

## Best, Tish (NIH/OD) [E]

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**From:** Best, Tish (NIH/OD) [E]  
**Sent:** Monday, January 31, 2011 10:03 AM  
**To:** List NIH1102-L  
**Cc:** Levy, Barbara (NIH/OD) [C]  
**Subject:** Workform Update

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The workforms have been updated to incorporate the changes required by FAC 2005-48, effective January 31, 2011, FAC 2005-49 (effective January 24), and other housekeeping changes. The updated files are dated 1/31/2011 and can be found on the NCI OA Intranet at [http://rcb-intranet.nci.nih.gov/workforms\\_set.htm](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 each workform listed below. If you would like additional summary or detailed information about the applicable FAC item, you may access the Federal Register Notice, under General Services Administration at:

- FAC 2005-48: [http://www.access.gpo.gov/su\\_docs/fedreg/a101230c.html](http://www.access.gpo.gov/su_docs/fedreg/a101230c.html)
- FAC 2005-49: [http://www.access.gpo.gov/su\\_docs/fedreg/a110124c.html](http://www.access.gpo.gov/su_docs/fedreg/a110124c.html)

### 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.*

### IV. SECTION K (NIH Representations & Certifications)

(<http://rcb.cancer.gov/rcb-internet/wkf/sectionk.pdf>)

## EXPLANATION OF CHANGES MADE TO THE CONTRACT:

1. **Item 281, Page 110, Article H.42.Information and Physical Access Security, Paragraph E.3. Personnel Security Responsibilities, subparagraph c. Departing contractor employees,** has been revised to correct

the location (link) of the “Contractor Employee Separation Checklist.” This form is available on the OCIO, NIH website.

2. **Item 404, Page 185, Article I.3.a.5. FAR Clause 52.204-9, Personal Identify Verification of Contractor Personnel**, has been revised to update the clause to January, 2011 in accordance with Item II of FAC 2005-48.
3. **Item 542 (OLD), Article I.4.a. FAR Clause 52.209-8, Updates of Information Regarding Responsibility Matters (April 2010)**, has been removed in accordance with FAC 2005-49.
4. **Item 542, Page 210, Article I.4.a. FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters**, has been added in accordance with FAC 2005-49.
5. **Item 543, Page 210, Article I.4.b. Alternate I of FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters**, has been added in accordance with FAC 2005-49 for use in solicitations and resultant contracts issued/awarded prior to April 15, 2011.
6. **Item 591, Page 243, Section J-List of Attachments, Attachment 11. Inclusion Table (Formerly “Annual Technical Progress Report Format for Each Study)**, has been updated to correct the link and location of this form in accordance with NIH Policy Notice NOT-OD-01-053 (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-053.html>). This form is available as part of PHS 2590, entitled, Non-Competing Continuation Progress also used for grants reporting.
7. **Items 604 & 605, Page 244, Section J-List of Attachments, Attachment 24. Roster of Employees Requiring Suitability Investigations and Attachment 25. Employee Separation Checklist**, have been revised to correct the location of these attachments (links). These forms are available on the OCIO, NIH website.

**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 214, Page 98, Article H.40.Information and Physical Access Security, Paragraph E.3. Personnel Security Responsibilities, subparagraph c. Departing contractor employees**, has been revised to correct the location (link) of the “Contractor Employee Separation Checklist.” This form is available on the OCIO, NIH website.
2. **Item 333, Page 131, Article I.3.a.5. FAR Clause 52.204-9, Personal Identify Verification of Contractor Personnel**, has been revised to update the clause to January, 2011 in accordance with Item II of FAC 2005-48.
3. **Item 467, (OLD), Article I.4.a. FAR Clause 52.209-8, Updates of Information Regarding Responsibility Matters (April 2010)**, has been removed in accordance with FAC 2005-49.
4. **Item 467, Page 157, Article I.4.a. FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters**, has been added in accordance with FAC 2005-49.

5. **Item 468, Page 157, Article I.4.b. Alternate I of FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters**, has been added in accordance with FAC 2005-49 for use in solicitations and resultant contracts issued/awarded prior to April 15, 2011.
6. **Item 504.2, Page 192, Section J – Technical Proposal Attachments**, have been revised as follows:
  - **Attachment 11: Inclusion Table** (Formerly “Annual Technical Progress Report Format for Each Study) has been updated to correct the link and location of this form in accordance with NIH Policy Notice NOT-OD-01-053 (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-053.html>). This form is available as part of PHS 2590, entitled, Non-Competing Continuation Progress also used for grants reporting.
  - **Attachment 14: Protection of Human Subject Assurance Identification/IRB Certification/Declaration of Exemption, OMB Form No. 0990-0263 (Formerly Option Form 310)** has been updated to correct the location (link) of the attachment. This form is available on the OHRP, HHS website.
7. **Item 504.4, Page 197, Section J- Informational Attachments, Attachment 40. Roster of Employees Requiring Suitability Investigations and Attachment 41. Employee Separation Checklist**, have been revised to correct the location of these attachments (links). These forms are available on the OCIO, NIH website.
8. **Item 628, Page 269, Section L.2.b.9.E.3.c. Departing contractor employees**, has been revised to correct the location (link) of the “Contractor Employee Separation Checklist.” This form is available on the OCIO, NIH website.

**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 2005-48 as follows:

- FAR Provisions:
  1. **52.219-19, Small Business concern Representation for the Small Business Competitiveness Demonstration Program**, and
  2. **52.219-21 Small Business Size Representation for Targeted Industry Categories Under the Small Business Competitiveness Demonstration Program**,
 have been removed in accordance with Item I of FAC 2005-48.

## EXPLANATION OF CHANGES MADE TO SECTION K (NIH Representations & Certifications):

**Part 1, Pages 1-3, Annual Representations and Certification**, FAR Clause 52.204-8, is revised to:

- Update the clause to January, 2011 in accordance with Item I of FAC 2005-48; and
- Remove from subparagraph (c)(2) the following two provisions:
  1. **52.219-19, Small Business concern Representation for the Small Business Competitiveness Demonstration Program**, and
  2. **52.219-21 Small Business Size Representation for Targeted Industry Categories Under the Small Business Competitiveness Demonstration Program**.

**Part 2, Page 4, Information Regarding Responsibility Matters**, FAR Provision 52.209-7, is updated to January, 2011 in accordance with FAC 2005-49.

### **Helen Tissian Best**

Procurement Analyst

Office of Acquisition Management and Policy, NIH

6100 Executive Blvd/Room 6E01R

Phone: 301-496-8005

FAX: 301-480-2506

e-mail: [hb19r@nih.gov](mailto:hb19r@nih.gov)