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To: List NIH1102-L

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Subject: Workform Update

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The workforms have been updated to incorporate the changes required by FAC 2005-47, effective January 12, 2011, and other housekeeping changes. The updated files are dated 1/12/2011 and can be found on the NCI OA Intranet at http://rcb-intranet.nci.nih.gov/workforms_set.htm. The Document Generation System (DGS) can be accessed at: <http://dgs.nci.nih.gov/dgs/index.jsp>.

The following is an explanation of the changes made to:

I. Contract

II. RFP

III. Individual Representations and Certifications

NOTE: These files may be accessed from SECTION K (<http://rcb.cancer.gov/rcb-internet/wkf/sectionk.pdf>) of the workforms and are only used in the rare instance where an offeror is exempt from the CCR.

EXPLANATION OF CHANGES MADE TO THE CONTRACT:

- 1. Item 122, Page 43, Article C.2. Reporting Requirements, subparagraph c.3.g. Contractor - Employee Non-Disclosure Agreement**, has been revised to correct the link to access the Non Disclosure Agreement form.
- 2. Item 239, Page 86, Article H.8. Registration and Results Reporting for applicable Clinical Trials in ClinicalTrials.gov**, has been updated to add the "NCT number" to the second paragraph to ensure that the contractor knows which Registration Number is to be reported to the COTR.
- 3. Item 245, Page 88, Article H.14. Research Involving Recombinant DNA Molecules (Including Human Gene Transfer Research)**, has been updated in accordance with current Office of Biotechnology Activities (OBA), NIH policies and guidelines.

4. **Items 322 – 338, Pages 130 - 173, Article I.1. General Clause Listings**, have been revised to update the following clauses in accordance with Item II of FAC 2005-47 as follows:
 - **FAR Clause 52.219-8, Utilization of Small Business Concerns** is updated to (January 2011).
 - **FAR Clause 52.219-9, Small Business Subcontracting Plan** is updated to (January 2011).
5. **Items 353, 354 & 355, Pages 175 & 176, Article I.2.m.n. & o, FAR Clause 52.219-9, Small Business Subcontracting Plan**, has been updated to January, 2011 in accordance with Item II of FAC 2005-47.
6. **Item 427, Page 188, Article I.3.a.28. FAR Clause 52.219-3, Notice of Total HUBZone Set-Aside or Sole Source Award**, has been revised to change the name of the clause and update the clause to January, 2011 in accordance with Item II of FAC 2005-47.
7. **Item 428, Page 189, Article I.3.a.29. Alternate I of FAR Clause 52.219-3, Notice of Total HUBZone Set-Aside or Sole Source Award**, has been added for use when the Contracting Officer intends to waive the 50 percent requirement. The prescription delineates the conditions for waiving the requirement. Also see FAR Subpart 19.1300 for additional information about the HUBZone Program.
8. **Item 429, Page 189, Article I.3.a.30. FAR Clause 52.219-4, Notice of Price Evaluation preference for HUBZone Small Business Concerns**, has been revised to update the clause to January, 2011 in accordance with Item II of FAC 2005-47. It should be noted that FAC 2005-47 removed the applicability threshold of “over the simplified acquisition threshold,” so this clause is now required for all solicitations and contracts using full and open competition regardless of dollar value.
9. **Item 430, Page 189, Article I.3.a.31. Alternate I of FAR Clause 52.219-4, Notice of Price Evaluation preference for HUBZone Small Business Concerns**, has been added for use when the Contracting Officer intends to waive the 50 percent requirement. The prescription delineates the conditions for waiving the requirement. Also see FAR Subpart 19.1300 for additional information about the HUBZone Program.
10. **Item 602, Page 244, Section J-List of Attachments, Attachment 23. Commitment To Protect Non-Public Information**, has been revised to correct the link to access the Non-Disclosure Agreement Form.

Manual Maintenance: It is recommended that you print and replace **the entire “Contract Handbook” file** under **DGS Handbook Files** from the NCI OA Intranet. *(Please note that this document has been formatted for a XEROX Work Centre 7675. If using another printer definition, the page numbers listed above may differ on your document. However, the ITEM NUMBERS will always be the same.)*

EXPLANATION OF CHANGES MADE TO THE RFP:

1. **Item 75, Page 36, Article C.2. Reporting Requirements, subparagraph c.3.g. Contractor - Employee Non-Disclosure Agreement**, has been revised to correct the link to access the Non Disclosure Agreement form.
2. **Item 173, Page 75, Article H.7. Registration and Results Reporting for applicable Clinical Trials in ClinicalTrials.gov**, has been updated to add the "NCT number" to the second paragraph to ensure that the contractor knows which Registration Number is to be reported to the COTR.

3. **Item 179, Page 77, Article H.13. Research Involving Recombinant DNA Molecules (Including Human Gene Transfer Research)**, has been updated in accordance with current Office of Biotechnology Activities (OBA), NIH policies and guidelines.
4. **Items 283, 284, 285, Page 124, Article I.2.i.j. & k., FAR Clause 52.219-9, Small Business Subcontracting Plan**, has been updated to January, 2011 in accordance with Item II of FAC 2005-47.
5. **Item 355, Page 137, Article I.3.a.27. FAR Clause 52.219-3, Notice of Total HUBZone Set-Aside or Sole Source Award**, has been revised to change the name of the clause and update the clause to January, 2011 in accordance with Item II of FAC 2005-47.
6. **Item 356, Page 137, Article I.3.a.28. Alternate I of FAR Clause 52.219-3, Notice of Total HUBZone Set-Aside or Sole Source Award**, has been added for use when the Contracting Officer intends to waive the 50 percent requirement. The prescription delineates the conditions for waiving the requirement. Also see FAR Subpart 19.1300 for additional information about the HUBZone Program.
7. **Item 357, Page 137, Article I.3.a.29. FAR Clause 52.219-4, Notice of Price Evaluation preference for HUBZone Small Business Concerns**, has been revised to update the clause to January, 2011 in accordance with Item II of FAC 2005-47. It should be noted that FAC 2005-47 removed the applicability threshold of “over the simplified acquisition threshold,” so this clause is now required for all solicitations and contracts using full and open competition regardless of dollar value.
8. **Item 358, Page 138, Article I.3.a.31. Alternate I of FAR Clause 52.219-4, Notice of Price Evaluation preference for HUBZone Small Business Concerns**, has been added for use when the Contracting Officer intends to waive the 50 percent requirement. The prescription delineates the conditions for waiving the requirement. Also see FAR Subpart 19.1300 for additional information about the HUBZone Program.
9. **Item 602, Page 241, Section L.2.b. 4.c. Required Education in the Protection of Human Research Participants**, is revised to update the online course offerings.
10. **Item 607, Page 247, Section L.2.b.4.g. Research Involving Recombinant DNA Molecules (Including Human Gene Transfer Research)**, has been updated in accordance with current Office of Biotechnology Activities (OBA), NIH policies and guidelines.

Manual Maintenance: It is recommended that you print and replace **the entire “RFP Handbook” file** under **DGS Handbook Files** from the NCI OA Intranet. *(Please note that this document has been formatted for a XEROX Work Centre 7675. If using another printer definition, the page numbers listed above may differ on your document. However, the ITEM NUMBERS will always be the same.)*

EXPLANATION OF CHANGES MADE TO THE REPRESENTATIONS AND CERTIFICATIONS:

Important Note about the Individual Representations and Certifications: *These files should only be used for an offeror or contractor who is exempt from the requirement to register in the CCR. All other offerors/contractors will access these provisions from the ORCA when they complete their annual Online Representations & Certifications Application.*

The Individual Representations and Certifications have been revised to incorporate changes required by FAC 2005-47 as follows:

- FAR Provision **52.209-2, Prohibition of Contracting with Inverted Domestic corporations—Representation**, has been removed as it is applicable for funds appropriated in FY 2006 through FY 2009. See FAR 9.108-5.
- FAR Provision **52.219-1, Small Business Program Representations**, has been revised to update the HUBZone representation and is now dated January, 2011 in accordance with Item II of FAC 2005-47.

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