**FILL IN OF CONTRACT CLAUSES**

Certain solicitation clauses have been uploaded with the solicitation which is to be completed by the Offeror, saved and submitted as File 3. These clauses are contained in this document.

All areas marked as TBD in these clauses are to be filled in by the Offeror, this information shall than be utilized to complete these specific areas prior to contract award.

**B.1 SERVICES BEING ACQUIRED – CLASSIFICATION SUPPORT SERVICES (CSS)**

1. The Contractor shall furnish all personnel, equipment, material, supplies, and services (except as may be expressly set forth in this contract as furnished by the Government) and otherwise do all things necessary for, or incident to, the performance of the items of work as specified in the Performance Work Statement (PWS) set forth in Part III, Section J, Attachment A for the **(TERM)** specified in Part I, Section F. This contract is a hybrid blend of cost-plus-award-fee (CPAF) and firm-fixed price (FFP) contract line item numbers (CLINs). The contract provides Classification Support Services as described in the PWS.
2. For the Cost-Plus-Award-Fee (CPAF) CLINs, the level of effort specified for the base period is the present level of effort **estimated** for the performance of work set forth in Part III, Section J, Attachment A, PWS. However, changes in programmatic requirements may cause a substantial increase or decrease in the number of Direct Productive Labor Hours (DPLH) identified for the Contract Line Item Numbers (CLIN) listed in Part I, Section B. This contract is to be available for the Government to obtain services for the contract period **(TERM),** even if the level of effort and/or the estimated cost as originally specified is insufficient. The estimated level of effort, as may be approved by the Contracting Officer in accordance with this contract, is inclusive of all effort for the prime, subcontractor(s), consultant(s), or other such entities that provide labor under this contract. The estimated DPLH is identified below for each CLIN. The Total Estimated Cost identified below is inclusive of all items (e.g. labor, supplies, materials, subcontracts, etc.)
3. For the Firm-Fixed Price CLINs, the fixed price shall encompass completion of all work specified in Part III, Section J, Attachment A, PWS.
4. All work under this contract shall be performed under the general guidance and direction of the DOE Contracting Officer’s Representative (COR) whose responsibilities are set forth in the clause Technical Direction in Part I, Section H. Such guidance and direction shall not; however, effect any change in the Contract Schedule, PWS, or other provisions of this contract. Such changes shall only be made by the expressed written direction of the Contracting Officer.
5. The PWS set forth in Part III, Section J, Attachment A, defines the scope of work specific for each CLIN listed below.

**CLIN 1 – Technical Classification/Declassification Support Services (Cost Reimbursement)**

This CLIN supports the **Technical Classification/Declassification Support Services** which provide classification/declassification review support to OC by providing DOE-certified historical records reviewers, derivative classifiers, declassifiers and UCNI reviewing officials to review information in documents and/or other formats such as microfilm, in conformance with applicable laws and regulations. The **classification and control guidance development, revisions, and review services** are to provide support to OC in the review, development, revision, and production of classification and control guidance in a wide variety of technical and security areas and the review and analysis of classification/declassification policy. The **policy and procedure development, appeals, education, outreach, and appraisal support service** is to provide technical assistance in the development, revision, and review of policy and procedures concerning the classification and unclassified controlled nuclear information programs; assisting in the development, revision, and execution of the appraisal program of DOE HQ/field elements to determine the adequacy and effectiveness of their classification and unclassified controlled nuclear information programs; and provide support to OC’s education, outreach, and appeal programs. Each of these support services are further described in the Performance Work Statement (PWS).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base Period (Effective date through 12 months)** | | | | | | | | |
| **Item Number** | | **Description (Cost-Plus-Award-Fee)** | | **Estimate** | |  | **Total Est Cost/Fee** | |
| CLIN 1 | | Technical Classification/Declassification  Support Services | | | |  |  | |
| Total Estimated Cost | | TBD | |  |
| Estimated DPLH | | TBD | |  |
| Maximum Award Fee Pool | | TBD | |  |
| Total Estimated Cost Plus Maximum Award Fee | | | |  | TBD | |
|  | |  | | | |  |  | |
|  | |  | | | |  |  | |
| **Option Period I (month 13 through month 24)** | | | | | | | | |
| **Item Number** | **Description (Cost-Plus-Award-Fee)** | | | **Estimate** | |  | | **Total Est Cost/Fee** | |
| CLIN 1 | Technical Classification/Declassification  Support Services | |  | |  | | | |
| Total Estimated Cost | | | TBD | |  | |  | |
| Estimated DPLH | | | TBD | |  | |
| Maximum Award Fee Pool | | | TBD | |  | |
| Total Estimated Cost Plus Maximum Award Fee | |  | | | TBD | | |
|  |  | |  | |  | | | |
|  |  | |  | |  | | | |
| **Option Period II (month 25 through month 36)** | | | | | | | | |
| **Item Number** | **Description (Cost-Plus-Award-Fee)** | | | **Estimate** | |  | | **Total Est Cost/Fee** | |
| CLIN 1 | Technical Classification/Declassification  Support Services | |  | |  | | | |
| Total Estimated Cost | | | TBD | |  | |  | |
| Estimated DPLH | | | TBD | |  | |
| Maximum Award Fee Pool | | | TBD | |  | |
| Total Estimated Cost Plus Maximum Award Fee | |  | | | TBD | | |
|  |  | |  | |  | | | |
| **Option Period III (month 37 through month 48)** | | | | | | | | |
| **Item Number** | | **Description (Cost-Plus-Award-Fee)** | | **Estimate** | |  | | **Total Est Cost/Fee** |
| CLIN 1 | | Technical Classification/Declassification  Support Services | | | |  | |  |
| Total Estimated Cost | | TBD | |  | |
| Estimated DPLH | | TBD | |  | |
| Maximum Award Fee Pool | | TBD | |  | |
| Total Estimated Cost Plus Maximum Award Fee | | | |  | | TBD |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Option Period IV (month 49 through month 60)** | | | | |
| **Item Number** | **Description (Cost-Plus-Award-Fee)** | **Estimate** |  | **Total Est Cost/Fee** |
| CLIN 1 | Technical Classification/Declassification  Support Services | |  |  |
| Total Estimated Cost | TBD |  |
| Estimated DPLH | TBD |  |
| Maximum Award Fee Pool | TBD |  |
| Total Estimated Cost Plus Maximum Award Fee | |  | TBD |

**CLIN 2 – Contract Administration, General Administrative, and File Room/Mail Room Support (Firm-Fixed Price).**

This CLIN supports the contract administration, general administrative, and file/mail room support services necessary to perform the support services of this contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **Base Period (Effective date through 12 months)** | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 2 | Contract Administration, General Administrative, and File Room/Mail Room Support |  | TBD |

|  |  |  |  |
| --- | --- | --- | --- |
| **Option Period I (month 13 through month 24)** | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 2 | Contract Administration, General Administrative, and File Room/Mail Room Support |  | TBD |

|  |  |  |  |
| --- | --- | --- | --- |
| **Option Period II (month 25 through month 36)** | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 2 | Contract Administration, General Administrative, and File Room/Mail Room Support |  | TBD |

|  |  |  |  |
| --- | --- | --- | --- |
| **Option Period III (month 37 through month 48)** | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 2 | Contract Administration, General Administrative, and File Room/Mail Room Support |  | TBD |

|  |  |  |  |
| --- | --- | --- | --- |
| **Option Period IV (month 49 through month 60)** | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 2 | Contract Administration, General Administrative, and File Room/Mail Room Support |  | TBD |

**CLIN 3 – TRANSITION (Firm-Fixed Price).**

The Contractor shall perform all transition activities to begin performance of this contract, consistent with this contract. Transition activities are defined as any effort that is necessary to transition the work from the incumbent Contractor in a manner that (1) assures that all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability from the incumbent Contractor; and (3) allows the Contractor to perform the work in an efficient, effective, and safe manner. Specific transition activities will be identified; however, anticipated transition activities include, but are not limited to, assuming operational control of staffing, orienting, and training Key Personnel and other than Key Personnel, etc. Transition shall commence upon contract award and continue through the effective date of the contract which will coincide with the date the Contractor assumed full responsibility for contract operational performance.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Item Number** | **Description (Firm-Fixed-Price)** |  | **Total Price** |
| CLIN 3 | Transition |  | TBD |

**H.6 KEY PERSONNEL/PROGRAM MANAGER**

1. Introduction

The key personnel, which include the Program Manager, specified below, are considered to be critical to the success of all work being performed under this award. This Clause provides specific requirements, in addition to the requirements of the clause in Section I entitled, “952.215-70 Key Personnel.” Any changes to these personnel require prior DOE Contracting Officer’s written approval.

1. Key Personnel Team Requirements

The Contracting Officer and designated Contracting Officer’s Representative(s) shall have direct access to the Key Personnel. In addition to the definition contained in the Section I Clause entitled, “DEAR 952.215-70, Key Personnel,” Key Person(s) are considered managerial personnel.

In addition, the Program Manager is the most senior resident manager. This individual is responsible for the planning, implementation, management, performance, and supervision of the contract. The Program Manager shall receive and execute, on behalf of the Contractor, such technical directions as the DOE Contracting Officer’s Representative may issue within the terms and conditions of the contract.

1. Definitions

For the purposes of this clause, Changes to Key Personnel is defined as: (i) any changes to the position assignment of a current Key Person under the contract, except for a person who acts for short periods of time, in the place of a Key Person during his or her absence, the total time of which shall not exceed 30 working days during any given year; (ii) utilizing the services of a new substitute Key Person for assignment to the contract; or (iii) assigning a current Key Person for work outside the Contract.

1. Contract Award Fee Reductions for Changes to Key Personnel
2. Notwithstanding approval by the Contracting Officer, anytime the Program Manager (the initial Program Manager or any substitution approved by the Contracting Officer) is changed for any reason after being placed in the position, the total Available Award Fee Pool (sum of all individual CLIN award fee pools), may be reduced, for the fee period in which the change occurs, by $75,000 for each and every occurrence of a change to the Program Manager.
3. Notwithstanding approval by the Contracting Officer, anytime a Key Person other than the Program Manager (any initial Key Person or any substitution approved by the Contracting Officer) is changed for any reason after being placed in the position, the total Available Award Fee Pool (sum of all individual CLIN award fee pools), may be reduced, for the fee period in which the change occurs, by $25,000 for each and every occurrence of a change to the Key Person.
4. The Contractor may request, in writing, that the Contracting Officer consider waiving all or part of a reduction in the available award fee pool. Such written request shall include the factual basis for the request. The Contracting Officer shall have unilateral discretion to make the determination to waive or not waive all or part of a reduction in the available award fee pool.
5. Key Personnel for this Contract

The Key Personnel that have been approved for this contract are identified below. Any changes to these personnel require prior DOE Contracting Officer’s written approval.

Name Position/Title

[TBD] Program Manager (PM)

[TBD] Task Area Managers (TAM)

[TBD] Task Area Manager (TAM)

[TBD] Senior Technical Guidance Analyst (STGA)

[TBD] Senior Technical Guidance Analyst (STGA)

[TBD] Lead Document Reviewer Level 5 (DRL5)

[TBD] Lead Document Reviewer Level 5 (DRL5)

[TBD] [TBD]

The Contractor shall notify the Contracting Officer not less than thirty (30) calendar days prior to the diversion or substitution of key personnel and shall submit a written justification (including qualifications of proposed substitutions) to permit evaluation. The proposed changes will be approved in writing at the sole discretion of the Contracting Officer.

1. Contract Award Fee Reductions for Key Personnel Commitments

Unless a written waiver is approved in advance, by the CO, should any key personnel be removed, replaced, or diverted by the Contractor prior to fulfillment of the commitment letter received for that specific key personnel, the total Available Award Fee Pool (sum of all individual CLIN award fee pools), may be reduced, for the fee period in which the change occurs, by $30,000 for each and every failure to fulfill commitment.

**H.11 LIMITATION OF INDIRECT COST (COST REIMBURSEMENT)**

Notwithstanding any other clause(s) of this contract, the Government shall not reimburse the Contractor for any site specific on-site, off-site, and G&A indirect costs in excess of the indirect expense dollars derived for each of the Contractor’s fiscal years by the application of the following individual indirect cost ceiling rates to the appropriate base outlined below. The indirect cost ceiling rates are based on a [TBD - *percentage of overall rate or percentage of growth for individual or groups of cost elements*] basis. All indirect costs in excess of said limit(s) shall be borne by the Contractor.

* + - * 1. Percentage of Overall Rate

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Entity[TBD] | | Indirect Cost Ceiling Rate(s) per  Contractor’s Fiscal Year (1) (Years 1-5) | | | | | | |
| Indirect Cost | Base of Application | | FY[TBD] | FY[TBD] | FY[TBD] | FY[TBD] | FY[TBD] | FY[TBD] |
| DOE Site Specific On-Site Overhead | $[TBD] | | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% |
| Off-Site Overhead (Contractor’s site) | $[TBD] | | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% |
| G&A | $[TBD] | | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% | [TBD]% |

*(1) For Contractor’s FY beginning [TBD] and ending [TBD].*

Or

* + - * 1. Percentage of Growth for Individual or Group of Cost Elements

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Entity[TBD] | Indirect Cost Ceiling Rate(s) per  Contractor’s Fiscal Year (1) (Years 1-5) | | | | | |
| Indirect Cost | Cost Element | | FY[TBD ] | FY[TBD] | FY[TBD] | FY[TBD] | FY[TBD] | FY[TBD] | |
| DOE Site Specific On-Site Overhead | [TBD] | | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | |
| Off-Site Overhead (Contractor’s site) | [TBD] | | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | |
| G&A | [TBD] | | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | [TBD]% of growth allowed | |

*(1) For Contractor’s FY beginning [TBD] and ending [TBD].*

The indirect cost limitations set forth above include provisions for all known increases that will take place during the term of this contract resulting from statute, court decisions and/or written ruling or regulation by the Internal Revenue Service (IRS) or any other taxing authority. However, in the event that during the term of this contract, any other statute, court decision and/or written ruling or regulation affects the Contractor’s indirect costs, the indirect cost limitations will be adjusted to the extent the Contracting Officer determines the increase or decrease, if any, said statute, court decision and/or ruling or regulation impacts the Contractor’s indirect costs.

This clause shall be flowed down to all subcontracts issued under a cost reimbursement basis. The indirect rate ceilings contained in this clause shall be negotiated prior to the placement of any cost-reimbursement subcontracts not previously authorized in Part I, Section, H, “Prior Approval Requirements for Placement of Subcontracts and/or Consultants.” The prime Contractor is responsible for negotiating the indirect rate ceilings and ensuring a copy is contained in the subcontract approval package submitted to the Government. However, if the subcontractor is concerned with the prime Contractor having access to company proprietary information, with permission from the prime Contractor, the required information can be submitted directly to the Government for negotiation. In this instance, the prime Contractor will forward an e-mail to the Contract Specialist stating their intention/agreement for the Government to negotiate the indirect rate ceilings. Upon completion, the Government will maintain the agreed upon rate ceilings and provide the prime Contractor with a written notification that negotiations with the subcontractor have been completed.

**J.8 ATTACHMENT C - POSITION QUALIFICATIONS**

**POSITION QUALIFICATIONS**

NOTE: If accepted, the labor category and minimum position qualifications proposed will be incorporated into (and/or replace) the Attachment C of the RFP.

|  |  |  |
| --- | --- | --- |
|  | **Brief Job Description** | **Minimum Qualification** |
|  |  |  |
| Program Manager (PM) | (TBD) | Engineering Discipline or in public or business administration bachelor’s degree or equivalent. At least ten (10) years of experience in project management and have a demonstrated evidence of excellent oral and written communication skills, conflict resolution techniques, and proven ability to perform under pressure to meet tight deadlines. It is highly desirable the individual have direct and current experience in nuclear policy analysis, the nuclear weapon programs at DOE and/or DoD, and classification and sensitive information related activities. (TBD, must meet RFP minimum) |
| Task Area Manager (TAM) | (TBD) | Bachelor’s degree in one of the engineering disciplines or physical sciences or equivalent. At least seven (7) years’ experience in project management. Experience in quality assurance, development and implementation of progress measurement tools, and a detailed knowledge of the Atomic Energy Act of 1954, as amended, Executive order 13526, and DOE classification regulations and policies are required. (TBD, must meet RFP minimum) |
| Senior Technical Guidance Analyst (STGA) | (TBD) | Master’s degree in engineering or physical science or equivalent. At least ten (10) years of total field experience in one or more of the following areas, five years of which must be in one of the three (3) areas: (1) nuclear weapons design and improvised nuclear devices; (2) counterintelligence and nuclear intelligence; & (3) military utilization of nuclear weapons and nuclear weapon effects. (TBD, must meet RFP minimum) |
| Lead Document Reviewer Level 5 (DRL5) | (TBD) | Master’s degree in engineering or physical science or equivalent. Individual must be able to read and understand written English at or above academic grade 15. At least ten (10) years total field experience in one or more of the following areas: (1) nuclear weapons design and improvised nuclear devices; (2) nuclear material production, such as, but not limited to, isotope separation technologies (atomic vapor laser isotope separation, gaseous diffusion, gas centrifuge, etc.), and nuclear material processing; (3) counterintelligence and nuclear intelligence; (4) weapon science and inertial confinement fusion; & military utilization of nuclear weapons. The DRL5 is also required to have access to SCI. (TBD, must meet RFP minimum) |
| Senior Technical Guidance Analyst (STGA) | (TBD) | Master’s degree in engineering or physical science or equivalent. At least ten (10) years of total field experience in one or more of the areas listed below, five (5) years of which must be in one of the three (3) areas: (1) nuclear weapons design and improvised nuclear devices; (2) counterintelligence and nuclear intelligence; & (3) military utilization of nuclear weapons and nuclear weapon effects. (TBD, must meet RFP minimum) |
| Document Reviewer Level 5 (DRL5) | (TBD) | Master’s degree in engineering or physical science or equivalent. Individual must be able to read and understand written English at or above academic grade 15. At least ten (10) years total field experience in one or more of the following areas: (1) nuclear weapons design and improvised nuclear devices; (2) nuclear material production, such as, but not limited to, isotope separation technologies (atomic vapor laser isotope separation, gaseous diffusion, gas centrifuge, etc.), and nuclear material processing; (3) counterintelligence and nuclear intelligence; (4) weapon science and inertial confinement fusion; & military utilization of nuclear weapons. The DRL5 is also required to have access to SCI. (TBD, must meet RFP minimum) |
| Senior Trainer (ST) | (TBD) | Bachelor’s degree in scientific disciplines (i.e. physical sciences, engineering, or mathematics) or equivalent. At least six (6) year’ experience in the field of classification and five (5) years direct training experience as well as documented management ability. Individual must have knowledge of modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements and utilization of computer-based training systems. (TBD, must meet RFP minimum) |
| Program Specialist (PS) | (TBD) | High school diploma or equivalent. Knowledge of Federal Government office correspondence requirements is required. Individual must possess strong writing and analytical skills and have the capability to work independently. (TBD, must meet RFP minimum) |
| Administrative Assistant (AA) | (TBD) | High school diploma or equivalent. Individual must possess the requisite typing (keyboarding)/filing/clerical/basic computer graphics skills. Detailed knowledge of the most recent version of office correspondence software programs (Microsoft Office components) and the ability to use automated office systems including email and the Internet are required. Knowledge of manual and electronic filing systems is required. (TBD, must meet RFP minimum) |
| Policy Analyst (PA) | (TBD) | Bachelor’s degree in political science, international affairs, public policy, engineering, physical science, or nuclear science or equivalent. At least three (3) years of classification policy or controlled information experience with a high level of expertise relative to classification and controlled information policy including a detailed knowledge of the Atomic Energy Act of 1954, as amended, Executive Order 13526, 10 CFR 1045, and 32 CFS 2001. Individual must have a demonstrated record of writing concisely and clearly to an intended audience of both technical and non-technical readers. The PA must have two (2) years recent (within the past five (5) yeas) experience performing one or more of the following: (1) writing government regulations; (2) developing and implementing agency internal directives; (3) processing Freedom of Information Act (FOIA) or Mandatory Review (MR) requests pursuant to E.O. 13526, or predecessor orders; (4) implementing UCNI policy and procedures; & (5) developing and implementing classified and controlled information evaluation programs. The ability to use advanced software applications (i.e. word processing, work flow, database or content management systems) as part of work effort is required. (TBD, must meet RFP minimum) |
| Technical Guidance Analyst (TGA) | (TBD) | Bachelor’s degree in engineering or physical science or equivalent. At least one (1) year of experience in conducting classification reviews in accordance with applicable laws, regulations, DOE orders, and DOE Office of Classification (OC) procedures for RD, FRD, NSI, and UNCI. Individual must be able to read and understand written English at or above academic grade 15. Individuals must have at least one year or more experience in conducting classification reviews in accordance with applicable laws, regulations, DOE orders, and DOE OC procedures for RD, FRD, NSI, and UCNI. (TBD, must meet RFP minimum) |
| Trainer A (TA) | (TBD) | Bachelor’s degree in a scientific discipline (i.e. physical sciences, engineering, or mathematics) or equivalent. At least five (5) years of recent classification and two (2) years of direct training experience with modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements, and utilization of computer-based training systems. (TBD, must meet RFP minimum) |
| Trainer B (TB) | (TBD) | Bachelor’s degree in a scientific discipline (i.e. physical sciences, engineering, or mathematics) or equivalent. At least two (2) years of recent classification and two (2) years of direct training experience with modern training techniques encompassing the development of course syllabuses, student evaluations, recognition of individual student requirements, and utilization of computer-based training systems. (TBD, must meet RFP minimum) |
| eLearning Developer | (TBD) | Individual must have a Bachelor’s Degree from an accredited college or university or equivalent. Individual must have five (5) years’ direct training experience planning, organizing, and developing computer-based training. Individual must have experience with modern training techniques encompassing the development of course syllabuses, student evaluations, and working with subject matter experts in technical areas. Experience with Articulate, Storyline, and Adobe Photoshop is highly desirable. (TBD, must meet RFP minimum) |
| eGuidance Developer | (TBD) | Associates degree from an accredited university or college in technical discipline or equivalent. Individual must possess strong writing and communication skills and have the capability to work independently. (TBD, must meet RFP minimum) |
| Document Reviewer Level 1 (DRL1) | (TBD) | Bachelor’s degree or equivalent. Individual must be able to read and understand written English at or above academic grade 15. (TBD, must meet RFP minimum) |
| Document Reviewer Level 2 (DRL2) | (TBD) | Bachelor’s degree or equivalent. Individual must be able to read and understand written English at or above academic grade 15. At least one (1) year or more experience in historical records reviews in accordance with applicable laws, regulations, DOE orders, and DOE Office of Classification procedures to identify potential RD, FRD, NSI, and UCNI in DOE and other agency collections. (TBD, must meet RFP minimum) |
| Document Reviewer Level 3 (DRL3) | (TBD) | Bachelor’s degree in engineering or a physical science or equivalent. Individual must be able to read and understand written English at or above academic grade 15. At least three (3) years total experience in one or more of the following: (1) nuclear weapons design and improvised nuclear devices; (2) nuclear material production, such as but not limited to isotope separation technologies (atomic vapor laser isotope separation, gaseous diffusion, gas centrifuge, etc.), and nuclear material processing; (3) counterintelligence and nuclear intelligence; (4) weapon science and inertial confinement fusion; & (5) military utilization of nuclear weapons. (TBD, must meet RFP minimum) |
| Document Reviewer Level 4 (DRL4) | (TBD) | Bachelor’s degree in engineering or a physical science or equivalent. Individual must be able to read and understand written English at or above academic grade 15. At least five (5) years of experience in one or more of the following: (1) nuclear weapons design and improvised nuclear devices; (2) nuclear material production, such as but not limited to isotope separation technologies (atomic vapor laser isotope separation, gaseous diffusion, gas centrifuge, etc.), and nuclear material processing; (3) counterintelligence and nuclear intelligence; (4) weapon science and inertial confinement fusion; & (5) military utilization of nuclear weapons. It is required that DRL4 has access to SCI. (TBD, must meet RFP minimum) |
| Communications Specialist | (TBD) | High school diploma or equivalent. Experience with marking, handling, and storage of classified documents is required. (TBD, must meet RFP minimum) |
| Add rows as needed to propose minimum qualifications for every position proposed. | | |

**K.2 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS. (OCT 2018)**

(a)

(1) The North American Industry classification System (NAICS) code for this acquisition is 541690.

(2) The small business size standard is $15,000,000.00.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the provision at 52.204-7, System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at 52.204-7, System for Award Management, is not included in this solicitation, and the Offeror has an active registration in the System for Award Management (SAM), the Offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The Offeror shall indicate which option applies by checking one of the following boxes:

[TBD\_] (i) Paragraph (d) applies.

[TBD\_] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)

(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed $150,000.

(iii) 52.203-18, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements—Representation. This provision applies to all solicitations.

(iv) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the provision at 52.204-7, System for Award Management.

(v) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(vi) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation.

(vii) 52.209-5; Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(viii) 52.209-11, Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law. This provision applies to all solicitations.

(ix) 52.214-14, Place of Performance--Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(x) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(xi) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(xii) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xiii) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xiv) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xv) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xvi) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xvii) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA- designated items.

(xviii) 52.223-22, Public Disclosure of Greenhouse Gas Emissions and Reduction Goals—Representation. This provision applies to solicitations that include the clause at 52.204-7.

(xix) 52.225-2, Buy American Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xx) 52.225-4, Buy American--Free Trade Agreements--Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225- 3.

(A) If the acquisition value is less than $25,000, the basic provision applies.

(B) If the acquisition value is $25,000 or more but is less than $50,000, the provision with its Alternate I applies.

(C) If the acquisition value is $50,000 or more but is less than $80,317, the provision with its Alternate II applies.

(D) If the acquisition value is $80,317 or more but is less than $100,000, the provision with its Alternate III applies.

(xxi) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xxii) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan--Certification. This provision applies to all solicitations.

(xxiii) 52.225-25, Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxiv) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions.

(2) The following representations or certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

\_\_\_ (i) 52.204-17, Ownership or Control of Offeror.

\_\_\_ (ii) 52.204-20, Predecessor of Offeror.

\_\_\_ (iii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

\_\_\_ (iv) 52.222-48, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Certification.

\_\_\_ (v) 52.222-52 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services--Certification.

\_\_\_ (vi) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Alternate I only).

\_\_\_ (vii) 52.227-6, Royalty Information.

\_\_\_ (A) Basic.

\_\_\_ (B) Alternate I.

\_\_\_ (viii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The Offeror has completed the annual representations and certifications electronically in SAM accessed through [https://www.sam.gov](https://www.sam.gov/). After reviewing the SAM information, the Offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

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| --- | --- | --- | --- |
| FAR Clause | Title | Date | Change |
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.