SCOPE OF WORK FOR
Naval Base Ventura County, San Nicolas Island
Island Fox Population and Sentinel Fox Monitoring
N62473-15-2-0003
January 2015

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A. PURPOSE

Naval Base Ventura County (NBVC) San Nicolas Island (SNI) supports a number of endemic organisms. In March 2004, the U.S. Fish and Wildlife Service listed four of six subspecies of the island fox (*Urocyon littoralis*), on San Miguel, Santa Rosa, Santa Cruz, and Santa Catalina Islands, as federally endangered. While the San Nicolas Island fox (*Urocyon littoralis dickeyi*) was not federally listed, due to concerns regarding subspecies status and long-term population viability, the U.S. Navy, pursuant to the Endangered Species Act and the Sikes Act Improvement Act, is implementing proactive measures to better understand and to minimize potential threats to the fox on SNI.

In support of the SNI Integrated Natural Resource Management Plan (2010), the Navy has monitored the island fox population through grid trapping on from 2000 through 2014. A sentinel fox monitoring program was re-established in 2014. Island foxes are particularly susceptible to disease epidemics due to their evolutionary isolation from mainland pathogens and generally low genetic diversity. The impact of an epidemic on SNI foxes will likely depend on how quickly the disease is detected following initial infections. Therefore, a program that targets unvaccinated, radio-collared foxes to act as “sentinels” for pathogen introduction or population decline is an import component of the population monitoring and management program.

B. LOCATION

All work will be conducted on NBVC San Nicolas Island.

C. DESIGNATED REPRESENTATIVES

1. The Cooperative Agreement Administrator (CAA) is Reagan Pablo, Contract Specialist, ACQ4.RP, Naval Facilities Engineering Command Southwest, 1220 Pacific Highway, San Diego, California, 92132-5190; telephone (619) 532-2090, and email: reagan.s.pablo@navy.mil.

2. The Cooperative Agreement Technical Representative (CATR) is Michelle Cox, Natural Resources Specialist, Naval Facilities Engineering Command, NAVFAC Southwest, Naval Base San Diego 2730 McKean St Bldg 291 San Diego, CA 92136; telephone (619) 556-9759: michelle.c.cox@navy.mil.

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Installation Representative (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement.
3. The Installation Representative is Francesca Ferrara, Natural Resource Specialist, Naval Base Ventura County 311 Main Road, Suite 1 Point Mugu, CA 93042; telephone (805) 989-3202; francesca.ferrara@navy.mil.

The Installation Representative is responsible for providing the CAA, via the CATR, the technical requirements for this Cooperative Agreement’s scope of work specifications. The Installation Representative has no authority to make any changes to the Cooperative Agreement only the CAA may affect any change to this Cooperative Agreement. The Installation Representative has no authority to direct or change any work identified in this Cooperative Agreement.

4. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the government. No government employee has authority to change this Cooperative Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

5. The Cooperator will designate at time of proposal submission the individual within their organization who is authorized to negotiate with the Cooperative Agreement Administrator. The designation will stipulate the individual’s authority to commit the Cooperator.

6. For the purposes of this Agreement, the term Recipient shall mean Institute for Wildlife Studies, PO Box 1104, Arcata, CA 95518 Office (707) 822-4258. The use of the term Recipient in this Agreement includes David Garcelon and all designated representative(s).

D. PERIOD OF PERFORMANCE

The Agreement period is up to 18 months starting from the date this Agreement is awarded to the Recipient. The parties may extend the term of this Agreement by written modification. The total duration of this Agreement, including any modifications shall not exceed three years.

A fifteen (15) day period, starting on date of award, will be used for the cooperator to provide preliminary documents to the CAA and CATR. Documents include, but are not limited to, Insurance documents/certificates, Accident Prevention Plans/Site Health and Safety Plans (as applicable), Draft Work Plans, etc. Cooperator may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

E. MATERIAL AVAILABLE FOR REVIEW

Recipient and/or his/her representative(s) will have access to the following materials through the CATR or Installation Representative. The Recipient shall pay for or replace any items borrowed that are damaged, stolen or lost.

a. Aerial photographs of SNI
b. Topographical maps of SNI
c. Digital photos of relevant items
d. Natural and Cultural Resources Management Plan(s)
e. Species Recovery Plan  
f. Geographic Information Systems (GIS) maps (general) of SNI  
g. Previous reports on all aspects of the natural resources program

F. GENERAL REQUIREMENTS

1. The Recipient shall be responsible for providing all materials, equipment and supplies used in this project. The Recipient shall use methods and equipment in accordance with Federal and State laws.

2. Air Transportation. The US Navy will provide the Recipient and/or his staffs with no-cost air transportation to and from SCI on a regularly scheduled air carrier. Contact the Installation Representative to arrange flights. All passengers must provide a valid e-mail address.

3. Ground transportation. The US Navy shall authorize Recipient personnel to use US Navy-owned vehicles on SNI in direct support of tasks specified under this Agreement. The Recipient shall ensure that any employee operating a US Navy-owned vehicle is properly trained and possesses the appropriate state license required for the vehicle or equipment class. The Recipient shall comply with all NBVC instructions for operation of vehicles on SNI. Prior to operating any Government Services Administration (GSA)-owned vehicle, the Recipient shall ensure compliance with GSA rules, regulations, and policies regarding the use and operation of such vehicles. US Navy GSA furnished transportation-related equipment and materials shall remain the property of the US Navy upon Agreement completion. Payment accounts must be established with the Comptroller to receive a Job Order Number. The CATR will provide the most current contact information. Currently, the rental rate is $32/day. If the providing private vehicles on SNI, Recipient is required to secure an agreement with Defense Logistics Agency to purchase gas on SNI.

4. Lodging. Reserving and paying lodging is the responsibility of the Recipient. Reservations and payments can be made by calling Navy Lodging. The current rate is $63/night single occupancy. Double occupancy is not allowed.

5. The Navy shall provide a storage area for natural resources management supplies. The Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Agreement.
   a. All data (raw and associated files), photographs, and equipment > $5000 per unit in value and supplies > $5,000 in aggregate value purchased with Agreement funds (including computer software) shall become the property of the Department of the Navy (DoN) at the end of the Agreement.
   b. Equipment is defined as “tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year.”
   c. Supplies are defined as “All personal property excluding equipment, intangible property, and debt instruments, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR part 401, "Rights to Inventions Made by Nonprofit
Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements."

6. The primary use of SNI is for its military mission. Due to the classified nature of the activities on the Installation, only those areas directly associated with the specifications of this Agreement may be visited and restricted areas will only be entered by special permission.
   a. In some cases, due to operations or other circumstances, it may be necessary to deny the Recipient access to designated areas access without prior notice. When gates are closed, they are not to be ignored or circumvented for any reason.
   b. In such cases, the Recipient will be provided notification of such as soon as possible. If Agreement work is required behind a locked gate, contact the Installation Representative immediately so that appropriate arrangements with US Navy can be made to gain access.
   c. It is the responsibility of the Recipient to reschedule this work as feasible (if not precluded by long-term access restrictions).
   d. While on the installation, the Recipient shall abide by all applicable rules and regulations issued by the Commanding Officer. The Recipient may be subject to inspections for contraband while on Government property.

7. Environmental Sensitivity. The Recipient shall take precautions to avoid disturbing sensitive habitat, federally listed, rare, or endemic plants, and spreading seed of exotic plant species.
   a. Recipient must coordinate all vegetation and ground disturbing activities with the Installation Representative.
   b. Under no circumstances are any federally protected plants to be disturbed and/or destroyed when completing the work required in this Agreement.
   c. A visual inspection of clothing (especially footwear), vehicles and equipment followed by removal and appropriate disposal of seeds and accumulated soil is required prior to arriving at the work sites and prior to moving between locations.

8. Cultural Sensitivity. The Recipient shall take precautions to avoid cultural sites identified by installation staff. Recipient will receive instruction on avoiding or minimizing impact to sites by installation staff.
   a. No ground disturbing activities are to take place without the concurrence from the Installation Representative.
   b. Under no circumstances shall the Recipient violate the Archeological Resources Protection Act.
   c. If any objects are found that appear to be cultural or archeological resources contact the Cultural Resources Program Manager. If the Recipient accidentally disturbs an archeological and/or cultural resources site, the Recipient shall leave the site immediately (as intact as possible) and contact the Cultural Resources Program Manager.
   d. No buildings will be modified or altered without permission. The Recipient shall not violate the National Historic Preservation Act.

9. Prior to entering the field each day, the Recipient shall notify Quarterdeck in-person to the area or areas where work will be accomplished. Upon returning from the field, the Recipient shall check-in with Quarterdeck in-person or other agreed upon notification if the Recipient
returns from the field after the Quarterdeck has closed.

10. The Recipient and all personnel working under this Agreement shall carry a functioning two-way radio while conducting fieldwork on the Installation.

11. Unexploded ordnance may be encountered while conducting fieldwork. The Recipient shall not touch or attempt to pick-up any suspected ordnance. If ordnance is in a place that the Recipient cannot avoid, the Recipient shall place flagging in the general area of the ordnance and notify Installation Representative of the exact location of the ordnance as soon as possible.

12. Photography is restricted on the Installation. The Recipient and all of his representatives are required to obtain permission from the Installation Representative prior to taking any photographs on the Installation. Only photographs of Agreement-related activities will be permitted.

13. Smoking is not allowed in the non-developed areas while individuals are working on the Installation.

14. All parties involved in this Agreement agree to comply with all applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party’s own employees and third parties.

15. Vehicle operators may **not** use cell phones unless the vehicle is safely stopped or the cell phone employs a "hands free" device. Drivers may not hold, dial, text, or adjust the phone while the vehicle is in motion. Hands free systems such as ear buds, blue tooth, OnStar and other voice activated or speaker phone systems are authorized. Installation Security personnel can issue military motor vehicle citations to operators in violation of this policy. These citations result in a three-point penalty assessed to the violator's driving record and if a driver accumulates twelve points within a twelve month period or eighteen points within a twenty-four month period he/she is subject to suspension of Installation driving privileges for one year.

16. The Recipient shall manage generated electronic waste (including alkaline batteries), biomedical waste, hazardous material, hazardous waste, and hazardous waste residues in accordance with federal, state, and local regulations. The Recipient shall transport and dispose of hazardous waste in accordance with Federal, State, local, and applicable Installation requirements.

17. The Recipient shall manage the total work effort and visit the project area as often as necessary, and within the time limits stated, to accomplish the purposes of the Agreement as detailed further in this Scope of Work. The Recipient shall work closely with the CATR and Installation Representative in planning and carrying out all field investigations.
   a. Prior to accessing the Installation, the Recipient shall meet with a designated Installation Representative (to be coordinated with the CATR) to review the guidelines for conducting research on the Installation. This meeting can be conducted as part of the kick-off meeting.
   b. The Recipient is required to submit a proposed field schedule in writing to the
CATR and Installation Representative prior to the kick-off meeting. The schedule will identify by date, time and personnel, and location when sites are to be visited

c. The Recipient shall clear exact date(s) of visit(s) to the activity with the Installation Representative and CATR.
d. The Recipient shall provide personnel data of individuals performing the field work to the Installation Representative and CATR, at least fourteen calendar days in advance of the Recipient’s scheduled site visit, field investigation, testing, or any other field work.

18. All work conducted in support of this Agreement shall comply with all federal laws applicable to the Installation including, but not limited to, the Endangered Species Act, the Clean Water Act and the Migratory Bird Treaty Act.

a. At no additional cost to the Government, the Recipient shall be in possession of all necessary permits from the state and federal regulatory agencies (i.e., State Department of Fish and Game, U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries, etc.) necessary to conduct the activities stipulated in this Agreement.
b. All required permits shall be submitted to the CAA (via CATR) during the kick off meeting, or prior to the initiation of any fieldwork that requires permitting, whichever comes first. All permits will be submitted as part of the proposal.

19. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual activity (e.g. trespassers or persons in unauthorized areas) or any unusual animal or plant species observed (e.g. non-native species posing a biosecurity risk) while conducting surveys in the field. Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity or sighting. In addition, information regarding trespassers should be reported to Security as soon as possible.

20. Throughout the term of this Agreement the CATR and the Installation Representative shall be afforded the opportunity by the Recipient to periodically observe the Recipient’s field activities, to review computer or paper files of raw data, prepared data (such as data analyses, summaries, maps, figures, tables, etc.), or any record deemed appropriate by the CAA in establishing the Recipient’s performance in fulfilling the requirements of this Agreement.

21. The DoN, via the CAA, may request updated data presented on maps, figures and/or tables whenever the DoN’s need to obtain this information is before the next report required under Section I of this Agreement. The Recipient shall forward the requested data electronically within ten (10) days from the date of request. If the requested data cannot be provided within this timeframe, the Recipient shall forward electronically the most updated raw data to the CAA, via the CATR (cc provided to Installation Representative).

22. Access procedures to military installations have changed for all new and existing vendors, supplier and contractors who require routine access. The Navy Commercial Access Control System (NCACS) (also known as RapidGate) will be implemented. Participation in the program by vendors/contractors/cooperators seeking regular, unescorted access to Navy installations and facilities will be on a voluntary basis. Information on this program can be found at www.RapidGate.com. Credentials will be issued every five years and access privileges will be reviewed/renewed on an annual basis.
To obtain necessary access to an installation, Cooperator will have the option of participating in Navy Commercial Access Control System (NCACS), which will be available Navy-wide in CONUS locations, including Hawaii, or by obtaining one-day passes. Application for and use of badges or one day passes will be as specified herein and as otherwise directed by the Grants Officer or his/her authorized representative. Obtain access to the installation by participating in the Navy NCACS, or by obtaining passes each day from the Base Pass and Identification Office. Costs for obtaining passes through the NCACS are the responsibility of the Cooperator. One-day passes, issued through the Base Pass and Identification Office, will be furnished without charge. Furnish a completed EMPLOYMENT ELIGIBILITY VERIFICATION (DHS FORM I-9) form for all personnel requesting access. Immediately report instances of lost or stolen badges to the Contracting Officer.

G. SPECIFIC REQUIREMENTS

The objectives of this project are to (1) conduct 2015 San Nicolas Island population survey, (2) collect blood samples, (3) vaccinate foxes, (4) analyze 2015 population and fox demographic data, (5) provide a comparison of 2015 population and fox demographic data to the cumulative data set, (6) collar foxes for sentinel monitoring, (7) conduct sentinel fox monitoring in support of fox conservation, (8) report to and coordinate with, the Installation Representative on sentinel fox monitoring in support of epidemic disease avoidance, (9) facilitate completion of analysis of San Nicolas Island fox diet and food habits for a published report.

Specific Requirements in support of the above objective include:

1. The Recipient shall provide the CAA (via the CATR) the names and resumes of staff that will be overseeing and conducting the surveys required in this Agreement. At the minimum, the Recipient shall have the qualifications described below, but stipulated qualifications may, on a case-to-case basis, be waived by the Installation Representative:
   a. A Principal Investigator (PI) or co-PI with a doctorate degree in ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
   b. Field staff with Bachelor of Science degrees in ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
   c. Field staff with experience in trapping and handling island fox or, subject to Navy approval, experience in trapping and handling comparable mammals and specific pre-project training (at no cost to the Navy) in handling island fox.

2. In order to facilitate access to the San Nicolas Island, the Recipient shall:
   a. Provide valid e-mail for all passengers to be manifested on flights
   b. Complete and submit Air Transportation Agreement (DD Form 1381) to Tom Toole (Thomas.toole@navy.mil) with 10 days advance notice of travel. Form requires two witness signatures and can be submitted annually for recurring visitors.
c. Complete and submit to San Nicolas Island Medical Clinic the following documents: Next-of-Kin Information, SNI Visitor Medical Screening Worksheet, Off-Shore Island Visitor Medical Clearance Informed Consent.

d. The Receipt shall be provided a copy of the San Nicolas Island contractor checklist and each member of the Recipient’s staff shall attend an SNI in-doc on an annual basis.

3. Conduct demographic grid trapping between July and October 2015. Trapping will be conducted for 5 nights on mini-grids established in 2014. A total of 15 mini-grids with 18 traps each were developed. After analysis of the 2014 mini-grid results compared to the long-term grids and consultation with the Installation Representative, a subset of the mini-grids will be selected to be surveyed annually. Every 5 years, all 15 mini-grids will be surveyed in a single trapping season.

4. Each fox captured shall be thoroughly examine for health, sex, reproductive status including weight, age class, and any previous individual marking (Passive Integrated Transponder [PIT] tag, radio telemetry collar, etc). PIT tags shall be inserted into all previously untagged individuals captured and blood shall be collected from a subset of captured foxes (as directed by the Navy). Data shall be recorded in the field and backed up pursuant to a Navy-approved Work and Quality Control Plan.

5. During demographic grid trapping (and augmented trapping, as needed) obtain and maintain 40-60 sentinel animals for collaring. Sentinel foxes should be susceptible to potential epidemic-causing pathogens and have a low risk of dying from causes that do not pose a threat to the SNI fox population (e.g., senescence). The most effective disease sentinels will be animals that have not received any prophylactic vaccines (e.g., rabies and CDV). Thus, sentinels shall be juveniles (1 – 2 years old, if possible), shall be unvaccinated, and should be distributed across the island, taking high disease risk areas and access into consideration.

6. Sentinel foxes shall be fitted with radio-telemetry collars equipped with mortality signals. They shall be checked by the Recipient for general location and survival via aerial telemetry no more often than once per week and no less than every two weeks.

a. To obtain a civil aircraft landing permit, the Recipient will submit an application to the NBVC Airfield manager. The application will include DD Forms 2400, 2401, and 2402 signed in blue ink.

b. The Recipient shall notify the Installation Representative at least 48 hours in advance of any planned aerial surveys. This will allow the Installation Representative time to notify the SNI tower and to determine if any airspace scheduling conflicts exist.

7. The same day an aerial survey is completed, the Recipient shall notify the Installation Representative of any sentinel fox mortality signals requiring on-the-ground follow-up. When feasible, the Installation Representative will attempt to retrieve the deceased fox and arrange shipment for necropsy. The Recipient will stage telemetry equipment, including a receiver, rechargeable batteries, Yagi and omni antennas, and associated peripherals on San Nicolas Island for this purpose. If the Installation Representative or his/her designee is not available to locate deceased foxes, they shall notify the Recipient at the time the aerial survey is being scheduled (48 hours in advance). This is to ensure that deceased foxes are collected as quickly as possible to maintain sample quality for necropsy.
8. Coordinate through the Installation Representative to obtain the necessary Hazards of Electromagnetic Radiation to Ordinance (HERO) clearance for any equipment operating outside of pre-approved frequencies.

9. Coordinate with the Installation Representative to handle and, where appropriate, euthanize non-native mammalian species captured during fox grid trapping; to provide for the care and treatment of sick and injured foxes captured or found during grid trapping; and to transfer collected San Nicolas island fox blood serum or other blood or tissue by-products.

10. Should any dead island foxes be encountered while the Recipient is on SNI conducting demographic grid trapping or other work, they shall notify the Installation Representative and assist by collecting the specimen and using the appropriate form to clearly record the date, coordinates, and circumstances of the mortality.

11. Identify any immediate threats to the SNI fox population. Detection of mortality levels above normal/baseline or spatial clusters of mortalities will trigger notifications to the Installation Representative.

12. All project participants will have received pre-exposure rabies vaccinations prior to coming to the island and will have experience trapping and handling island foxes and performing radio telemetry.

13. The Recipient shall transfer, in a timely manner, a previously agreed upon amount to the Endangered Species Recovery Program [ESRP], California State University Stanislaus for analysis of SNI fox dietary samples residing there. A peer-reviewed journal article detailing the results of the scat data analysis shall be submitted by ESRP to a Navy-approved wildlife or ecological Journal.

14. Using Program MARK, determine grid specific, habitat specific and island-wide estimates of population density and vital rates. Evaluate these parameters relative to importance of habitat type, habitat features or events such as distance from paved roads, localized human activities near developed areas, or specific management activities. In addition, provide a comparison of 2015 data to the cumulative analyses of 2000 through 2014 data. Additional programs (aside from Program MARK) may be used to conduct secondary data analyses or compare SNI 2007-2011 data to previous years or other populations, but Program Mark analyses may not be replaced.

15. Meeting attendance: including a scoping/kick-off meeting prior to the start of fieldwork and Mission Critical Response or Safety Stand-Down Meetings as necessary (not to exceed 2).

16. Collaboratively coordinate with Navy, U.S. Fish and Wildlife Service, and other researchers working on the San Nicolas Island Fox as directed by the Navy.

**H. MEETINGS/COORDINATION**

1. The Recipient or his/her designee will attend a kick-off meeting with the CAA, CATR and Installation representatives to ensure coordination of activities. The CATR or Installation representative shall arrange the meeting.
2. The Recipient shall be available throughout the Agreement period for consultation with the CATR and Installation Representatives on matters involving this project.

I. SUBMITTALS and SCHEDULES

1. Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kick–off meeting (teleconference)</td>
<td>Within 15 days of award</td>
</tr>
<tr>
<td>Work Plan - Draft</td>
<td>Within 15 days of kick-off meeting</td>
</tr>
<tr>
<td>Work Plan – Final</td>
<td>15 days from receipt of Navy comments</td>
</tr>
<tr>
<td>Health-Safety Plan/Activity Hazard Analysis - Draft</td>
<td>Within 15 days of kick-off meeting</td>
</tr>
<tr>
<td>Health-Safety Plan / Activity Hazard Analysis - Final</td>
<td>15 days from receipt of Navy comments</td>
</tr>
<tr>
<td>Demographic Grid Trapping – Field Work</td>
<td>July – September 2015</td>
</tr>
<tr>
<td>Demographic Grid Trapping – Progress Report</td>
<td>30 November 2015</td>
</tr>
<tr>
<td>Population Monitoring Report – Final</td>
<td>30 days from receipt of Navy comments</td>
</tr>
<tr>
<td>Sentinel Fox Collaring – Field Work</td>
<td>July - September 2015</td>
</tr>
<tr>
<td>Sentinel Fox Monitoring – Field Work</td>
<td>September 2015 – August 2016</td>
</tr>
<tr>
<td>Sentinel Fox Monitoring – Progress Report</td>
<td>Biweekly</td>
</tr>
<tr>
<td>Sentinel Fox Monitoring Report – Final</td>
<td>30 days from receipt of Navy comments</td>
</tr>
<tr>
<td>Fox Food Habits Analysis – Progress Report</td>
<td>31 October 2015</td>
</tr>
<tr>
<td>Fox Food Habits Analysis – Draft Manuscript</td>
<td>28 February 2016</td>
</tr>
<tr>
<td>Fox Food Habits Analysis – Final Manuscript</td>
<td>31 October 2016</td>
</tr>
</tbody>
</table>

2. Submittal/Deliverable Standards

All submittals/deliverables are expected to be of the highest professional quality and will be rejected if any of the following exists:

a. There are typographical errors, spelling, or grammar mistakes; or
b. results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
c. the document is not organized in a manner that flows well; or
d. the document does not provide appropriate context, background, literature review, and comparison to other relevant studies, locations, and similar species.
e. The appropriate style guide is not adhered to (in most cases this is the JWM or CSE). The Recipient shall not incorporate his Government review comment response(s) into any Final Report unless the Navy CATR has indicated, in writing, that the Recipient’s response appropriately addresses the Government review comments.
f. The Recipient shall in no case proceed to the next deliverable without receiving written government approval of the proceeding deliverable.
g. The Recipient shall address every government comment. If the Recipient disagrees with a government comment, the Recipient shall contact the CATR for resolution. Submittals that do not address every government comment shall be returned for revision, at the
Recipient’s expense.

h. Electronic copies of all submittals/schedules/deliverables (examples include, but are not limited to, draft/interim/final reports, progress reports/monthly reports) will be provided to the Cooperative Agreement Administrator for retention in the official agreement file. The CATR will identify the appropriate style if JWM or CSE is not acceptable.

3. Work plan – Draft will include, at a minimum, locations of all study areas (i.e., previously delineated trapping locations); explanation of data collection methods and comparability to previous years (2000-2014); database structure; methods for data analysis; project schedule; a deliverables timetable; quality control and safety procedures and checks; island and range access policies and procedures; and communications policies/plans.

4. Work Plan - Final shall incorporate all comments, suggestions, or edits (if there are any) provided by the CATR and Installation representative. The Recipient shall submit (electronically via email) the Final Work Plan within 15 days from the date the Recipient received the final reviews provided by the CATR and Installation Representative. If the CATR and Installation Representative do not have any comments, suggestions, or edits on the draft work plan, the document shall be resubmitted marked “Final Work Plan” under this Agreement. The work plan must be approved by the CATR and Installation Representative prior to the initiation of any work on the Installation.

5. Accident Prevention Plan and Activity Hazard Analysis - Draft and Final will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The Health and Safety Plan shall be immediately accessible to the Site Safety Officer and CATR at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. See L. SAFETY.

6. Demographic Grid Trapping - Progress Report will be delivered via email to the Installation Representative no more than 60-days after completion of the fox population monitoring fieldwork (estimated due date no later than 30 November 2015). Report should include a spreadsheet with individual capture data for the year, initial (unanalyzed) data on capture rates, numbers of captures, any unexpected findings (e.g., no age class 0 individuals, very low numbers of individuals captured, very high numbers of individuals captured, low levels of reproductively active females, etc.), and identification of any field constraints or concerns.

7. Population Monitoring - Draft Final Report is due no later than 28 February 2016 and should be submitted electronically in Word format. The Report shall follow the format for scientific journals (e.g., Journal of Wildlife Management) and follow the CBE Style Manual (5th edition) for style. It shall summarize population profile data such as age structure, sex ratio, reproductive status, disease prevalence, and body condition and compare among different parts of the island and habitat types for 2015 and compare 2015 data to the cumulative 2000-2014 dataset. It shall include all appropriate appendices to support the text and all supporting electronic data and GIS files. All GIS files shall have correct spatial reference and metadata.

8. Population Monitoring - Final Report shall respond to comments from the Installation Representative on the Draft Final Report within 30 days of receipt of Navy comments. All data
collected under this Agreement is the property of the U.S. Navy. All raw data, data sheets and databases (including GIS data) requested shall be submitted electronically. A PDF electronic copy of the Final Report is also required on a DVD with the report title, date and author clearly labelled.

9. **Sentinel Fox Monitoring – Progress Reports** shall be provided via a biweekly email update detailing any access or equipment problems, the number of collared animals with active transmitters, and a record of any recent mortalities. The same day an aerial survey is completed, the Recipient shall notify the Installation Representative of any sentinel fox mortality signals requiring on-the-ground follow-up.

10. **Sentinel Fox Monitoring – Draft Final Report** is due no later than 31 October 2016 and should be submitted electronically in Word format. The Report shall follow the format for scientific journals (e.g., Journal of Wildlife Management) and follow the CBE Style Manual (5th edition) for style. It shall summarize methods, results, and any recommendations for future disease monitoring. It shall include a map of all trapping locations where sentinel animals originated, the last known status of each sentinel, any data on animal locations and movements of importance to fox conservation, and an account of any disease or other epidemic events detected. It shall include all appropriate appendices to support the text and all supporting electronic data and GIS files. All GIS files shall have correct spatial reference and metadata.

11. **Sentinel Fox Monitoring – Final Report** shall respond to comments from the Installation Representative on the Draft Final Report within 30 days of receipt of Navy comments. All data collected under this Agreement is the property of the U.S. Navy. A PDF electronic copy of the Final Report is also required on a DVD with the report title, date, and author clearly labelled.

12. **Fox Food Habitat Analysis – Progress Report** is due no later than 31 October 2016 and should be submitted electronically in Word format by ESRP

13. **Fox Food Habitat Analysis – Draft and Final Report** should be submitted electronically in Word format. The Report shall follow the format for scientific journals (e.g., Journal of Wildlife Management) and follow the CBE Style Manual (5th edition) for style. It shall summarize methods, results, and any recommendations for future work. It shall include a thorough analysis of the most common food items consumed, as well a breakdown of seasonal and regional differences in diet and its importance to fox conservation. It shall include all appropriate appendices to support the text and all supporting electronic data and GIS files. All GIS files shall have correct spatial reference and metadata. A preliminary draft manuscript shall be completed by Spring 2016, with a final manuscript submitted to an appropriate peer-review journal for publication by Fall 2016.

14. **Maps** created for this Agreement shall be incorporated in the draft and final reports. All maps shall be printed on 8.5 by 11-inch paper or 11 by 17-inch paper folded to match the size of the report(s). All maps created for this Agreement shall contain the following information: (a) title, (b) scale bar, (c) legend, (d) date, (e) north arrow and (f) notation identifying who prepared the map.
15. **Photographs** The Recipient will document and record pertinent aspects of the work using digital imagery. The Recipient will provide camera. All photographs shall become DoN property and shall be submitted with the final report on a DVD. Metadata for all photographs shall be appropriately labeled with information to include: 1) date, 2) location (specific place and Installation) 3) subject/activity, 4) identification of any people in the picture, 5) photographer.

**J. DATA AND PUBLICATION**

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 32 CFR Subpart 32.6 concerning “Intangible Property,” which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

2. The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The DoN acknowledges and agrees that the Recipient’s fundamental consideration in performing the research under this Agreement shall be Recipient’s right to publish the results of such research for academic and scientific purposes.

3. The Recipient shall submit, for review, comment, and approval any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the Installation Representative thirty (30) days prior to the submission of the work mentioned above. Such review and approval are necessary to ensure that national security is not breached, support of the military operational requirement is accomplished, and that proper reference to this Agreement has been accomplished.

4. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: “This research was funded by the Department of the Navy on behalf of the Naval Base Ventura County.”

5. Any publications resulting from this work shall be provided at no cost to the Department of the Navy in quantities jointly determined by the Department of the Navy representative and the Recipient at the time of publication.

6. The Recipient shall be responsible for ensuring all personnel participating in activities under this Agreement have read and acknowledged the DATA AND PUBLICATION provisions of this Agreement.

7. All field notes, field data forms, electronic storage of field data, photographs, etc. collected and produced as part of this Agreement are the property of the DoN. Legible copies of the field notes, data forms and other information shall be provided to the CATR and Installation Representative upon request. These data will not be used in whole or in part in any professional,
scientific or non-scientific report, paper, or note, published or unpublished, or be part of any technical or non-technical presentation without prior written authorization from the CATR and Installation Representative.

8. Authorship of any publication arising from this work shall be determined by a joint consultation between the Installation Representative, the CATR, and the Recipient. In particular, the Recipient shall acknowledge support of the Government in any publications or publicly distributed reports or presentations.

9. The Government retains ownership of all data and products. The Government also retains the right to publication of this information should the Recipient fail to do so within three years of completing the work. The Government also retains the right to publish any re-analysis of the data; however, the Recipient may retain copies of all data and products for scholarly and educational purposes.

10. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. All methods of data collection and analyses shall be standardized with previous studies conducted by the Recipient under past Agreements for this type of work, or when appropriate, analyzed using acceptable new or improved methods as determined in current scientific literature(s). If changes in analyses make results unfit for comparison with previously collected data, the Recipient shall reanalyze all appropriate data sets for comparison. The CAA shall approve (via the CATR) in advance any changes to previously used experimental designs, methods of data collection and/or analyses, which shall be provided in the Recipient’s required Work Plan. The CATR or Installation representative, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.

K. RELEASE OF INFORMATION

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Installation Representative and Public Affairs Officer at NAVFAC SW through the CATR.

L. SAFETY

The Recipient will be required to develop a site-specific Health and Safety Plan and Accident Prevention Plan if the work is potentially hazardous.

Health and Safety Plan (HSP)/Accident Prevention Plan (APP).

The Recipient’s Health and Safety Program, HSP, and APP shall comply with and reflect the appropriate requirements of the Occupational Safety and Health Administration, specifically 29 CFR 1910 (especially 29 CFR 1910.120) and 29 CFR 1926; the US Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1, April 1981, revised November 2003 or

The Recipient shall use a qualified person to prepare the written site-specific APP. Prepare the APP in accordance with the format and requirements of USACE EM 385-1-1. Cover all paragraph and subparagraph elements in USACE EM 385-1-1, Appendix A, "Minimum Basic Outline for Accident Prevention Plan". The APP shall be job specific and shall address any unusual or unique aspects of the project or activity for which it is written. The APP shall interface with the Recipient's overall safety and health program. The Government considers the Prime Recipient to be the "controlling authority" for all work site safety and health of the sub-contractor. The Recipient are responsible for informing their subcontractors of the safety provisions under the terms of the contract and the penalties for noncompliance, coordinating the work to prevent one project from interfering with or creating hazardous working conditions for other projects, and inspecting sub-contractor operations to ensure that accident prevention responsibilities are being carried out. The HSP will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoN. The Recipient shall certify to the CATR that Final HSP has been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

M. HOLD HARMLESS

1. The Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney’s fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and contractors. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, agents, guests, invitees, or contractors. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or contractors. This covenant shall survive the termination of this Cooperative Agreement.

2. In the event of damage, including damage by contamination, to any Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the Government.
1. At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit of $1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or contractors under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

2. All insurance required of the Recipient hereunder shall be in such form, for such periods of time and with such insurers as the Government may require or approve. All policies or certificates issued by the respective insurers for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the Government or any other person concerning such amount or change in coverage.

3. The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements of this Section N, including coverage specified in Attachment A hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment A to this Cooperative Agreement.

4. During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its contractors or agents or any contractor performing work at the Recipient’s or agent’s request on the affected Government Premises to carry and maintain the insurance required below:

“Comprehensive general liability insurance in the amount of 1,000,000.00.”

5. The Recipient and any of its contractors or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

6. In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section N,
the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in this Section N, shall, upon demand, either compensate the Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Recipient for such loss or damage under this Section N, the Recipient shall effect such repair, rebuilding, or replacement if required so to do by the Government, and such excess of cost shall be reimbursed to the Recipient by the Government. In the event the Recipient shall have effected any repair, rebuilding, or replacement which the Recipient is required to effect pursuant to this Section N, the Government shall direct payment to the Recipient of so much of the proceeds of any insurance carried by the Recipient and made available to the Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Recipient to effect such repair, rebuilding or replacement. In event the Recipient shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Recipient, the Recipient shall promptly refund to the Government the amount of such proceeds.

O. PAYMENTS

1. Partial payments equal to the amount of work accomplished may be made quarterly during the field work portion; after submittal of the draft report; and after receipt of the final report.

2. The final payment of 20 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section I have been received and accepted by the CATR.

3. Any requirement for the payment or obligation of funds, under the terms of this Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.

4. Payments will be made using in accordance with Defense Federal Acquisiton Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment B for instructions on payment procedures.

P. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING

Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of $25,000 or more, (and any
modifications to these subcontracts that change previously reported data), the Contractor shall report the following information at http://www.fsrs.gov for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.

- (b) Name of the subcontractor.

- (c) Amount of the subcontract award.

- (d) Date of the subcontract award.

- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.

- (f) Subcontract number (the subcontract number assigned by the Contractor).

- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

- (h) Subcontractor’s primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

- (i) The prime contract number, and order number if applicable.

- (j) Awarding agency name and code.

- (k) Funding agency name and code.

- (l) Government contracting office code.

- (m) Treasury account symbol (TAS) as reported in FPDS.

- (n) The applicable North American Industry Classification System (NAICS) code.

By the end of the month following the month of a contract award, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for the Contractor’s preceding completed fiscal year at http://www.ccr.gov, if –

- (a) In the Contractor’s preceding fiscal year, the Contractor received –

  (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
(ii) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

• (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [http://www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm)).

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of a first-tier subcontract with a value of $25,000 or more, and annually thereafter, the Contractor shall report the names and total compensation of each of the five most highly compensated executives for each first-tier subcontractor for the subcontractor’s preceding completed fiscal year at [http://www.fsrs.gov](http://www.fsrs.gov), if

• (a) In the Subcontractor’s preceding fiscal year, the Subcontractor received –

  (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

  (ii) $25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and

• (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [http://www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm)).

If the Contractor in the previous tax year had gross income, from all sources, under $300,000, the Contractor is exempt from the requirement to report subcontractor awards. Likewise, if a subcontractor in the previous tax year had gross income from all sources under $300,000, the Contractor does not need to report awards to that subcontractor.

END
ATTACHMENT A

NON SELF-INSURED REQUIREMENTS FORM

INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY GOVERNMENT PREMISES OR PROPERTY PURSUANT TO THE COOPERATIVE AGREEMENT

1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Fire and Extended Coverage</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>Third Party Property Damage</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>Third Party Personal Injury Per Person</td>
</tr>
<tr>
<td>$1,000,000</td>
<td>Third Party Personal Injury Per Accident</td>
</tr>
</tbody>
</table>

2. THE CERTIFICATE OF INSURANCE MUST CONTAIN THE FOLLOWING ENDORSEMENTS:

a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."

b. "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."

c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States."

d. "This insurance certificate is for use of facilities at Naval Base Ventura County (NBVC) San Nicolas Island (SNI) under this Cooperative Agreement, No.N62473-15-2-0003.

e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

3. NOTICE: "RIGHT TO USE" DOCUMENTS WILL NOT BE FULLY EXECUTED UNTIL CERTIFICATE IS RECEIVED WITH PROPER ENDORSEMENTS.
ATTACHMENT B

252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at https://www.acquisition.gov; and


(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at https://wawf.eb.mil/.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: N62473-15-2-0003.

(1) Document type. The Contractor shall use the following document type(s).
NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table*

<table>
<thead>
<tr>
<th>Field Name in WAWF</th>
<th>Data to be entered in WAWF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Official DoDAAC</td>
<td>N68732</td>
</tr>
<tr>
<td>Issue By DoDAAC</td>
<td>N62473</td>
</tr>
<tr>
<td>Admin DoDAAC</td>
<td>N62473</td>
</tr>
<tr>
<td>Inspect By DoDAAC</td>
<td>N62473/RAQE0</td>
</tr>
<tr>
<td>Ship To Code</td>
<td>N/A</td>
</tr>
<tr>
<td>Ship From Code</td>
<td>N/A</td>
</tr>
<tr>
<td>Mark For Code</td>
<td>N/A</td>
</tr>
<tr>
<td>Service Approver (DoDAAC)</td>
<td>N/A</td>
</tr>
<tr>
<td>Service Acceptor (DoDAAC)</td>
<td>N62473/RAQE0</td>
</tr>
<tr>
<td>Accept at Other DoDAAC</td>
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</tr>
<tr>
<td>LPO DoDAAC</td>
<td>N62473/RAQE0</td>
</tr>
<tr>
<td>DCAA Auditor DoDAAC</td>
<td>N/A</td>
</tr>
<tr>
<td>Other DoDAAC(s)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(4) Payment request and supporting documentation. The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.

(5) WAWF email notifications. The Contractor shall enter the email address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

NAVFAC_SW_RAQE0_inspector@navy.mil
(g) WAWF point of contact. (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

NOT APPLICABLE

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)