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To: List NIH1102-L

Cc: Majors, Roshawn (NIH/OD) [E]; Gamble, Karen (NIH/OD) [E]; Levy, Barbara (NIH/OD) [C]; Laycock, Gail; Young, Deborah

Subject: Workform Update

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The workforms have been updated to incorporate the changes required by FAC 2005-55, effective February 2, 2012, NIH's January 30, 2012 Memorandum entitled, "NIH guidance Related to HHS Policies on Promoting Efficient Spending..." and other housekeeping changes. The updated files are dated 2/17/2012 and can be found on the NIH OAMP Internet at <http://oamp.od.nih.gov/DGS/DGShomepage.html>. 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. If you would like additional summary or detailed information about FAC 2005-55, you may access the Federal Register Notice, under General Services Administration at:

- <http://www.gpo.gov/fdsys/search/getfrtoc.action?selectedDate=2012-01-03>

I. Contract

II. RFP

III. SECTION K (NIH Representations & Certifications)

(<http://oamp.od.nih.gov/DGS/FORMS/sectionk.pdf>)

EXPLANATION OF CHANGES MADE TO THE CONTRACT:

- 1. Items 71, 76, 104, 115, 119, 125, 128, 133, 139, 148, 165, 183, 185, 188, 252, 253, 258, 280, 282, 283, 287, 290, 293, 294, 296, 298, 306, 309, 317, 322, 329, & 330, Pages 30, 32, 36, 39, 40, 43, 45, 46, 49, 52, 58, 59, 60, 63, 64, 89, 90, 92, 99, 101, 103, 106, 110, 112, 113, 115, 121, 123, 126, 128, 131, & 132, Articles throughout the Contract workform, have been updated to change the term Contracting Officer's Technical Representative (COTR) to Contracting Officer's Representative (COR).**
- 2. Items 79, 80 & 81, Pages 32, Article B.16. Provisions Applicable to Direct Costs, has been revised to add the following subparagraphs: 1) Conferences & Meetings; 2) Food for Meals, Light Refreshments, and Beverages, and 3) Promotional Items. Inclusion of these items in this article prohibits the contractor to use**

contract funds for these items/services without contracting officer approval which is consistent with the January 30, 2012, NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...”

3. **Item 90, (OLD), Article B.16. Provisions Applicable to Direct Costs, Subparagraph 12. Light Refreshment and Meal Expenditures**, has been deleted because it is inconsistent with the January 30, 2012, NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...”
4. **Item 91, Page 33, Article B.16. Provisions Applicable to Direct Costs. Subparagraph 13. Printing Costs (PRESCRIPTION ONLY)**, has been revised to reference the January 30, 2012, NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...” which provides contracting staff with more information about printing restrictions at NIH.
5. **Item 186, Page 60, Article G.4. Method of Ordering, Subparagraph c. Fair Opportunity**, has been revised to correct and clarify the requirements of the “Fair Opportunity” process for Indefinite Delivery contracts.
6. **Item 187, Page 61, Article G.5. Task Order Procedure, Subparagraph e. Fair Opportunity**, has been revised to correct and clarify the requirements of the “Fair Opportunity” process for Indefinite Delivery contracts.
7. **Item 278, Page 98, Article H.34. Protection of Personnel who work with Nonhuman Primates**, has been revised to correct the link to the referenced NIH Policy Manual 3044-2.
8. **Item 328, Page 130, Article H.69. Use of Funds for Conferences, Meetings and Food**, has been added to implement the January 30, 2012, NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...” This Article advises contractors that written Contracting Officer approval is required prior to the conduct of any meeting or conference under the contract. This article also includes a table which may be used to identify any conferences that have been approved at the time of award.
9. **Item 332, Page 133, Article H.73. Use of Funds for Promotional Items**, has been added to implement the January 30, 2012, NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...”
10. **Items 336 – 352, Pages 134 - 175, Article I.1. General Clauses**, have been revised as follows:
 - FAR Clause 52.204-7, Central Contractor Registration, has been updated to February, 2012 in accordance with Item II of FAC 2005-55.
 - FAR Clause 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards, been updated to February, 2012 in accordance with Item VI of FAC 2005-55.
11. **Item 355, Page 176, Article I.2.a. FAR Clause, 52.204-7, 19-27, Central Contractor Registration**, has been updated to February, 2012 in accordance with Item II of FAC 2005-55.
12. **Item 562, Page 251, Article I.4.a. FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters**, has been updated to February, 2012 and to correct the link in subparagraph (a) in accordance with Item VI of FAC 2005-55.

Manual Maintenance: It is recommended that you print and replace **the entire “Contract Handbook” file** under **DGS Handbook Files** from the NIH OAMP Internet. *(Please note that this document has been formatted*

for a XEROX Work Centre 7775. 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. **Items 65, 76, 79, 84, 97, 129, 131, 134, 184, 185, 190, 211, 213, 214, 218, 221, 224, 225, 227, 229, 237, 240, 248, 253, 260, 261, 568, 627, 630, 631, 632, 640, 643, 646, 647, 649, & 705, Pages 31, 35, 37, 41, 49, 50, 55, 77, 78, 80, 86, 89, 91, 93, 97, 99, 100, 101, 103, 109, 111, 114, 117, 119, 120, 221, 251, 256, 257, 265, 270, 272, 273, 274, & 309, Articles and Items throughout the RFP workform,** have been updated to change the term Contracting Officer's Technical Representative (COTR) to Contracting Officer's Representative (COR)..
2. **Item 60, Page 30, Article B.16. Provisions Applicable to Direct Costs,** has been revised to add 1) Conferences & Meetings; 2) Food for Meals, Light Refreshments, and Beverages, and 3) Promotional Items. Inclusion of these items in this article advises the offeror of the prohibition for the contractor to use contract funds for these items/services without contracting officer approval which is consistent with the January 30, 2012, NIH Policy Memorandum entitled, "NIH guidance Related to HHS Policies on Promoting Efficient Spending...".
3. **Item 132, Page 51, Article G.4. Method of Ordering, Subparagraph c. Fair Opportunity,** has been revised to correct and clarify the requirements of the "Fair Opportunity" process for Indefinite Delivery contracts.
4. **Item 133, Page 52, Article G.5. Task Order Procedure, Subparagraph e. Fair Opportunity,** has been revised to correct and clarify the requirements of the "Fair Opportunity" process for Indefinite Delivery contracts.
5. **Item 210, Page 86, Article H.33. Protection of Personnel who work with Nonhuman Primates,** has been revised to correct the link to the referenced NIH Policy Manual 3044-2.
6. **Items 259, Page 119, Article H.67. Use of Funds for Conferences, Meetings and Food,** has been added to implement the January 30, 2012, NIH Policy Memorandum entitled, "NIH guidance Related to HHS Policies on Promoting Efficient Spending..." This Article advises contractors that written Contracting Officer approval is required prior to the conduct of any meeting or conference under the contract. This article also includes a table which may be used to identify any conferences that have been approved at the time of award
7. **Item 263, Page 121, Article H.71. Use of Funds for Promotional Items,** has been added to implement the January 30, 2012, NIH Policy Memorandum entitled, "NIH guidance Related to HHS Policies on Promoting Efficient Spending..."
8. **Item 267, Page 122, Section I – Contract Clauses,** has been revised to update the link to the General Clause Listings. They are now located on the OAMP, NIH Website.
9. **Item 287, Page 125, Article I.2.a. FAR Clause, 52.204-7, 19-27, Central Contractor Registration,** has been updated to February, 2012 in accordance with Item II of FAC 2005-55.
10. **Item 485, Page 159, Article I.4.a. FAR Clause 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters,** has been updated to February, 2012 and to correct the link in subparagraph (a) in accordance with Item VI of FAC 2005-55.

11. Item 545, Page 214, Section L.1. General Information, Subparagraph o. Promoting Efficient Spending, has been added to the solicitation to advise offerors of the January 30, 2012 NIH Policy Memorandum entitled, “NIH guidance Related to HHS Policies on Promoting Efficient Spending...” which limits the procurement of meeting space, promotional items, printing and publications and prohibits the use of contract funds for food and beverage.

Manual Maintenance: It is recommended that you print and replace **the entire “RFP Handbook” file** under **DGS Handbook Files** from the NIH OAMP Intranet. *(Please note that this document has been formatted for a XEROX Work Centre 7775. 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 SECTION K (NIH Representations & Certifications):

- **Part 1, Pages 1-3, Annual Representations and Certifications, FAR Clause 52.204-8,** has been updated in accordance with Item II of FAC 2005-55.
- **Part 2, Page 4, Information Regarding Responsibility Matters, FAR Provision 52.209-7,** has been updated in accordance with Item II of FAC 2005-55.

Thanks,

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