

SCOPE OF WORK FOR  
INVERTEBRATE SPECIES IDENTIFICATION  
AT  
NAVAL AIR WEAPONS STATION CHINA LAKE  
CHINA LAKE, CALIFORNIA

APRIL 2015

## TABLE OF CONTENTS

<b>SECTION LETTER</b>	<b>TITLE</b>	<b>PAGE</b>
<b>A</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>B</b>	<b>PURPOSE</b>	<b>3</b>
<b>C</b>	<b>LOCATION</b>	<b>3</b>
<b>D</b>	<b>DESIGNATED REPRESENTATIVES</b>	<b>3</b>
<b>E</b>	<b>PERIOD OF PERFORMANCE</b>	<b>4</b>
<b>F</b>	<b>MATERIAL AVAILABLE FOR REVIEW</b>	<b>4</b>
<b>G</b>	<b>GENERAL REQUIREMENTS</b>	<b>5</b>
<b>H</b>	<b>SPECIFIC REQUIREMENTS</b>	<b>9</b>
<b>I</b>	<b>MEETINGS/COORDINATION</b>	<b>10</b>
<b>J</b>	<b>SUBMITTALS AND SCHEDULES</b>	<b>10</b>
<b>K</b>	<b>DATA AND PUBLICATION</b>	<b>12</b>
<b>L</b>	<b>RELEASE OF INFORMATION</b>	<b>13</b>
<b>M</b>	<b>SAFETY</b>	<b>13</b>
<b>N</b>	<b>HOLD HARMLESS</b>	<b>14</b>
<b>O</b>	<b>INSURANCE</b>	<b>15</b>
<b>P</b>	<b>PAYMENTS</b>	<b>17</b>
<b>Q</b>	<b>EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING</b>	<b>17</b>

## **A. INTRODUCTION**

Invertebrate species surveys have been conducted at Naval Air Weapons Station (NAWS) China Lake since 1994. Since that time an extensive backlog has developed of insect specimens that have not yet been identified due to the high rate of successful collection, time, and funding constraints. Specimens originate from invertebrate surveys (can trapping, light trapping, netting) established primarily at or adjacent to springs and seeps throughout the North and South Range test complexes at NAWS China Lake. The insects collected during the seasons are diverse, and it is likely there may be many species previously unknown to NAWS China Lake and of special management concern. The current known invertebrate species with management concerns include giant fairy shrimp, rare butterflies, Argus land snail, Jerusalem cricket, dune cockroach, Darwin Tiemann's beetle, scarab beetle, and weevils. In order to better manage such species on the installation, it is important to understand the distribution of and habitats occupied by them. The Integrated Natural Resources Management Plan (INRMP) for the installation has identified invertebrate surveys and identification as important prerequisites for management and protection of these and other sensitive species that may be present.

## **B. PURPOSE**

The purpose of this Agreement is to provide services (labor and technical expertise) to identify, preserve, sort, and catalogue (at a suitable public institution) invertebrate specimens gathered from 20 years of previous surveys at NAWS China Lake. The intent of this cooperative agreement is to complete the compilation of data and implementation of past surveys as required by the NAWS China Lake INRMP.

## **C. LOCATION**

Visit to the installation may be necessary, however it is expected the specimens will be identified at a qualified institution or facility.

## **D. DESIGNATED REPRESENTATIVES**

1. The Cooperative Agreement Administrator (CAA) is Mr. Reagan Pablo, Contract Specialist, Naval Facilities Engineering Command, Southwest, 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-2090, and electronic mail address [reagan.s.pablo@navy.mil](mailto:reagan.s.pablo@navy.mil).

2. The Technical Representative or CATR is Mr. Brandon Barr, Natural Resource Specialist, Naval Facilities Engineering Command, Southwest, 1220 Pacific Highway, San Diego, California, 92132-5190; Telephone (619) 532-1817; email: [matthew.b.barr@navy.mil](mailto:matthew.b.barr@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 effect any change to this Cooperative Agreement.

3. The Installation Representative (IR) is Michelle Maley, Environmental Management Division 429 E. Bowen Rd. Stop 4014, NAWS China Lake, CA 93555; phone: (760) 939-2321; e-mail: michelle.maley@navy.mil.

4. The Alternative Installation Representative (IR) is Tom Campbell, Environmental Program Coordinator, Environmental Management Division, Code OPDK, 429 E. Bowen Rd. Stop 4014, NAWS China Lake, CA 93555; phone: (760) 939-3222; email: tom.campbell@navy.mil

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

5. 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.

6. 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.

## **E. PERIOD OF PERFORMANCE**

The period of performance covered by this agreement is 18 months upon award. The end date is the anticipated date that the Final Report is accepted by the Government. The parties may extend the term of this Agreement by written modification. The total duration of this agreement, including any option years, shall not exceed 54 months. The proposed period of performance consists of an 18 month base year and three (3), 12-month option 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), etc. Cooperator may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

## **F. MATERIAL AVAILABLE FOR REVIEW**

The CATR or IR shall make available prior survey reports to reference for completion of tasks under this Agreement including:

## Invertebrate Survey and Endangered Plant Census

The Recipient is encouraged to discuss with the CATR or IR to any further information needs required to complete the project. If the CATR or IR have this information available, then arrangements shall be made to access this material. The Recipient shall pay for or replace any items borrowed that are damaged, stolen or lost.

### **G. GENERAL REQUIREMENTS**

1. The Recipient shall provide all labor, management, supervision, tools, materials, equipment, transportation, meals, and lodging for him/herself and his/her personnel. All Cooperator equipment is subject to inspection and approval by the Installation Representative.
2. The Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Agreement. 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. 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.” 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." **(DoD Grant and Agreement Regulations, DoD 3210.6-R#)**
3. The Recipient shall visit the study/project area as often as necessary and within the time limits stated below to accomplish the purposes of the Agreement as detailed further in this Scope of Work. It is not expected that much, if any, work shall take place at the installation. However, it is the Recipient's responsibility to obtain security, entrance, and/or photographic clearances for himself/herself and his/her personnel onto the Installation. It may be that only government personnel may be permitted to take photographs. The Recipient must comply with all security rules, regulations, requirements, and day-to-day operational changes thereto. Unannounced changes to day-to-day operational procedures may, at times, prohibit the Recipient access to study/project sites. 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.
4. The Recipient shall manage the total work effort and assure fully adequate and timely completion of services required under this Agreement. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for conducting scoped activities of this Agreement.
5. Due to the complexity of work:

- I. The Principal Investigator and/or his/her representatives must have the following minimum qualifications:
    - i. Must have at least a Doctoral degree in entomology, ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
  - II. Any Biological Technicians must have must have the following minimum qualifications:
    - i. Must have at least a Bachelor's degree in entomology, ecology, biology, wildlife biology, zoology or a field related to the biological sciences from an accredited college or university.
  - III. Any personnel identifying specimens must have the following minimum qualifications:
    - i. Shall have at least 5 years of experience identifying invertebrates (using dichotomous keys to species level) that inhabit Southern California and the Mojave Desert landscape in and around NAWS China Lake.
6. The Recipient shall provide the CAA (via the CATR) the names of persons and copies of their resumes being considered for work under this Agreement. The Recipient shall not replace or substitute any staff member without prior written approval by the CAA.
7. The Recipient shall work closely with the CATR and Installation Representative in planning and carrying out all activities. It is the Recipient's responsibility to ensure that all personnel who visit the Installation coordinate with the IR regarding site access. The Recipient shall provide a list of all personnel working on this project to the CATR and IR.
8. Due to the fact that the Installation is an active military range, all personnel requiring Installation access may be required to take an Explosive Ordnance Disposal (EOD) training prior to working on the Installation. This can be arranged through the Installation Representative. The need for EOD training would be dependent on the survey location as assigned by the Navy.
9. Unexploded ordnance may be encountered while conducting any fieldwork. The Recipient shall not touch or attempt to pick-up any suspected ordnance. If necessary, the Recipient should flag off and avoid any areas where metal objects are discovered and field work must continue in the area.
10. Gates have been installed on various roads. When closed, they are not to be circumvented for any reason. If Agreement work is required behind a locked gate, contact the Installation Representative to gain access to the work area.
11. Prior to accessing the Installation, the Recipient shall meet with the Installation Representative to review the guidelines for conducting research on the Installation. This meeting can be conducted as part of the kick-off meeting if one is scheduled.

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. The Recipient shall conduct literature reviews, field investigations and interviews with experts and authorities as necessary to accomplish the work described within this Agreement. The Recipient shall, in particular, attempt to contact and utilize information from the local Navy office and other professionals who are experienced with the type of project to be implemented by this Agreement. This shall include review of pertinent files at the Installation and past research conducted at the Installation.

15. The Recipient shall be in possession of all necessary permits from state and federal regulatory agencies (i.e., California Department of Fish and Wildlife, U.S. Fish and Wildlife Service (USFWS), National Marine Fisheries, etc.) necessary to conduct the activities stipulated in this Agreement. All required permits shall be submitted to the CATR and Installation Representative during the kickoff meeting (if one is scheduled), or prior to the initiation of any fieldwork that requires permitting, whichever comes first. The CATR and Installation Representative must review and approve the permits before work can proceed.

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

17. The Recipient shall ensure that all project personnel conduct their activities in a manner that ensures the safety of field crew members and any others and that avoids damage to vehicles, existing structures, natural resources, or any other resources or property.

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.

19. The Recipient and all personnel must possess a valid state driver's license to operate motorized vehicles on the Installation, and shall provide evidence of insurance, required by California state law, for each non-government vehicle used at the Installation.

20. 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.

21. All field notes, field data forms, electronic storage of field data, photographs, etc. collected, produced, and delivered 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.

22. 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 type of work, or when appropriate, analyzed using acceptable new or improved methods as determined in current scientific literature(s). The CATR or Installation representative, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.

23. The Recipient is required to submit a proposed field schedule in writing to the CATR and Installation Representative during the kick off meeting (if one is scheduled) or prior to the initiation of any fieldwork, whichever comes first. The schedule will identify by date, time and personnel, and location when sites are to be visited. Any variation(s) will be provided to the Installation Representative at least 48 hours in advance of any changes.

24. In order to avoid impacts to federally listed, rare, or endemic plants the Recipient must coordinate all vegetation and ground disturbing activities with the Installation Representative. Under no circumstances are any federally protected plants to be disturbed and/or destroyed when completing the work required in this Agreement. The Recipient shall ensure that all footwear, backpacks, clothing, vehicles and equipment transported to the Installation are clean of weed seed. In addition, under no circumstances shall the Recipient violate the Archeological Resources Protection Act. If any objects are found that appear to be cultural or archeological resources, the Recipient shall leave those items undisturbed. If the Recipient accidentally disturbs an archeological and/or cultural resources site, the Recipient shall leave the site immediately (and as intact as possible) and contact the Installation Representative.

25. Transport and disposal of hazardous wastes (i.e., batteries) shall be conducted in accordance with Federal, State, local and applicable Installation requirements.

26. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual animal or plant species observed while conducting surveys in the field (e.g. species which are federally listed or are State of California Species of Special Concern). Information should include (a) location, (b) date, (c) time, and (d) any detailed facts of the sighting.

27. Throughout the term of this Agreement the CATR and 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.

28. Sections of this Agreement may be added to, deleted, or modified during the year to reflect project changes or new information, such as program cost increases or manpower requirements. Any management activities not specifically provided for within this Scope of Work that are deemed necessary to carry out this Agreement shall be discussed with and mutually agreed to by the Recipient, CATR, CAA and Installation Representative prior to implementation by the Recipient. Changes to this Agreement will be made effective only through an Agreement Amendment signed by the Recipient and the Navy Acquisition Director.

## **H. SPECIFIC REQUIREMENTS**

1. The Recipient shall appropriately and accurately identify collection of specimens from NAWS China Lake. Current collection is estimated to be 60,000 to 70,000 mounted specimens, and at least 100,000 specimens preserved in alcohol. Those specimens unable to be identified to species shall be identified to a level most scientifically appropriate and practicable (at very least to family).
2. Focus and priority of species-level identification efforts shall be those specimens believed to be of special management concern that include, but are not limited to species that are rare and endemic, of conservation interest or status, of highest scientific interest to the field of entomology. This effort will include sorting such priority specimens from the larger collection to the extent possible.
3. With the large number of collected specimens, methodology shall ensure efficiency and data quality to maximize number of specimens identified within the period of performance. Methods shall conform to current industry standards, nomenclature, highest scientific merit, and be repeatable for any future identification needs.
4. Time and funding permitting, all remaining specimens shall be identified to species if possible, or a level scientifically appropriate and feasible.
5. All specimens of NAWS China Lake collection shall be preserved, sorted, and cataloged at an accredited institution with a curated Entomological collection and will accession the entire NAWS China Lake collection. This institution must be able to appropriately care for the collection so as to avoid untimely deterioration, and make available to science in perpetuity (i.e. endowed or have long-term funding).
6. The specimens shall be provided by NAWS China Lake, however may require Recipient to travel to NAWS China Lake or nearby location to retrieve.
7. The Recipient shall develop a comprehensive species list of all identified specimens to include in final summary report. Specimens shall be geo-referenced from available data.
8. Photographs shall be taken to document any significant specimens or aspects of work.

## **I. MEETINGS/COORDINATION**

1. The Recipient will attend a kick-off meeting with the CAA, CATR and IR to ensure coordination of activities. The CATR or IR shall arrange the meeting within 30 days of Agreement signature and may take place via phone conference call.

2. The Recipient shall meet with the CATR and or/ the IR as often as necessary to facilitate the field effort. The Recipient shall be available throughout the Agreement period for consultation with the CATR and IR on matters involving matters involving Agreement activities.

## **J. SUBMITTALS and SCHEDULES**

1. 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.

2. Draft/Final Work Plan: The Recipient shall submit a draft work plan within 30 days of kickoff meeting for this Agreement. The draft work plan will include methodology and protocols, timeline for conducting the work; staffing capacity, and data management. Data management shall include how data will be gathered, stored, and managed. The draft work plan will be reviewed by the CATR and SR, and the CATR and IR will provide the Recipient their respective comments, suggestions, or edits (if there are any). The Recipient shall incorporate all comments, suggestions, or edits (if there are any) provided by the CATR and SR to the “Final Work Plan”, and the Recipient shall submit (electronically via email) the “Final Work Plan” within 14 days from the date the Recipient received the review comments provided by the CATR and IR. If the CATR and IR do not have any comment, suggestion, or edit on the draft work plan, the document shall be resubmitted marked “Final Work Plan” under this Agreement.

3. Accident Prevention Plan (APP) and Activity Hazard Analysis (AHA) Safety Documentation: The Contractor must develop an abbreviated Accident Prevention Plan, Activity Hazard Analysis and Health and Safety Plan, and submit them to the CATR per Section M of this Agreement within 30 days of the kick-off meeting in via email. A job hazard analysis shall be included in the Accident Prevention Plan for all field tasks reasonably anticipated to be performed as part of this Task Order. At a minimum, references used to develop the Accident Prevention Plan are: EM 385-1-1 US Army Corps of Engineers Safety and Health Requirements Manual, and Local Activity safety plans and standard operating procedures. The Recipient shall submit electronically via email (pdf version) the Final APP within 14 days from the date the Recipient received comments and prior to mobilization and start of fieldwork activities. PM can provide Recipient guidance and abbreviated checklist if necessary.

4. Work Progress Reports: The Recipient shall submit progress report halfway through the period of performance by 10<sup>th</sup> of the month via email to the CATR and IR. The reports shall include the project name, contract and delivery order numbers, report date, period covered, personnel involved, work completed during the time period, digital photographs representing work accomplished during work visit, problems encountered and resolutions/action items, work planned for next visit, and discussion of any trends observed, as well as any possible explanations and recommendations.

5. Summary Draft/Final Report: The Recipient shall submit an electronic copy (Word and PDF) of Draft report via email no later than 45 days after completion of work. The Recipient shall submit four (4) bound copies, four (4) electronic copies, 1 copy via email (Word and PDF), of Final report no later than 30 days after receipt of government comments. The brief report shall

document the identification effort. The report should include cover page, table of contents, introduction, methods (including copy of any data collection forms), results (species list), discussion, and any photographs.

6. Submittal Schedule:

DOCUMENT/PRODUCT	NUMBER OF COPIES	DUE DATE
Draft / Final Work Plan	1 electronic via email to the CATR and IR	30 days after kickoff/ 14 days after receipt of Government comment
Draft / Final Safety Plan	1 electronic via email to the CATR and IR	30 days after kickoff/ 14 days after receipt of Government comment
Progress Report	1 electronic via email to the CATR and IR	Halfway through period of performance; 10 <sup>th</sup> of the month
Draft / Final Report	1 electronic via email to the CATR and IR / Four (4) copies bound, four (4) electronic copies, 1 electronic via email.	45 days after completion of work / 30 days after receipt of Government comment

7. Deliverable Specifics:

a. The Recipient shall provide all required deliverables as electronic files as email attachments (Word and PDF) or via ftp site, sent to the CATR and IR.

b. 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:

- there are typographical errors, spelling, or grammar mistakes; or
- results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
- the document is not organized in a manner that flows well; or
- the document does not provide appropriate context, background, representation of work, maps, photographs, literature review, and comparison to other relevant studies, locations, and similar species.

c. The draft report shall be a complete document that has been proofread for spelling and grammatical errors and contains all text, figures, graphics, photographs and tables provided for review.

d. The government will have 30 calendar days from receipt of draft final report(s) (incorporating comments) to review the final report to ensure comments were addressed. If review and acceptance by government is not completed within the 30 calendar day review period the

document will be deemed to be constructively accepted and submission of final deliverables will begin. Only the CAA has the authority to make changes to the 30 calendar day review period.

e. Data. All raw data, data sheets and electronic databases (including any GIS data) shall be submitted as appendices or supplemental information with the draft Annual Report. If too large to be included with the other draft submittals, the Electronic databases shall be submitted on a labeled CD-ROM. The final versions of these databases will be included on the CD-ROM's attached to the final reports.

g. Photographs. The Recipient will document and record significant aspects of the work using color digital imagery. The Recipient will provide camera and all necessary equipment. All photographs shall become DoN property and shall be submitted with the final report. All original photographs shall be appropriately labeled with information to include:

- date
- location (specific place and Installation)
- subject/activity
- activity documented,
- identification of any people in the picture
- photographer.

## **K. 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.

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. The Recipient shall submit, for review and comment, 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 DoN thirty (30) days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: "This research was funded by the **NAVAL AIR WEAPONS STATION CHINA LAKE.**"

3. 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.

4. 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.

#### **L. 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 Public Affairs Officer at the Installation and Public Affairs Officer at NAVFAC SW through the IR and CATR.

#### **M. SAFETY**

The Recipient will be required to develop a site-specific Health and Safety Plan and an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1 05 July 2011 or latest edition. A Site Safety and Health Plan (SSHP) is also required if the work is potentially hazardous. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- all field work on hazardous waste or munitions response sites
- work on, in, or near bodies of water where there a danger from drowning
- use of heavy equipment, e.g. backhoes, excavators, bulldozers, etc.
- excavation, backfilling, and compaction
- use of man lifts, ladders, and other climbing apparatus
- use of weight handing equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- remediation of hazardous material or waste, i.e. asbestos, paint with lead, and PCB
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

If the project involves a potentially hazardous activity, the Recipient shall develop an Accident Prevention Plan (APP), Activity Hazardous Analysis (AHA) and site-specific Health & Safety Plan (HASP), and submit the AHA and HASP as attachments to the APP to the CATR.

The minimum requirement for the SSHP is in Section 28 of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) job hazard analysis in the HASP for all tasks reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in section 1

of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP and AHA site-specific plan are: EM 385-1-1 US Army Corps of Engineers Safety & Health Requirements Manual, and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHAHASP, address all sections that are deemed appropriate for performing the work in this Cooperative Agreement, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the GDA (SW EV Safety Office, PM, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP. SSHP is also an attachment required by the APP if a project includes potentially hazardous activities. Government PM should verify with the SW EV Safety Office prior to directing the recipient to prepare a SSHP.

The APP, SSHP and AHA Health & Safety Plan 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 CATR that the final APP, SSHP and AHA Final Health & Safety Plan has been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP, SSHP and AHA Accident Prevention Plan and Health and Safety Plan will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA Health and Safety Plan shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSSH is required to have completed the 10-hour OSHA Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The recipient will provide a Monthly Exposure Report (MER) and attach to the monthly billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

## **N. 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, servants, 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.

## **O. INSURANCE**

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 O, including coverages 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 N to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.)

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 O, the Recipient shall promptly give notice thereof to the Government and, to the extent of its liability as provided in this Section O, 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 O, 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 O, 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.

**P. PAYMENTS**

1. Partial payments equal to the amount of work accomplished may be made monthly 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 in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment WAWF Instructions for instructions on payment procedures.

#### **Q. 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.frs.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.fsrs.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>).

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>, 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>).

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

### SELF-INSURANCE 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:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

**2. SELF-INSURANCE REQUIREMENTS:** If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1.

The following information, written on your organization's letterhead, is also required:

- A brief description of your organization's self-insurance program, with reference to statutory or regulatory authority establishing the self insurance program.
- The name and telephone number of your organization's self-insurance program administrator.
- Reference the appropriate military facility and cooperative agreement number.

#### 3. IF YOUR SELF-INSURANCE PROGRAM DOES NOT MEET THE ABOVE MINIMUM REQUIREMENTS:

• Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.

• The following endorsements are required for Excess Liability insurance policies:

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 San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."

c. "The United States of America (Department 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 Air Weapons Station China Lake under this Cooperative Agreement, No. N62473-15-2-0009."

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

**ATTACHMENT A (Continued)**  
**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:

\$	N/A	Fire and Extended Coverage
\$	1,000,000	Third Party Property Damage
\$	1,000,000	Third Party Personal Injury Per Person
\$	1,000,000	Third Party Personal Injury Per Accident

**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 N under this Cooperative Agreement, No. N62473-15-2-0009."
- 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**  
**DRAFT AND FINAL REPORT FORMAT**

The Annual Report shall follow the formats described by Messmer, T.A and M.L. Morrison 2006. Unified Manuscript Guidelines for the Wildlife Society Peer-Reviewed Publications. Journal of Wildlife Management, 70(1): 304-320, as appropriate, with the following outline:

- i. Title page showing the title, date, and CATR and Installation representative location and Cooperative Agreement Number
- ii. Sub-title page showing:
  - (a) Title
  - (b) “Prepared by” listing with affiliations
  - (c) “Prepared for” listing, and shall include the Installation representative location
  - (d) “Under contract to” listing, and shall include the CATR representative location
  - (e) Date
  - (f) Recommended citation
- iii. Table of contents, arranged as follows:
  - (a) Table of contents
  - (b) List of tables
  - (c) List of figures (photographs are considered figures)
  - (d) References/literature cited
  - (e) List of appendices
- iv. Abstract
- v. Introduction
- vi. Study Area
- vii. Methods

(a) This section should not be quantitative in nature, but should include information such as specific hours of the day, days of week that surveys/observations were accomplished, survey procedures, equipment used, etc.

(b) Each method used to acquire data must be explained in sufficient detail such that another researcher could duplicate the study.

(c) Each statistical technique used must be accompanied by a justification and explanation as to why that particular test was chosen to analyze the data set.

viii. Results at a minimum include:

(a) Data collected from tasks identified. Data are to be presented using both tables and figures. Cumulative analyses of data collected by previous contractors between 1998 and 2006 shall be conducted where appropriate and scientifically meaningful.

(b) Total man-hours spent by time period (0400 - 1200 hrs. and 1201 - 2000 hrs.), for: surveying - by site (canyon or other identified geographic area), monitoring each nest site, and any other information that would enable the reader to specifically quantify total man-hours spent on each significant activity.

(c) The chronology of releases including locations, and distribution, and the success of nesting

(d) The incidental observations of potential predators

ix. Discussion. At a minimum this section shall include:

(a) A biologically meaningful synthesis and discussion of current and past results and with other recent studies obtained from the most updated scientific manuscripts, including unpublished scientific literatures, if available.

(b) Relevant work from previous research conducted, as appropriate, particularly in reference to long-term data collection and cumulative analyses.

x. Conclusions and Management Implications

(a) Provide a summary highlighting the important factors influencing shrike survival and nesting success

(b) Provide a list of recommendations to improve or increase the efficiency of shrike management actions

(c) Provide recommendations to improve shrike management

xi. Acknowledgments

Include the following statement: "This research was funded by **NAVAL AIR WEAPONS STATION CHINA LAKE.**"

xii. Appendices. All appendices contained in Heath et al. 2006 shall be included, with any appropriate additional appendices.

xiii. Electronic Appendices. Two copies of each Appendix shall be submitted on CD-ROM(s) as described below. 'Read Only' formatted files will not be accepted. The CD ROM(s) shall include an ASCII text file labeled README. The README file is to describe the contents of each CD and the total number of CDs. Should the Installation Representative and/or CATR have problems loading the data into the Navy's database, or should the data be incorrectly recorded, the Recipient will work with the CATR and/or Installation Representative to correct the problem. Successful loading of the data must be accomplished by <<Insert date or number of days>>.

(a) An inventory (to be included as an Appendix) of all equipment and supplies  $\leq$  \$5000 purchased under this Agreement. The Recipient's property management standards for equipment acquired with Federal funds and federally-owned property shall include all of the following:

1. Records for equipment and federally-owned property shall be maintained accurately and shall include the following information:

- a. A description of the equipment or federally-owned property.
- b. Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
- c. Source of the equipment or federally-owned property, including the award number.
- d. Whether title vests in the recipient or the Federal Government.
- e. Acquisition date (or date received, if the property was furnished by the Federal Government) and cost.
- f. Information from which one can calculate the percentage of Federal participation in the cost of the equipment (not applicable to property furnished by the Federal Government).
- g. Location and condition of the equipment or federally-owned property and the date the information was reported.
- h. Unit acquisition cost.
- i. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a Recipient compensates the DoD Component that made the award for its share.

2. Property owned by the Federal Government shall be identified to indicate Federal ownership.

3. A physical inventory of equipment and federally-owned property shall be taken and the results reconciled with the equipment records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The Recipient shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment or federally-owned property.

- (a) An electronic copy of the report (text, tables and figures, not to include color photos or figures submitted in ARCVIEW) shall be submitted with the final report in a format readable by Microsoft Word.
- (b) All databases containing raw data and all associated electronic data summary and analytical files shall be formatted in Excel, Word, Dbase IV, or any compatible Microsoft database software. Microsoft ACCESS files shall include all queries, reports, tables etc.
- (c) All electronic source files for tables and figures shall be labeled and submitted.
- (d) Electronic versions of all appendices printed in the FAR in formats readable by Microsoft Word or Excel.
- (e) Electronic copies of all GIS coverages developed as part of this Agreement shall be submitted with the final report. These coverages shall be compatible with the existing GIS and readable in ARCVIEW 3.2.

## ATTACHMENT WAWF INSTRUCTIONS

### 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

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(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:

**N62473-15-2-0001**

(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\*

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

(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](mailto: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)