

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

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**From:** Best, Tish (NIH/OD) [E]  
**Sent:** Thursday, June 30, 2011 10:00 AM  
**To:** List NIH1102-L  
**Cc:** Levy, Barbara (NIH/OD) [C]; Laycock, Gail  
**Subject:** DRAFT - Workform Update

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The workforms have been updated to incorporate the changes required by FAC 2005-52, effective June 30, 2011. The updated files are dated 6/30/2011 and can be found on the NCI OA Intranet at <http://rcb.cancer.gov/rcb-internet/forms/OAworkforms/workforms.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 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 2005-52: [http://www.access.gpo.gov/su\\_docs/fedreg/a110531c.html](http://www.access.gpo.gov/su_docs/fedreg/a110531c.html)

### **I. Contract**

### **II. RFP**

## **EXPLANATION OF CHANGES MADE TO THE CONTRACT:**

- 1. Item 95, Page 35, Article C.2. Reporting Requirements,** has been revised include the requirement at FAR 4.302(b) for all paper reports/documents submitted on double-sided, on at least 30 percent post consumer fiber paper.
- 2. Items 321 – 337, Pages 127-168, Article I.1. General Clauses,** have been revised as follows:
  - FAR Clause 52.216-7, Allowable Cost and Payment, has been updated to June, 2011 in accordance with Item II of FAC 2005-52.
  - FAR Clause 52.216-8, Fixed Fee, has been updated to June, 2011 in accordance with Item II of FAC 2005-52.
- 3. Item 349, Page 170, Article I.2.i. FAR Clause 52.216-7, Allowable Cost and Payment,** has been updated to June, 2011 in accordance with Item II of FAC 2005-52.

4. **Item 350, Page 170, Article I.2.j. FAR Clause 52.216-8, Fixed Fee**, has been updated to June 2011, in accordance with Item II of FAC 2005-52.
5. **Item 352, Page 170, Article I.2.m. FAR Clause 52.216-10, Incentive Fee (June 2011)**, has been added for use when a cost-plus-incentive-fee contract is contemplated in accordance with Item II of FAC 2005-52.
6. **Item 391, Page 176, Article I.2.zz. FAR Clause 52.216-8, Fixed Fee**, has been updated to June 2011, in accordance with Item II of FAC 2005-52.
7. **Item 416, Page 181, Article I.3.19., FAR Clause 52.216-9, Fixed-Fee—Construction (June 2011)**, has been added for use when a cost-plus-fixed-fee construction contract is contemplated in accordance with Item II of FAC 2005-52.

**Manual Maintenance:** It is recommended that you print and replace **the entire “Contract Handbook” file** under **DGS Handbook Files** from the NCI OA Internet. *(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 57, Page 28, Article C.2. Reporting Requirements**, has been revised include the requirement at FAR 4.302(b) for all paper reports/documents submitted on double-sided, on at least 30 percent post consumer fiber paper.
2. **Item 282, Page 119, Article I.2.i. FAR Clause 52.216-10, Incentive Fee (June 2011)**, has been added for use when a cost-plus-incentive-fee contract is contemplated in accordance with Item II of FAC 2005-52.
3. **Item 320, Page 125, Article I.2.uu. FAR Clause 52.216-8, Fixed Fee**, has been updated to June 2011, in accordance with Item II of FAC 2005-52.
4. **Item 344, Page 130, Article I.3.18., FAR Clause 52.216-9, Fixed-Fee—Construction (June 2011)**, has been added for use when a cost-plus-fixed-fee construction contract is contemplated in accordance with Item II of FAC 2005-52.
5. **Item 540, Page 206, Section L.2.a.2. Authorized Official and Submission of Proposal**, has been revised to require proposals to be submitted, printed/copied on double-sided, on at least 30 percent post consumer fiber paper as required by FAR 4.302(b).

**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.)*

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