedures when visiting the contractor's facility.

1.3.10. Security Identification Badges. In the event services are provided on-site at the Government's location(s), contractor personnel shall comply with the local personnel identification and access requirements. The contractor is responsible for the absences of contractor personnel due to expired identification and access documents.

1.3.11. The contractor shall immediately report any lost or stolen Government furnished badges to the task order KO or COR. Upon termination/resignation of their services under this contract, all badges and vehicle registration shall be turned into the Government.

1.3.12. During the performance of work under this contract, the contractor may have physical or electronic access to Government or third party unclassified sensitive, proprietary, or confidential information or data. The contractor must comply with the requirements of Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.204-7012 "Safeguarding of Unclassified Controlled Technical Information." The contractor shall control and safeguard procurement sensitive information (e.g. Source Selection Plans, Independent Government Estimates), in accordance with FAR 3.104-4(a).

1.3.13. Non-Disclosure Agreement (NDA): Contractor personnel shall execute a non-disclosure agreement upon task order award, (see Attachment A) prior to accessing sensitive, proprietary or company confidential information. Non-Disclosure Agreements will be maintained by NIB, an AbilityOne Central Nonprofit Agency and provided to the task order KO. The contractor personnel shall be responsible for protecting such information and data from unauthorized use and disclosure and agrees not to use it for any purpose other than performance under this contract. The contractor agrees, in the performance of this contract, to keep information furnished by the Government, accessible by the contractor, or designated by the KO or Contracting Officer's Representative (COR) in the strictest confidence. The contractor agrees to the following, unless prior approval by the KO or COR is received:

(1) Not to publish, otherwise divulge, or use such information in whole, or in part, in any manner or form, nor to authorize or permit others to do so, except in the strictest performance of the contract;

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(2) To take such reasonable measures as necessary to restrict access to such information while in the contractor's possession or available to the contractor, to those employee staff needing such information to perform the work provided, i.e., on a "need to know" basis.

(3) Not to publish, disclose or use in any manner, the details of any safeguards either designed or developed by the contractor under this contract or otherwise provided by the Government.

1.3.14. Automated Information Systems (AIS). The contractor's personnel under this contract shall have access to and/or process information requiring protection under the Privacy Act of 1974 or protection under the rules of Procurement Integrity as outlined in the Federal Acquisition Regulation (FAR). These positions are considered AIS Sensitive positions. Compliance with DoD Directive 5200.28, DoD 5200.2-R, and applicable regulations for other services, is mandatory for AIS sensitive positions.

1.3.15. Media Inquiries. The contractor shall not respond to any media inquiries. Any inquiries from media shall be immediately relayed to the IDIQ KO and the task order KO for the Customer from whom a specific Task Order originated or a duly appointed representative (e.g., COR). There shall be no interviews, comments, or any other response without the knowledge and approval of the IDIQ and task order KO.

1.3.16. Vehicle Registration. In the event of the provision of services on-site at the Customer's location(s), all contractor personnel must comply with vehicle registration policies and procedures customary at said location and consistent with requirements placed on Government personnel and other contractors.

1.3.17. Safety. In the event of the provision of services on-site at the Customer's location(s), the contractor shall be responsible for knowing and complying with all installation safety regulations. Such regulations include, but are not limited to, general safety, fire prevention, and waste disposal.

1.3.18. Electronic Contractor Manpower Reporting Application (eCMRA). The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for Washington Headquarters Services via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013. Contractors may direct questions to the help desk at: <http://www.ecmra.mil/>.

1.3.19. Antiterrorism Force Protection Conditions. Contractor personnel shall comply with all Force Protection Conditions (FPCON) when implemented by the installation. This could include changes to the access control procedures and additional searches and inspections of vehicles. At the highest levels of FPCON access to the installation may be restricted to military and Government personnel only. In the event of higher FPCON conditions, the contractor shall contact the COR for instructions.

### **1.4. HOURS OF PERFORMANCE AT GOVERNMENT LOCATIONS**

1.4.1. Regular Work Hours. Work hours may vary based on the Customer's needs and should be outlined in each specific task order PWS. Unless otherwise stated, a typical work day is 8 hours and typical core work hours are 0900-1500 hrs.

1.4.2. Facility Closure. During anticipated closure of the government facility due to Command declared training holiday, administrative leave granted to the entire Government staff, or other closure, contractor personnel are not required to perform services on-site (government facility) unless specifically scheduled. In the event of unplanned closure of the facility due to natural disaster, military emergency, or severe weather, contractor personnel who are scheduled to work, shall not report to work on-site.

1.4.3. Federal Holidays. Contractor personnel will not report on Federal Holidays.

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New Year's Day January 1  
Martin Luther King Jr.'s Birthday 3<sup>rd</sup> Monday in January  
President's Day 3<sup>rd</sup> Monday in February  
Memorial Day Last Monday in May  
Independence Day July 4  
Labor Day 1<sup>st</sup> Monday in September  
Columbus Day 2<sup>nd</sup> Monday in October  
Veterans' Day November 11  
Thanksgiving Day 4<sup>th</sup> Thursday in November  
Christmas Day December 25

### **1.5. QUALITY CONTROL**

1.5.1. General. The contractor shall establish and follow a complete Quality Control Plan to ensure that the requirements of the IDIQ contract for all services performed are provided as specified using uniform and standardized industry best practices. One copy of the Quality Control Plan shall be submitted by the contractor to the task order KO for each Task Order not later than the Post-Award Conference. The contractor shall provide an updated copy of the Quality Control Plan to the KO upon request or as changes occur.

1.5.2. Quality Control Plan. At a minimum, the plan shall include an inspection system covering all the services required by this contract. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections shall be accomplished and the title of the individual(s) who shall perform the inspection. The plan shall include the methods for identifying, correcting and preventing defects in the quality of service performed before the level of performance becomes unacceptable. The plan shall include a method for documenting and enforcing quality control operations.

1.5.3. Quality Control Plan Inspections. The contractor shall maintain accurate and complete records of all inspections conducted and necessary corrective action taken to resolve deficiencies. These records shall be made available to the KO and/or COR within 24 hours of request.

### **1.6. QUALITY ASSURANCE.**

1.6.1. The Government will evaluate the contractor's performance under this contract at the task order level using the method of surveillance to be identified in a Quality Assurance Surveillance Plan (QASP). The Government will record all surveillance observations.

## **2.0 DEFINITIONS/ACRONYMS**

### **2.1 DEFINITIONS**

**ADVISORY DIRECTIVES:** Those directives that the contractor may use for information and guidance but are not binding for compliance.

**CONTRACTING OFFICER (KO):** A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings on contracts. IDIQ Contracting Officer (KO) is the contracting officer authorized for the basic/original IDIQ contract. The Task Order Contracting Officer (KO) is the contracting officer(s) who are authorized for each individual task order written under the basic IDIQ.

**CONTRACTING OFFICER'S REPRESENTATIVE (COR):** A Government employee, appointed in writing and within the limits of authority as delegated by the contracting officer, authorized to act as their representative in monitoring a contract.

**READY-TO-CLOSE:** Contract that requires no additional activity other than KO signature and final scan of DD1594 and DD1597 (as applicable) by contractor.

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UN-CLOSEABLE: Contract that has already been closed, or is not ready to be closed because the performance has not been completed, payment has not been made, or other legal issues exist.

### 2.2 ACRONYMS/ABBREVIATIONS

AIS	Automated Information Systems
ARIMS	Army Records Information Management System
CAC	Common Access Card
CAM	Contract Audit Manual
CAR	Contract Action Report
CLIN	Contract Line Item Number
eCMRA	Electronic Contractor Manpower Reporting Application
CON	Certificate of Networthiness
CONUS	Contiguous United States
COR	Contracting Officer's Representative
DCAA	Defense Contract Audit Agency
DoD	Department of Defense
DoDI	Department of Defense Instruction
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
EDA	Electronic Document Access
FAR	Federal Acquisition Regulation
FPCON	Force Protection Conditions
FPDS-NG	Federal Procurement Data System-Next Generation
FFP	Firm Fixed Price
GFE	Government Furnished Equipment
ID	Identification Card
IDIQ	Indefinite Delivery / Indefinite Quantity
IT	Information Technology
JAWS	Job Access With Speech
KO	Contracting Officer
MS	Microsoft
NAS	Network Attached Storage
NACLC	National Agency Check with Local Agency and Credit Check
NIB	National Industries for the Blind
NDA	Non-Disclosure Agreement
NPA	Non-Profit Agency
OCONUS	Outside the Contiguous United States
OSHA	Occupational Safety and Health Act
PL	Public Law
POC	Point of Contact
PSP	Personnel Security Program
PWS	Performance Work Statement
QASP	Quality Assurance Surveillance Plan
RAM	Random Access Memory
Ready to close	Contract that requires no additional activity other than KO signature
Customer	Government Agency Requiring Work
SA	Systems Administrator
SAP	Simplified Acquisition Procedures
SAAR	Systems Authorization Access Request
SOP	Standard Operating Procedure(s)
SPS/PD2	Standard Procurement System/Procurement Desktop Defense
TA	Trusted Agent
UOM	Unit of Measure
WAWF	Wide Area Workflow
WHS/AD	Washington Headquarters Services / Acquisition Directorate

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**3.0 TASKS**

Appropriate task(s) and associated Contract Line Item Number(s) (CLIN(s)) should be selected at the task order level depending on each customer's requirement.

**3.1 CLOSEOUT OF ELECTRONIC FFP CONTRACTS AT CONTRACTOR'S FACILITY (CLIN 0001)** The contractor shall perform functions in support of contract closeout as well as other post-award contract administrative services, as outlined in Section 8.0 of the PWS, in support of contract completion and closeout of electronic fixed price contract files. Closeout work shall be performed at the Contractor's facility. The types of contracts to be closed out under this CLIN include typical fixed-price, time and materials / labor hour, fixed price incentive, indefinite-delivery. Under this CLIN non-typical contracts include complex contracts such as a fixed price incentive contract for production of a major weapons system. Typical output for a closeout team of 3 closeout specialists and 1 supervisor is 2212 contracts submitted as ready to close per year.

**3.2 CLOSEOUT OF ELECTRONIC COST-REIMBURSEMENT CONTRACTS AT CONTRACTOR'S FACILITY (CLIN 0002)** The contractor shall perform functions in support of contract closeout as well as other post-award contract administrative services, as outlined in Section 8.0 of the PWS, in support of contract completion and closeout of cost-reimbursement electronic contract files. Closeout work shall be performed at the Contractor's facility. The types of contracts to be closed out under this CLIN include cost-reimbursement contracts and cost-reimbursement incentive contracts. Typical team of 3 closeout specialists and 1 supervisor can submit as ready to close approximately 432 contracts per year (a rough assumption based on mix of contracts received).

**3.3 CLOSEOUT OF PAPER FFP CONTRACTS AT CONTRACTOR'S FACILITY (CLIN 0003)** The contractor shall perform functions in support of contract closeout as well as other post-award contract administrative services, as outlined in Section 8.0 the PWS, in support of contract completion and closeout of fixed-price paper contract files. Closeout work shall be performed at the Contractor's facility. The types of contracts to be closed out under this CLIN include typical fixed-price, time and materials / labor hour, fixed price incentive, indefinite-delivery. Under this CLIN non-typical contracts include large or complex contracts such as a fixed price incentive contract for production of a major weapons system. Typical contracts for the purpose of size (i.e., not large) require on average for 10 contracts to fit into a records file storage box, 15"x12"x10, NSN 8115-00-117-8249. Contracts that do not fit this size standard will require additional scanning and shipping.

**3.4 CLOSEOUT OF PAPER COST-REIMBURSEMENT CONTRACTS AT CONTRACTOR'S FACILITY. (CLIN 0004)** The contractor shall perform functions in support of contract closeout as well as other post-award contract administrative services, as outlined in Section 8.0 of the PWS, in support of contract completion and closeout. The types of contracts to be closed under this CLIN include typical cost-reimbursement contracts and cost-reimbursement incentive contracts. Typical contracts for the purpose of size (i.e., not large) require on average for 10 contracts to fit into one standard box (5"x12"x10, NSN 8115-00-117-8249). Contracts that do not fit this size standard will require additional scanning and shipping.

**3.5 OFF-SITE (Contractor facility)SCANNING (CLIN 0005)** Scanning of contract documents for customer's use as retention documents. Scanning will be done at Contractor's facility. Scanning includes preparation of documents for scanning, indexing of scanned documents, and media documents. Typical number of images scanned on average per contract is 141.

**3.6 STORAGE OF CUSTOMER'S CONTRACTS AT CONTRACTOR'S FACILITY (CLIN 0006)** If permission to destroy is not received within 90 days of request, a storage fee will be assessed per box of contracts stored at the Contractor's facility.

**3.7 INVENTORY/PACK CONTRACTS FOR SHIPMENT TO CLOSEOUT TEAM (CLIN 0007)** The Contractor shall inventory the contracts to be closed from the Customer's facility. If the closeout services will take place off-site the inventory service includes boxing the contracts for shipment to the closeout team's location. The inventory shall include the contract number, type of contract, number of files, box packed in, and any other additional reasonable information outlined in task order PWS (e.g., location file was removed from). The contractor must be

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given access to all physical spaces and electronic systems necessary to perform the inventory prior to performance start date. The Customer will provide all supplies for shipping of the contracts (boxes, tape, markers, etc.) prior to the performance start date. Unit of Measure (UOM) = 1 Day for exact pricing purposes, but the typical order under this CLIN shall be in 5-day (1 Week) increments of inventory/packing of contracts to equal approximately 500 contracts of average-sized files held in reasonably close proximity. Any requirements that deviate significantly from the unit specifications will require additional units of CLIN 0007.

3.8 SHIPPING (CLIN 0008) Shipping charge for boxes of contracts shipped in standard box (10"x12"x15") weighing not over 30 pounds, shipped within the Contiguous United States (CONUS) and including Alaska and Hawaii. (UOM = 1 box)

3.9 SHIPPING (CLIN 0009) Shipping charge for boxes of contracts shipped in standard box (10"x12"x15") weighing not over 30 pounds, shipped Outside the Contiguous United States (OCONUS). (UOM = 1 box)

3.10 ON-SITE (Customer Facility) CONTRACT CLOSEOUT SPECIALIST (CLIN 0010) The Contract Closeout Specialist shall perform functions in support of contract closeout as well as other post-award contract administrative services, as outlined in Section 8.0 of the PWS, in support of contract completion and closeout of contract files. Closeout work shall be performed at the Customer's facility.

3.11 ON-SITE (Customer Facility) GENERAL CLERK II (CLIN 0011) The General Clerk II shall receive contract documents, conduct inventory of received documents, prepare documents for scanning, scan documents and perform quality checks, prepare documents for destruction, destroy documents, and other general administrative tasks.

3.12 ON-SITE (Customer Facility) SUPERVISOR (CLIN 0012) The Supervisor shall oversee the closeout team ensuring contract closeout procedures are executed completely and accurately to the highest quality standard and that the completed file is ready for submission to a warranted government contracting officer for closeout, maintain full accountability for closeouts, ensuring that all contract file documents are properly tracked, validated and reconciled, including but not limited to validation of contract file completeness, product and/or service delivery, receipt, and acceptance research and analysis, invoicing and payment research and analysis, de-obligation of excess funds and drafting contract modifications as required.

3.13 ON-SITE (Customer Facility) WAREHOUSE SPECIALIST (CLIN 0013) The Warehouse Specialist performs a variety of warehousing duties which may include: Verifying materials against receiving documents, noting and reporting discrepancies and obvious damages; routing contract documents to prescribed storage locations; storing, stacking, or palletizing contract documents in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

3.14 DOCUMENT DESTRUCTION (CLIN 0014) Destruction of contract documents in accordance with DoD regulation and Customer's guidance. A "Box" is defined as standard records file storage box measuring 10" x 12" x 15" and not exceeding 30 pounds in weight.

3.15 TRAVEL (CLIN 0015) If a task order includes CLIN 0007, contractor travel may be required. In these instances, the Not to Exceed amount shall be set by task order KOs for each individual task order. Any travel accomplished in conjunction with this CLIN shall be in accordance with the requirements of Federal Acquisition Regulation (FAR) 31.205-46 "Travel Costs".

### **4.0 DUTIES AND RESPONSIBILITIES**

4.1 Duties of the Contractor, National Industries for the Blind (NIB), an AbilityOne Central Nonprofit Agency:

1. Submit monthly metric reports to Task Order KO that include all task orders and contract status as specified in the master contract.
2. Ensure that performance and deliverables meet the requirements set forth in the master contract and individual task orders.

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3. Develop pricing model in accordance with the requirements of the IDIQ contract to include changes required based on locality pay adjustments.
4. Ensure that chain of custody for all documents is maintained in accordance with the IDIQ requirements.
5. Ensure that all access cards, CAC (Common Access Card), base passes and security pass cards are returned to the Customer upon the completion of the task order or the termination of an employee working on an active task order.
6. Perform work and provide the services in accordance with the terms and conditions of the task order and prescribed levels of quality control.
7. Collect and report data for the Contractor Manpower Reporting requirement at the end of the year for each task order.
8. Forward Nondisclosure Statements for all personnel to the Task Order KO prior to contract performance, or within two days of employment.
9. If the government customer elects to have the work performed at a contractor location, NIB, in consultation with the customer, will determine the location where the services will be performed, based on the workload, customer location, and other NIB/AbilityOne assignment factors. NIB will resolve any issues between the Customer and the NIB subcontractor and present a plan of action for corrective action.

4.2 Duties of subcontractor (non-profit agency (NPA)) personnel:

4.2.1 Site Supervisor: Ensures quality of work provided to the customer. Ensures sufficient contract closeout staffing to complete the contract closeout effort. Accounts for staff time sheets. Ensures monthly contract closeout metrics are submitted to the COR and NIB. Ensures the monthly invoices are submitted in a timely manner.

4.2.2. Contract Closeout Specialist: Performs complete contract closeout services in accordance with in accordance with PWS, FAR, DFARS and customer's local instructions and Standard Operating Procedures. Establishes a plan of action to start, coordinate and complete contract closeout actions. Prepares DD Form 1597 Contract Closeout Checklist and DD Form 1594 Contract Completion Statement ready for Supervisor review and contracting officer signature.

4.2.3 General Clerk II: Performs functions of tracking incoming, in process, and completed inventory. Performs scanning of documents and places scanned documents on disks, and forwards to appropriate source.

4.2.4 Warehouse Specialist: Delivers contract boxes from various locations to the contract closeout specialist and returns documents to proper filing location.

4.3 Task Order Level - Contracting Officer (KO) Responsibilities:

1. Award task order.
2. Appoint a COR.
3. Identify Security POC and provide Security POC contact information to contractor. Ensure a Trusted Agent (TA) is associated with Task Order.
4. Verify Systems Administrator (SA) has built cabinet in contract writing system.
5. Ensure all contracts identified for closeout are made available to closeout team in accordance with the schedule.
6. Ensure all Government Furnished Equipment (GFE) and system accesses are provided to the Contractor.
7. Complete Contract Performance Assessment Ratings at the conclusion of each task order.

4.4 Task Order Level - Contracting Officer's Representative (COR) responsibilities:

1. Identify closeouts that contractor can process; complete Master Custody Document (two highlighted columns only); call/email contractor for shipping label; fill box full with closeouts, include Master Custody Document in each box (do not over/under fill). Work closely with System Administrator (SA) to ensure process is moving ahead in a timely manner.
2. Email Master Custody Documents to contractor.

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3. Ship contract folders to contractor and ensure electronic files of closeouts are made available to the closeout team in accordance with the schedule.
4. Receive disks with digital images of closeouts from contractor.
5. Complete and provide monthly report for metrics to KO.
6. Approve "permission to destroy" notices from contractor. Verify contracts on list are indeed closed, digital file has been received and paper documents can be destroyed.
7. By day 60 after contract closeout, sign "permission to destroy" form and return to contractor. If this is not completed, storage fees shall apply per the master contract.

4.5 IDIQ Level – Contracting Officer (KO) Responsibilities:

1. Resolve disputes that cannot be resolved at the task order level.
2. Incorporate up-to-date DPAP deviations and FAR/DFAR updates.
3. Update rates based on changes in the market/labor wage rate determinations.

**5.0 DELIVERABLES**

5.1 The contractor shall provide all deliverables identified in this PWS as well as those specified below. The contractor is required to provide reports associated with the task areas identified in PWS.

*Note: All deliverables shall become the property of the Customer/ Government Agency after submission per the requirements of this contract.*

Deliverables include:

Deliverable	Frequency	*Medium/Format	Submit to
Plan of Action and Milestones – detailed plan on schedule for delivery and completion of contracts to be closed	At Post-Award Conference or within 30 calendar days of award	Electronically in MS Office	Task order COR / KO
Post-Award Conference – meeting outlining schedule, access, GFE, and other administrative issues that need to be discussed.	Within 30 calendar days of award	Meeting/ May be telephonic	Task order COR / KO
Quality Control Plan – Plan on how Contractor will ensure quality within closeout process.	At Post-Award Conference or within 30 calendar days of award	Electronically in: MS Word Excel PowerPoint	Task order COR / KO
Contract Ready for Closeout – Completed DD Form 1594/1597 and all invoice/inspection/acceptance correspondence	At the end of each week	Electronically via contract writing system	Task order COR / KO
Inventory List – List of all contract numbers, order numbers, type of contract, number of files, box contract is packed in (CLIN 0008 Only)	At conclusion of inventory	Electronically in: MS Office	Task order COR / KO



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Deliverable	Frequency	*Medium/Format	Submit to
Metrics Reports – Report detailing contracts received, contracts prepared for closeout, contracts in process, modifications completed and their potential de-obligation value, scans completed, boxes received, boxes destroyed, and boxes being stored	Provided by the 5 <sup>th</sup> business day of the following month.	Electronically in: MS Office	Task Order COR / KO
De-Obligation Modification – Drafted modification in contract writing system, FPDS-NG Contract Action Report (CAR), invoice/payment documentation	At the end of each week	Electronically via contract writing system	Task Order COR / KO
IDIQ Metrics Report – Report detailing all metrics for each task order and task order award amount.	Provided by the 5 <sup>th</sup> business day of the following month.	Electronically in: MS Office	IDIQ KO

## **6.0 GOVERNMENT FURNISHED EQUIPMENT/SUPPLIES AND SERVICES**

6.1. In the event that services are provided on-site at the Customer's location(s), the Government will provide use of all facilities, materials, publications and forms, and equipment required for contract performance. Contractor personnel shall keep Government furnished supplies, equipment, and work areas in a safe and orderly manner. Contractor personnel shall notify the Government in a timely manner whenever maintenance of equipment is required. Contractor personnel shall abide by all Customer requirements for security of Government property and equipment. In addition, the Government will install required software, assistive technology and establish connectivity to Government systems, including but not limited to procurement systems access required in the course of providing the services on Government furnished computers that will connect to Government networks and other DoD systems. Contractor furnished computers and other equipment that connects to Government networks and/or DoD systems will meet Certificate of Networthiness (CON) list or other equivalent Customer-specific specifications.

In addition, the Customer and Government will provide access to all proprietary Government systems and software used in the course of providing services enhance accessibility features to aid those individuals with disabilities.

6.1.1. Government furnished equipment (e.g., telephones, facsimile machines, copiers, and computers) are authorized for transaction of official Government business only and shall not be used for personal business. Personal long distance calls are not authorized and the cost of all personal long distance calls made may be deducted from the contractor's invoice payments. Government furnished equipment are subject to communications security monitoring at all times.

6.1.2. Spaces used by contractor personnel in performance of services (with the exception of storage locations used to secure contracts where custody has been transferred from the Customer to the contractor) may be used by the Government for other purposes during their absences. Items of clothing, personal effects, or equipment cannot be secured during their absence. The Government will not incur any liability for theft, damage to, or loss of such personal items.

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6.1.3. Contractor personnel may be issued keys. The contractor shall safeguard keys from loss, theft, destruction, and must display all keys signed for at scheduled or unscheduled key control inspections. The contractor shall be required to reimburse the Government for lost keys, or lock set (if lock sets are required to be replaced) as a result of lost keys. The cost of replacement keys/lock sets may be deducted from the contractor's invoice payments.

6.1.4 The Customer shall furnish equipment and supplies for Contractor personnel equivalent to equipment and supplies provided for Customer employees doing similar work, modified for accessibility. Equipment/supplies include, but are not limited to, personal workstation, basic office supplies, phone, and access to a network printer/copier/scanner. GFE found to be faulty will be identified to the KO or COR within 24 hours of discovery of the problem.

### **6.2. GOVERNMENT FURNISHED EQUIPMENT (GFE) AND CONNECTIVITY REQUIREMENTS**

#### **6.2.1 GFE and Connectivity Requirements (off-site):**

When services are to be performed at the contractor's location and, due to Task Order specific security or access requirements there is the additional necessity for Government furnished equipment to be used to perform the work, the Customer will be responsible for the following:

- The laptops and/or desktops provided will be configured with the baseline specifications required for effective operation (e.g. processor, Random Access Memory (RAM), input devices).
- The customer will image the loaner GFE laptops and/or desktops with all of the required licensed software for effective operation, including the installation of licensed assistive technology software such as ZoomText and Job Access With Speech (JAWS).

The customer will provide any and all GFE connectivity to customer data networks required to perform the work, including providing technical support, system updates and troubleshooting while the GFE is in use at contractor locations.

#### **6.2.2 GFE Shipping, Receiving and Handling Requirements (off-site):**

When services are to be performed at the contractor's location and, due to Task Order specific security or access requirements there is the additional necessity for Government furnished equipment to be used to perform the work, the customer will be responsible for the following:

- The Customer will be responsible for the packaging and timely shipping of any GFE required to conduct the work in a manner that will not delay the period of performance associated with any awarded task order.
- The Customer will provide the contractor a master inventory sheet of all Customer shipped GFE required for the work, including serial numbers, license numbers etc., as well as the specific procedures required for the contractor to return the GFE to the Customer upon completion of the work or termination of the contract. Contractor shall provide notification of receipt of GFE as well as reconciliation of equipment and inventory sheet within 2 days of receipt of GFE.
- The contractor will be responsible for ensuring the safeguard of any Customer laptops in accordance with the GFE clause. At the end of the task order performance, all GFE will be returned to the customer after instructions are provided to the contractor.

#### **6.3. Government GFE and Connectivity Requirements (on-site):**

The customer will be responsible for the following:

- The laptops and/or desktops provided on-site for the contractor will be configured with the baseline specifications required for effective operation (e.g. processor, RAM, input devices).
- Prior to contractor arrival at the site, the customer will have imaged the laptops and/or desktops with all of the required licensed software for effective operation, including the installation of licensed assistive technology software such as ZoomText and JAWS.

Prior to contractor arrival at the site, the customer will have provided any and all GFE connectivity to customer data networks required to perform the work (depending on Systems Authorization Access Request (SAAR) and CAC

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approval status), followed by providing on-going technical support, system updates and troubleshooting while the GFE is in use at the customer site.

### **7.0 CONTRACTOR FURNISHED SUPPLIES/SERVICES**

7.1. General: The contractor shall furnish all personnel and services to comply with the requirement of this contract except that specifically identified as Government furnished property.

7.2. In the event services are provided at an off-site contractor operated facility, the contractor shall furnish equipment and supplies required.

### **8.0 CLOSEOUT PROCEDURES**

8.1 The Contractor shall be responsible for closing purchase orders (orders issued under simplified acquisition procedures (SAP)) and contracts in accordance with the regulations and guidance provided under Section 9, Regulations/Directives/Forms; the requirements of this section; and any specific guidelines provided within a task order PWS or by the COR.

8.2 The Contractor is required to complete closeout of all acquisition instruments identified on any individual task order within the timeframes specified in the FAR and DFARS (See Section 9, Regulations/Directives/Forms). Closeout will be required within these timeframes unless delays otherwise explained and new dates that are forecast on progress reports have been accepted. The Contractor shall be responsible for taking all actions necessary up to point of signature by the KO.

The Plan of Action and Milestones, discussed below, will serve as the baseline assessing the overall approach to reducing the backlog of closeout actions. The Contractor's monthly progress report will track Contractor's closeout times to the timeframes specified in the Plan of Action. The Contractor shall submit a copy of the Plan of Action and Milestones for concurrence by the task order KO and COR.

8.3 The Contractor shall develop and maintain a tracking system and reports that include the status, location, and current actions pertaining to the closeout of purchase orders, contracts, grants and cooperative agreements, and other agreements.

#### **8.4 Contract Closeouts**

8.4.1 The Contractor shall successfully complete all applicable steps associated with contract closeout identified in DD Forms 1594 and 1597 and meet the closeout procedures as identified in FAR 4.804 and DFARS 204.804 for Firm Fixed Price (FFP) Contracts and Cost Type Contracts furnished by the government. Action items performed in the course of closing out Customer contracts shall include, but not be limited to:

- a. Confirm the DD250 or equivalent form is available and, when missing, initiate steps with appropriate government personnel to locate this document.
- b. Check the Requiring Activity's procurement system (Standard Procurement System / Procurement Desktop Defense (SPS/PD2) or alternative) to ensure the hard copy file has a copy of all modifications and that the requirements called for in the modifications have been met.
- c. Check Electronic Document Access (EDA) and/or others systems as required, to ensure all modifications have been posted. <http://eda.ogden.disa.mil/>
- d. Obtain payment history and receiving reports through Defense Finance and Accounting Service (DFAS), My Invoice, or other applicable accounting office.

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- e. Determine if payments are reconciled, and, if not, take appropriate action required.
- f. Determine if correct amount of funds have been obligated. If required, prepare the documents for unilateral de-obligation or assignment of funds.
- g. Prepare a DD1594 and/or DD1597 as required.
- h. Prepare and submit ready-to-close contract file to task order KO (e.g., correspondence, invoice history, DD1594, de-obligation modification) as required.

8.4.2 In the course of performing each administrative action associated with preparing a ready-to-close contract file, the Closeout Specialist shall document all conversations with Contractors, manufacturers and other relevant parties contacted in the course of gathering or confirming information in the closeout process. In addition, the Contract Specialist shall capture all relevant reports, screen shots, correspondence, print-outs and other documentation instrumental to the contract closeout function in searchable image-over text format as Portable Document Format (PDF). These file images shall become a part of the permanent digital Contract record and shall be furnished to the Customer as described in Digital Imaging.

8.4.3 The Customer shall be provided a weekly report detailing each ready-to-close contract by contract number. The paper-based files shall be appropriately logged in the production tracking system and moved to secure storage to await final disposition.

8.4.4 The Contractor shall prepare and disseminate all documentation including, but not limited to, completion of forms, final modifications, closeout letters, etc., for review and signature of the KO.

8.5 Modifications

The Contractor shall prepare de-obligation modifications on contract actions above the dollar threshold defined at the task order level.

8.6 Purchase Orders

8.6.1 Purchase orders shall be closed in accordance with FAR 4.804-1(a)(1).

8.7 Document Digitalization

8.7.1 Document digitalization shall be completed for contract files in accordance with FAR 4.805(b) Retention Guidance or via task order specific instructions.

8.7.2 Per CLIN 0005 SCANNING, the Contractor shall capture digital images of all paper-based contract files provided in addition to the respective documentation generated as part of the closeout process (Screen shots, reports, correspondence, and forms necessary to facilitate closing the contract). The documents shall be readable and a searchable PDF image.

8.7.3 The Contractor shall store all digitized contract files on the Customer's specified media and shall be labeled using the contract number (including call/task order number) and the name of the Contractor unless otherwise annotated on the task order PWS.

8.8 Document Destruction

8.8.1 The Contractor shall store the paper based contract files for a period of up to 60 days after ready- to- close digital contract files have been presented to the COR.

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8.8.1.1 Within the 60 days, the Customer is to review the digital files for completeness and quality. The COR shall give the Contractor approval before disposition.

8.8.2 The Contractor shall destroy all contract documentation as specified and directed in accordance with National Association of Information Destruction (NAID) standards utilizing NAID certified document destruction service providers.

8.8.3 The Contractor shall provide written verification in the form of a Certificate of Destruction to the COR upon completion of document destruction for paper based contracts.

### **8.9 Procedural Guidelines**

8.9.1 The Contractor shall be required to create, comply with, and maintain the current standard operating procedures or other procedural guides and related documentation that describe the work being performed in fulfillment of this Performance Work Statement.

8.9.2 The Contractor shall submit a copy of the operating procedures or other procedural guides for concurrence by the COR. The initial documents required under this section shall be delivered to the COR no later than 10 working days after contract award. The Contractor shall be required to maintain and provide the Contracting Officer or COR a current set of Contractor-developed procedural guides or standard operating procedure documents.

### **8.10 Invoicing**

Invoicing for contract closeout, modifications, digital services, and document destruction services by the Contractor shall occur when the contract closeout documents are transferred to the Customer for signature.

Shipments shall be invoiced when the closeout team confirms receipt of contract boxes at the 'closeout site.' Invoices shall be submitted [by the Contractor] for closeouts and modifications upon transfer to the Customer, and deemed acceptable prior to the contracting officer sign-off. The work is considered 98 percent complete at the time the closeout/modification is sent to the Customer. Invoices shall be submitted for documents scanned once the scanned documents are submitted to the Customer. The Contractor shall scan the signed closeout forms 'DD1594' and 'DD1597' upon receipt from the Customer to complete the scanned contract file, for retention; this applies even if the Task Order Period of Performance has elapsed, and the Contractor has received payment.

## **9.0 REGULATIONS/DIRECTIVES/FORMS**

9.1. Applicable Publications: Documents applicable to this contract are listed below and have been coded as mandatory. The contractor shall follow those coded as mandatory and only to the extent stated in this contract when a specific part of the document is referenced herein. Supplements or amendments to these mandatory publications may be issued during the life of the contract. Any changes to mandatory publications which cause a change in the scope of performance are not authorized and shall not be implemented by the contractor until a modification is issued by the KO. Unless otherwise noted, all required Department of Defense Regulations, Directives and Forms listed will be made available for use/review when requested by the contractor.

All other service-related directives, forms, regulations or documents specific to each Customer will be furnished at the Post-Award Conference.

DoDI (DoD Instruction) 5200.02 (21 Mar 2014; Incorporating Change 1, Effective 09 Sept 2014) DOD Personnel Security Program (PSP) ([http://www.dtic.mil/whs/directives/corres/pdf/520002\\_2014.pdf](http://www.dtic.mil/whs/directives/corres/pdf/520002_2014.pdf))

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DOD 5220.22-M (28 Feb 06) National Industrial Security Program Operating Manual  
(<http://www.dss.mil/documents/odaa/nispom2006-5220.pdf>)

Public Law (PL) 91-596 (29 Dec 70; As amended through 01 Jan 2004) Occupational Safety and Health Act (OSHA) of 1970 ([https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=oshact&p\\_id=2743](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=oshact&p_id=2743))

Defense Contract Audit Agency (DCAA) Contract Audit Manual (CAM) 7640.1 Chapter 6-1010, Quick Closeout Procedures ([http://www.dcaa.mil/cam/Chapter\\_06\\_-\\_Incurred\\_Costs\\_Audit\\_Procedures.pdf](http://www.dcaa.mil/cam/Chapter_06_-_Incurred_Costs_Audit_Procedures.pdf))

FAR 4.804 and DFARS 204.804, Closeout of Contract Files

FAR 4.804-1(a)(1), Simplified Acquisition Closeout

FAR 42.708, Quick-Closeout Procedure

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**Performance Requirements Summary**

	<b>Performance Objective</b>	<b>PWS Paragraph</b>	<b>Performance Threshold</b>
1	Receiving	<b>5.1.4</b>	99% of contracts received will be accurately in-processed into the staging area.
2	Scanning	<b>5.3</b>	99% accuracy in document preparation and scanning.
3	Database Management	<b>5.2.4</b>	99% accuracy input into database
4	Reporting	<b>5.2.4</b>	99% on reporting boxes scanned to management
5	Storage/Shredding	<b>5.4</b> <b>5.4</b>	Number of contracts in storage validated by database Number of contracts shredded validated by records and evidenced by dual signature

A format for the Non-Disclosure Agreement is in Attachment A. This agreement assumes the Uniform Trade Secrets Act with 1985 Amendments does not apply for this services contract.

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ATTACHMENT A

**NON-DISCLOSURE AGREEMENT FOR NON-PROFIT  
AGENCY PERSONNEL**

**Contract Number:** \_\_\_\_\_ **Task Order Number:** \_\_\_\_\_

I, \_\_\_\_\_, as an employee of an AbilityOne Program associated nonprofit agency associated with /National Industries for the Blind (NIB) or SourceAmerica, acting under contract to the Washington Headquarters Service, agree not to disclose to any individual business entity or anyone outside of the company who has not signed a Nondisclosure Agreement for the purposes of performing this contract: any sensitive, proprietary or source selection information contained in or accessible through this contract.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary. The Non-Profit Agency responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in Federal Acquisition Regulation (FAR) section 3.104-4(b). Pursuant to FAR 3.104-4, I agree not to appropriate such information for my own use or to release or discuss such information for my own use or to release it to or discuss it with third parties unless specifically authorized in writing to do so, as provided above.

This agreement shall continue for a term of five (5) years from the date upon which I last have access to the information. Upon expiration of this agreement, I have a continuing obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the head of the agency or the contracting agency or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil and criminal sanctions.

THIS STATEMENT CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT STATEMENT MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001.

\_\_\_\_\_  
Signature, Non-Profit Agency Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Non-Profit Agency Employee

\_\_\_\_\_  
Employee Work Phone Number

\_\_\_\_\_  
Non-Profit Agency Supervisor Signature

\_\_\_\_\_  
Date



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WD 05-2449 (Rev.-16) was first posted on [www.wdol.gov](http://www.wdol.gov) on 07/14/2015

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS  
ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2449  
Daniel W. Simms Division of | Revision No.: 16  
Director Wage Determinations | Date Of Revision: 07/08/2015

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Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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States: New Jersey, Pennsylvania

Area: New Jersey Counties of Burlington, Camden, Gloucester  
Pennsylvania Counties of Bucks, Chester, Delaware, Lehigh, Montgomery,  
Northampton, Philadelphia

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	14.53	
01012 - Accounting Clerk II	16.31	
01013 - Accounting Clerk III	18.24	
01020 - Administrative Assistant	27.42	
01040 - Court Reporter	21.74	
01051 - Data Entry Operator I	14.22	
01052 - Data Entry Operator II	15.51	
01060 - Dispatcher, Motor Vehicle	17.92	
01070 - Document Preparation Clerk	13.66	

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01090 - Duplicating Machine Operator	13.66
01111 - General Clerk I	13.45
01112 - General Clerk II	14.68
01113 - General Clerk III	16.48
01120 - Housing Referral Assistant	24.11
01141 - Messenger Courier	12.91
01191 - Order Clerk I	14.81
01192 - Order Clerk II	15.68
01261 - Personnel Assistant (Employment) I	16.56
01262 - Personnel Assistant (Employment) II	18.52
01263 - Personnel Assistant (Employment) III	20.64
01270 - Production Control Clerk	22.74
01280 - Receptionist	14.72
01290 - Rental Clerk	16.83
01300 - Scheduler, Maintenance	17.52
01311 - Secretary I	19.12
01312 - Secretary II	21.84
01313 - Secretary III	24.11
01320 - Service Order Dispatcher	16.76
01410 - Supply Technician	27.02
01420 - Survey Worker	17.92
01531 - Travel Clerk I	13.42
01532 - Travel Clerk II	14.10
01533 - Travel Clerk III	15.03
01611 - Word Processor I	15.91
01612 - Word Processor II	17.86
01613 - Word Processor III	19.98
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.83
05010 - Automotive Electrician	22.03
05040 - Automotive Glass Installer	20.34
05070 - Automotive Worker	21.11
05110 - Mobile Equipment Servicer	19.63
05130 - Motor Equipment Metal Mechanic	22.81
05160 - Motor Equipment Metal Worker	21.22
05190 - Motor Vehicle Mechanic	22.83
05220 - Motor Vehicle Mechanic Helper	18.71
05250 - Motor Vehicle Upholstery Worker	20.54
05280 - Motor Vehicle Wrecker	21.22
05310 - Painter, Automotive	22.14
05340 - Radiator Repair Specialist	21.22
05370 - Tire Repairer	14.89
05400 - Transmission Repair Specialist	23.49
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.05
07041 - Cook I	12.99

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07042 - Cook II	13.84
07070 - Dishwasher	9.76
07130 - Food Service Worker	11.55
07210 - Meat Cutter	17.30
07260 - Waiter/Waitress	10.10
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.40
09040 - Furniture Handler	17.39
09080 - Furniture Refinisher	22.85
09090 - Furniture Refinisher Helper	19.50
09110 - Furniture Repairer, Minor	21.21
09130 - Upholsterer	19.41
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.81
11060 - Elevator Operator	12.33
11090 - Gardener	16.09
11122 - Housekeeping Aide	12.81
11150 - Janitor	12.81
11210 - Laborer, Grounds Maintenance	13.67
11240 - Maid or Houseman	11.29
11260 - Pruner	12.83
11270 - Tractor Operator	15.33
11330 - Trail Maintenance Worker	13.76
11360 - Window Cleaner	13.61
12000 - Health Occupations	
12010 - Ambulance Driver	17.48
12011 - Breath Alcohol Technician	20.44
12012 - Certified Occupational Therapist Assistant	22.91
12015 - Certified Physical Therapist Assistant	22.60
12020 - Dental Assistant	18.36
12025 - Dental Hygienist	32.95
12030 - EKG Technician	30.31
12035 - Electroneurodiagnostic Technologist	30.31
12040 - Emergency Medical Technician	17.48
12071 - Licensed Practical Nurse I	20.15
12072 - Licensed Practical Nurse II	22.05
12073 - Licensed Practical Nurse III	24.57
12100 - Medical Assistant	14.97
12130 - Medical Laboratory Technician	21.17
12160 - Medical Record Clerk	15.47
12190 - Medical Record Technician	17.00
12195 - Medical Transcriptionist	17.02
12210 - Nuclear Medicine Technologist	34.99
12221 - Nursing Assistant I	10.52
12222 - Nursing Assistant II	11.83
12223 - Nursing Assistant III	12.91

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12224 - Nursing Assistant IV	14.49	
12235 - Optical Dispenser	21.62	
12236 - Optical Technician	16.60	
12250 - Pharmacy Technician	15.13	
12280 - Phlebotomist	14.49	
12305 - Radiologic Technologist	28.02	
12311 - Registered Nurse I	29.51	
12312 - Registered Nurse II	32.76	
12313 - Registered Nurse II, Specialist	32.76	
12314 - Registered Nurse III	39.32	
12315 - Registered Nurse III, Anesthetist	39.32	
12316 - Registered Nurse IV	47.11	
12317 - Scheduler (Drug and Alcohol Testing)	23.50	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	21.74	
13012 - Exhibits Specialist II	28.77	
13013 - Exhibits Specialist III	35.16	
13041 - Illustrator I	22.94	
13042 - Illustrator II	30.61	
13043 - Illustrator III	37.43	
13047 - Librarian	31.00	
13050 - Library Aide/Clerk	16.83	
13054 - Library Information Technology Systems Administrator	27.98	
13058 - Library Technician	17.62	
13061 - Media Specialist I	18.35	
13062 - Media Specialist II	20.52	
13063 - Media Specialist III	22.88	
13071 - Photographer I	17.96	
13072 - Photographer II	19.97	
13073 - Photographer III	25.04	
13074 - Photographer IV	30.62	
13075 - Photographer V	37.06	
13110 - Video Teleconference Technician	22.29	
14000 - Information Technology Occupations		
14041 - Computer Operator I	18.50	
14042 - Computer Operator II	20.70	
14043 - Computer Operator III	23.06	
14044 - Computer Operator IV	25.64	
14045 - Computer Operator V	28.39	
14071 - Computer Programmer I	(see 1)	
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	

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14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.50
14160 - Personal Computer Support Technician		25.64
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.14
15020 - Aircrew Training Devices Instructor (Rated)		40.11
15030 - Air Crew Training Devices Instructor (Pilot)		48.06
15050 - Computer Based Training Specialist / Instructor		33.14
15060 - Educational Technologist		30.33
15070 - Flight Instructor (Pilot)		48.06
15080 - Graphic Artist		24.99
15090 - Technical Instructor		24.41
15095 - Technical Instructor/Course Developer		29.85
15110 - Test Proctor		19.71
15120 - Tutor		19.71
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.77
16030 - Counter Attendant		9.77
16040 - Dry Cleaner		12.76
16070 - Finisher, Flatwork, Machine		9.77
16090 - Presser, Hand		9.77
16110 - Presser, Machine, Drycleaning		9.77
16130 - Presser, Machine, Shirts		9.77
16160 - Presser, Machine, Wearing Apparel, Laundry		9.77
16190 - Sewing Machine Operator		13.65
16220 - Tailor		14.52
16250 - Washer, Machine		10.80
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.24
19040 - Tool And Die Maker		24.23
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		19.21
21030 - Material Coordinator		20.91
21040 - Material Expediter		20.91
21050 - Material Handling Laborer		13.92
21071 - Order Filler		13.88
21080 - Production Line Worker (Food Processing)		19.21
21110 - Shipping Packer		16.45
21130 - Shipping/Receiving Clerk		16.45
21140 - Store Worker I		16.93
21150 - Stock Clerk		19.11
21210 - Tools And Parts Attendant		19.21
21410 - Warehouse Specialist		19.21
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		26.75
23021 - Aircraft Mechanic I		25.74

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23022 - Aircraft Mechanic II	26.75
23023 - Aircraft Mechanic III	28.12
23040 - Aircraft Mechanic Helper	20.97
23050 - Aircraft, Painter	21.66
23060 - Aircraft Servicer	22.92
23080 - Aircraft Worker	23.95
23110 - Appliance Mechanic	21.01
23120 - Bicycle Repairer	15.11
23125 - Cable Splicer	34.08
23130 - Carpenter, Maintenance	24.40
23140 - Carpet Layer	22.57
23160 - Electrician, Maintenance	29.02
23181 - Electronics Technician Maintenance I	25.72
23182 - Electronics Technician Maintenance II	27.03
23183 - Electronics Technician Maintenance III	27.92
23260 - Fabric Worker	21.87
23290 - Fire Alarm System Mechanic	23.71
23310 - Fire Extinguisher Repairer	22.72
23311 - Fuel Distribution System Mechanic	26.86
23312 - Fuel Distribution System Operator	23.17
23370 - General Maintenance Worker	21.37
23380 - Ground Support Equipment Mechanic	25.74
23381 - Ground Support Equipment Servicer	22.92
23382 - Ground Support Equipment Worker	23.95
23391 - Gunsmith I	22.07
23392 - Gunsmith II	23.77
23393 - Gunsmith III	25.51
23410 - Heating, Ventilation And Air-Conditioning Mechanic	25.17
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	26.15
23430 - Heavy Equipment Mechanic	24.33
23440 - Heavy Equipment Operator	27.08
23460 - Instrument Mechanic	25.03
23465 - Laboratory/Shelter Mechanic	24.64
23470 - Laborer	15.83
23510 - Locksmith	23.29
23530 - Machinery Maintenance Mechanic	24.32
23550 - Machinist, Maintenance	21.24
23580 - Maintenance Trades Helper	18.52
23591 - Metrology Technician I	25.03
23592 - Metrology Technician II	26.01
23593 - Metrology Technician III	26.83
23640 - Millwright	25.21
23710 - Office Appliance Repairer	23.06
23760 - Painter, Maintenance	21.97

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23790 - Pipefitter, Maintenance	30.24
23810 - Plumber, Maintenance	26.56
23820 - Pneudraulic Systems Mechanic	25.51
23850 - Rigger	25.51
23870 - Scale Mechanic	23.77
23890 - Sheet-Metal Worker, Maintenance	26.51
23910 - Small Engine Mechanic	18.79
23931 - Telecommunications Mechanic I	25.91
23932 - Telecommunications Mechanic II	26.92
23950 - Telephone Lineman	28.29
23960 - Welder, Combination, Maintenance	20.91
23965 - Well Driller	23.53
23970 - Woodcraft Worker	25.51
23980 - Woodworker	19.14
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.00
24580 - Child Care Center Clerk	14.96
24610 - Chore Aide	11.62
24620 - Family Readiness And Support Services Coordinator	14.06
24630 - Homemaker	14.79
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.73
25040 - Sewage Plant Operator	22.47
25070 - Stationary Engineer	22.73
25190 - Ventilation Equipment Tender	18.74
25210 - Water Treatment Plant Operator	22.47
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.30
27007 - Baggage Inspector	13.48
27008 - Corrections Officer	24.29
27010 - Court Security Officer	27.70
27030 - Detection Dog Handler	18.81
27040 - Detention Officer	24.29
27070 - Firefighter	27.25
27101 - Guard I	13.48
27102 - Guard II	18.81
27131 - Police Officer I	28.28
27132 - Police Officer II	31.43
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.46
28042 - Carnival Equipment Repairer	12.02
28043 - Carnival Equipment Worker	9.59
28210 - Gate Attendant/Gate Tender	16.04
28310 - Lifeguard	12.78
28350 - Park Attendant (Aide)	17.94

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28510 - Recreation Aide/Health Facility Attendant	11.54
28515 - Recreation Specialist	22.22
28630 - Sports Official	14.29
28690 - Swimming Pool Operator	17.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.30
29020 - Hatch Tender	24.30
29030 - Line Handler	24.30
29041 - Stevedore I	23.38
29042 - Stevedore II	25.20
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.17
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.31
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.98
30021 - Archeological Technician I	20.33
30022 - Archeological Technician II	22.75
30023 - Archeological Technician III	28.18
30030 - Cartographic Technician	28.27
30040 - Civil Engineering Technician	26.15
30061 - Drafter/CAD Operator I	20.33
30062 - Drafter/CAD Operator II	22.75
30063 - Drafter/CAD Operator III	25.36
30064 - Drafter/CAD Operator IV	31.21
30081 - Engineering Technician I	18.23
30082 - Engineering Technician II	20.47
30083 - Engineering Technician III	23.23
30084 - Engineering Technician IV	28.83
30085 - Engineering Technician V	35.18
30086 - Engineering Technician VI	42.58
30090 - Environmental Technician	21.49
30210 - Laboratory Technician	25.35
30240 - Mathematical Technician	28.18
30361 - Paralegal/Legal Assistant I	19.08
30362 - Paralegal/Legal Assistant II	23.64
30363 - Paralegal/Legal Assistant III	28.92
30364 - Paralegal/Legal Assistant IV	34.64
30390 - Photo-Optics Technician	28.18
30461 - Technical Writer I	21.76
30462 - Technical Writer II	26.62
30463 - Technical Writer III	34.22
30491 - Unexploded Ordnance (UXO) Technician I	24.25
30492 - Unexploded Ordnance (UXO) Technician II	29.35
30493 - Unexploded Ordnance (UXO) Technician III	35.17
30494 - Unexploded (UXO) Safety Escort	24.25
30495 - Unexploded (UXO) Sweep Personnel	24.25
30620 - Weather Observer, Combined Upper Air Or (see 3)	25.36



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Surface Programs		
30621 - Weather Observer, Senior	(see 3)	28.18
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide		15.22
31030 - Bus Driver		19.16
31043 - Driver Courier		18.13
31260 - Parking and Lot Attendant		10.54
31290 - Shuttle Bus Driver		19.00
31310 - Taxi Driver		12.01
31361 - Truckdriver, Light		19.00
31362 - Truckdriver, Medium		19.28
31363 - Truckdriver, Heavy		19.99
31364 - Truckdriver, Tractor-Trailer		19.99
99000 - Miscellaneous Occupations		
99030 - Cashier		11.80
99050 - Desk Clerk		12.64
99095 - Embalmer		33.77
99251 - Laboratory Animal Caretaker I		11.48
99252 - Laboratory Animal Caretaker II		12.25
99310 - Mortician		34.20
99410 - Pest Controller		17.02
99510 - Photofinishing Worker		14.65
99710 - Recycling Laborer		18.72
99711 - Recycling Specialist		21.14
99730 - Refuse Collector		17.57
99810 - Sales Clerk		12.43
99820 - School Crossing Guard		11.48
99830 - Survey Party Chief		20.60
99831 - Surveying Aide		12.23
99832 - Surveying Technician		18.07
99840 - Vending Machine Attendant		14.45
99841 - Vending Machine Repairer		16.98
99842 - Vending Machine Repairer Helper		14.45

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service

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includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

**THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:**

1) **COMPUTER EMPLOYEES:** Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which

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requires the same level of skills. (29 C.F.R. 541.400).

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

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employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE  
RATE {Standard Form  
1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

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<b>CLIN</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
0001A	Electronic FFP Contracts at Off-Site (FFP) – Philadelphia, PA	Lot (each contract submitted as ready to close)	\$194.73*
0001B	Electronic FFP Contracts at Off-Site (FFP) – Richmond, VA	Lot (each contract submitted as ready to close)	\$186.58*
0001C	Electronic FFP Contracts at Off-Site (FFP) – San Antonio, TX	Lot (each contract submitted as ready to close)	\$188.93*
0001D	Electronic FFP Contracts at Off-Site (FFP) – Chicago, IL	Lot (each contract submitted as ready to close)	\$196.42*
0001E	Electronic FFP Contracts at Off-Site (FFP) – Fayetteville, NC	Lot (each contract submitted as ready to close)	\$191.03*
0001F	Electronic FFP Contracts at Off-Site (FFP) – Clearwater, FL	Lot (each contract submitted as ready to close)	\$188.06*
0001G	Electronic FFP Contracts at Off-Site (FFP) – Kansas City, MO	Lot (each contract submitted as ready to close)	\$185.89*
0002A	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Philadelphia, PA	Per Month	\$35,895.34*
0002B	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Richmond, VA	Per Month	\$34,393.79*
0002C	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – San Antonio, TX	Per Month	\$34,825.42*
0002D	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Chicago, IL	Per Month	\$36,206.14*
0002E	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Fayetteville, NC	Per Month	\$35,214.03*
0002F	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Clearwater, FL	Per Month	\$34,666.61*

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0002G	Electronic Cost-Reimbursement at Off-Site (FFP-LOE) – Kansas City, MO	Per Month	\$34,266.31*
0003A	Paper FFP at Off-Site (FFP) – Philadelphia, PA	Lot (each contract submitted as ready to close)	\$219.49*
0003B	Paper FFP at Off-Site (FFP) – Richmond, VA	Lot (each contract submitted as ready to close)	\$209.53*
0003C	Paper FFP at Off-Site (FFP) – San Antonio, TX	Lot (each contract submitted as ready to close)	\$212.36*
0003D	Paper FFP at Off-Site (FFP) – Chicago, IL	Lot (each contract submitted as ready to close)	\$219.96*
0003E	Paper FFP at Off-Site (FFP) – Fayetteville, NC	Lot (each contract submitted as ready to close)	\$213.39*
0003F	Paper FFP at Off-Site (FFP) – Clearwater, FL	Lot (each contract submitted as ready to close)	\$212.04*
0003G	Paper FFP at Off-Site (FFP) – Kansas City, MO	Lot (each contract submitted as ready to close)	\$210.21*
0004A	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Philadelphia, PA	Per Month	\$40,458.80*
0004B	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Richmond, VA	Per Month	\$38,622.75*
0004C	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – San Antonio, TX	Per Month	\$39,145.43*
0004D	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Chicago, IL	Per Month	\$40,546.69*
0004E	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Fayetteville, NC	Per Month	\$39,334.19*
0004F	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Clearwater, FL	Per Month	\$39,086.40*

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0004G	Paper Cost-Reimbursement at Off-Site (FFP-LOE) – Kansas City, MO	Per Month	\$38,749.72*
0005	Scanning Services at Offsite (FFP)	Lot (per scanned image)	\$0.26^
0006	Contract Storage at Offsite (FFP)	Per Box Per Month	\$1.29
0007	Inventory/Pack Contracts for Shipping (FFP)	Per Day	\$917.70**
0008	Shipping – Inbound or Outbound (CONUS) (FFP)	Per Box	\$14.00^^
0009	Shipping - Inbound or Outbound (OCONUS) (FFP)	Per Box	\$71.74****
0010	Contract Close-Out Specialist at On-Site (FFP)	Per Month	\$6,227.31*
0011	General Clerk II at On-Site (FFP)	Per Month	\$4,883.38*
0012	Supervisor at On-Site (FFP)	Per Month	\$11,610.82*
0013	Warehouse Specialist at On-Site (FFP)	Per Month	\$6,209.95*
0014	Document Destruction (FFP)	Per Box	\$12.68
0015	Travel associated with CLIN 0007	Lot	Not to Exceed Price to be set for each individual task order

**Note to Contracting Officers: Ensure you are using the most current CLIN Pricing Attachment as the pricing will be adjusted through equitable adjustment each year.**



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Original (18 September 2015)**

**Expected Pricing Equitable Adjustments:**

**\* Unit Price to be retroactively updated through equitable adjustment to 18 September each year according to the following:**

- Updated Service Contract Act Wage Determination rates
- Updated GSA Locality Pay Table
- Updated Health & Welfare Rate
- % change in Consumer Price Index - Urban (CPI-U)

**^ Unit Price to be retroactively updated through equitable adjustment to 18 September each year according to the following:**

- Updated Service Contract Act Wage Determination rates
- Updated Health & Welfare Rate

**\*\* Unit Price to be retroactively updated through equitable adjustment to 18 September each year according to the following:**

- Updated Service Contract Act Wage Determination rates
- Updated GSA Locality Pay Table
- Updated Health & Welfare Rate

**^^ Price derived from GSA DDS3 UPS Standard Ground tab**

**(<http://www.gsa.gov/portal/content/105105>) , Zone 8 and will be adjusted annually to reflect changes in the specified rate schedules over the rates in the prior year.**

**\*\*\* Price derived from the current DHL Express Government OCONUS rate schedule, Kuwait (AF) and will be adjusted annually to reflect changes in the specified rate schedules over the rates in the prior year.**