

**SCOPE OF WORK FOR
Stephens' Kangaroo Rate Genetic Study
Naval Weapon Station Seal Beach Detachment
Fallbrook, CA
N62473-15-2-0010
June 2015**

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A. PURPOSE

This scope of work is intended to develop a project to be funded by the Department of the Navy (DoN) which provides professional and technical support for surveys and studies of a federally endangered species, the Stephens' kangaroo rat (SKR) (*Dipodomys stephensi*). Accurate and comprehensive identification of taxa are essential for effective management and conservation of natural resources and the formation of natural resource policies at any particular site.

Conducting surveys and inventories for wildlife species on Navy lands is a requirement (OPNAVINST 5090.1D [10 January 2014; page 12-15]), directly supporting Integrated Natural Resource Management Plans (INRMP) and assisting with restrictions prevention (e.g. designation of critical habitat) by the U.S. Fish and Wildlife Service on testing and/or training exercises. The authority for this Cooperative Agreement is 16 USC §670c-1 (Sikes Act).

This project will occur on Naval Weapons Station Seal Beach Detachment Fallbrook ("Detachment Fallbrook" or "Station) in northwestern San Diego County, California. The federally listed Stephens' kangaroo rat (SKR) (*Dipodomys stephensi*) occurs in upland habitats on the Station, primarily in open areas. Also occurring on the station is the sympatric Dulzura kangaroo rat (*Dipodomys simulans*), which is not federally protected. The diagnostic characters between the Stephens' and Dulzura kangaroo rats are notoriously difficult to differentiate in live individuals during capture. Unfortunately, this makes defining captured kangaroo rat locations somewhat suspect without 100% confirmation. Ensuring proper project and mission support is essential, and this difficulty in identifying kangaroo rats can be costly if they are mis-identified as SKR.

For mission support purposes, the Navy wishes to use modern genetic methods to collect DNA from hair samples of previously, and 2015 kangaroo rat captures to verify identification as SKR or DKR. This project will also help identify human error in SKR vs DKR identifications by determining with 100% accuracy precisely what species were captured.

B. LOCATION

All work will be conducted on Naval Weapon Station Seal Beach Detachment Fallbrook, CA.

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 Robert Lovich, Senior Natural Resources Specialist, Naval Facilities Engineering Command, NAVFAC Southwest, Desert IPT, 1220 Pacific Highway, San Diego, CA 92132; telephone 619-532-1478: robert.lovich@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 is Christy Wolf, Natural Resources Manager, Naval Weapons Station Seal Beach Detachment Fallbrook, 700 Ammunition Road, Bldg 1, Fallbrook, CA 92028; Telephone (760) 731-3425, E-mail: christy.wolf@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 effect 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 Cooperator. The use of the term Recipient in this Agreement includes TBD 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 may 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. See Section I Submittals and Schedules for a complete list.

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 Fallbrook
- b. Topographical maps of Fallbrook
- c. Digital photos of relevant items
- d. Hair samples of both SKR and DKR
- e. Geographic Information Systems (GIS) maps (general) of Fallbrook
- f. Previous reports on relevant 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 study. The Recipient shall be responsible for the selection, development and implementation of all control and monitoring techniques/methods. The Recipient shall use methods and equipment in accordance with Federal and State laws.

2. The Recipient shall provide all transportation, meals, and lodging for himself/herself and his/her personnel as well as all equipment and analysis necessary to complete the work. It is not anticipated that any government furnished equipment will be required. All equipment is subject to the inspection by and approval of the Installation safety officer.

3. 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#)**

4. The Recipient shall visit the study 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 the Recipient's responsibility to obtain security and entrance clearances and camera passes for himself/herself and his/her personnel onto the Installation. 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 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.

5. 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 biological surveys.

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.

8. The Recipient shall work closely with the CATR and Installation Representative in planning and carrying out all field investigations. Notification via email of activities will be issued in advance of those activities.

9. The Recipient shall be responsible for obtaining all necessary security and entrance clearances for himself/herself, his/her personnel, and any cameras, radio-transmitting devices, and vehicles to be used. The Recipient and associated personnel must comply with all Detachment Fallbrook security and safety rules, regulations, requirements, and day-to-day operational changes thereto. All Recipient personnel and representatives while on U.S. Government property, specifically Detachment Fallbrook, must carry identification badges. The Recipient shall contact the Installation Representative to determine badge and pass procedures. To obtain badges, the Recipient and associated personnel will need to provide the Installation Representative with the following information prior to conducting work: Name, Company Affiliation, badge request need, proposed date for badge request brief and associated badging.

10. The Contractor shall maintain current Employment Eligibility Verification (I-9) forms for all personnel. Upon expiration, or by request of the SC, identification badges must be surrendered to the office where the passes were obtained. The Contractor and his personnel must possess a valid state driver's license to operate motorized vehicles on NWSSB, and shall provide evidence of insurance, required by California state law, for each non-government vehicle used at the Station.

When an employee leaves the Contractor's service, the employee's pass and badge shall be returned within 10 calendar days.

11. It is the Recipient's responsibility to obtain security and entrance clearances for himself/herself and his/her personnel. The Recipient must comply with all Base security rules, regulations, requirements, and day-to-day operational changes thereto. All vehicles providing services under this contract may be subject to 100% search.

12. The Installation Commanding Officer has broad authority to remove or exclude any person in fulfilling his responsibility to protect personnel and property, to maintain good order and

discipline, and to ensure the successful and uninterrupted performance of the NWS Seal Beach Detachment Fallbrook mission. In exercise of this authority, the Commanding Officer may bar Recipient employees. Barring of an employee does not relieve the Recipient of the responsibility to continue performance under this contract.

14. Potentially 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 the Installation Representative of the exact location of the ordnance as soon as possible.

15. Due to the nature of the activities on the Installation, restricted areas will only be entered by special permission.

16. Gates have been installed on various roads. When closed, they are not to be ignored or circumvented for any reason. If Agreement work is required behind a locked gate, contact the Installation Representative.

17. Prior to accessing the Installation the Recipient shall meet 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.

18. 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.

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

20. The Recipient shall conduct literature reviews, field investigations and interviews with experts and authorities as necessary to accomplish the work described within this Agreement.

21. The Recipient shall review pertinent files at the Installation and past research conducted at the Installation. The Recipient shall coordinate with the CATR and Installation Representative in planning and carrying out field activities.

22. 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., California 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. All required permits shall be submitted to the CAA (via CATR) during the kickoff Meeting, 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.

23. 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.

24. 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.

25. 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.

26. 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 and as final deliverables for this project.

27. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. Authorship of any resulting publications will include the Technical, and Installation Representative, and will be reviewed by the government. 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 Installation Representative) 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.

28. The Recipient is required to submit a proposed field schedule in writing to the CATR and Installation Representative during the kickoff meeting. The schedule will identify by date, time and personnel, and location when sites are to be visited. Any variation(s) will be communicated to the Installation Representative at least 48 hours in advance of any changes.

29. 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.

30. No ground disturbing activities are to take place without the concurrence from the Installation Representative. 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 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 Installation Representative.

31. The Recipient shall manage generated hazardous material, hazardous waste, and hazardous waste residues in accordance with Federal, State, and local regulations. Transport and dispose of hazardous waste (i.e., batteries) in accordance with Federal, State, local and applicable Installation requirements.

32. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual activity observed while conducting surveys in the field (e.g. trespassers or persons in unauthorized areas). Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity. In addition, information regarding trespassers should be reported to Detachment Fallbrook's Security Dispatch as soon as possible.

33. 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 the sighting.

34. 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.

35. 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 time frame, the Recipient shall forward electronically the most updated raw data to the CAA, via the CATR (cc provided to Installation Representative). The DoN understands that facilitating the requested most updated data may reduce the amount of work that would normally be accomplished during the period of time required to complete the request. The Recipient shall document the amount of efforts and its translated cost estimate that would have been incurred by the Recipient to complete the request for updated data. This document shall be electronically forwarded to the CAA (via CATR and cc provided to Installation Representative) to review so that the DoN will have a firm understanding on the amount of work displaced that would have normally been accomplished during the period of time required to complete the request.

36. 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. This form is available at <http://www.uscis.gov/portal/site/uscis> by searching or selecting Employment Verification (Form I-9). Immediately report instances of lost or stolen badges to the Contracting Officer.

a. NCACS Program: NCACS is a voluntary program in which Cooperator personnel who enroll, and are approved, are subsequently granted access to the installation for a period up to one year, or the length of the contract, whichever is less, and are not required to obtain a new pass from the Base Pass and Identification Office for each visit. The Government performs background screening and credentialing. Throughout the year the Contractor employee must continue to meet background screening standards. Periodic background screenings are conducted to verify continued NCACS participation and installation access privileges. Under the NCACS program, no commercial vehicle inspection is required, other than for Random Anti-Terrorism Measures (RAM) or in the case of an elevation of Force Protection Conditions (FPCON). Information on costs and requirements to participate and enroll in NCACS is available at <http://www.rapidgate.com/vendors/how-to-enroll> or by calling 1-877-727-4342. Cooperators should be aware that the costs incurred to obtain NCACS credentials, or costs related to any means of access to a Navy Installation, are not reimbursable. No equitable adjustment in contract cost/price or schedule shall be allowed on account of the Cooperator participating in/utilizing the NCACS Program to obtain installation access.

b. One-Day Passes: Participation in the NCACS Program is not mandatory. In lieu of participating in the program, the Cooperator may elect to have its personnel obtain daily passes from the installation's pass and decal office in accordance with applicable installation security regulations/procedures. Note that Cooperator personnel obtaining installation access via daily passes will be subject to, among other things, daily mandatory vehicle inspection and will have limited access to the installation. The Government will not be responsible for any cost/price or schedule impacts that may result from the Cooperator electing to have its personnel obtain one-day passes instead of choosing to participate in the NCACS Program.

Estimated costs are:

NCACS Credential Cost & Length of Time Valid

An NCACS Credential is valid for a period of 5 years, but must be renewed annually.

Cost for Single Base Access

Company Annual Enrollment fee \$199.00

Employee Annual Enrollment fee \$159.00

Cost for Multi-Base Access

Company Annual Enrollment fee \$249.00

Employee Annual Enrollment fee \$199.00

Cost for 90-day Single Base Access

Company Annual Enrollment fee \$199.00

Employee 90-day enrollment fee \$59.00

Cost for replacing a lost Credential \$30.00

G. SPECIFIC REQUIREMENTS

The objectives of this project are to:

- (1) Using DNA analysis, identify species (DKR vs SKR) for samples of hair collected from 100 kangaroo rats.
- (2) Calculate error rates in field identifications of DKR vs SKR.
- (3) To the extent feasible and based on DNA analysis, identify any/all haplotypes on the installation from the samples, and if the SKR samples provided appear to represent more than one population. (Samples will be provided from different, and potentially isolated, SKR populations on the installation.)
- (4) To the extent feasible and based on DNA analysis, provide an effective population size for SKR based on genetic diversity of DNA. IF more than one population appears to exist on the installation, provide the effective population size of each.
- (5) Based on the analysis of genetic structure among the DNA samples provided, evaluate confidence of the genetic-based species identification and other population estimates.

This project will supply the required information to ensure mission readiness is not impeded by accidental misidentification of the federally protected SKR and directly support the Integrated Natural Resource Management Plan of the installation.

Services Requested

Task 1: Kick-off Meeting

The Cooperator, Contracting Officer Representative (COR), and Station Technical Representative (STR) will have a kick-off meeting to discuss specifics of this project. This meeting may be conducted via phone conferencing.

Task 2: Sample Collection

Installation staff, working with SKR surveyors under separate contract, will provide the cooperator with hair samples of 100 kangaroo rats. (Specimen collection is accomplished by pulling hair, not cutting, in an effort to retain follicles.) Many samples have already been collected and are not “blind” in that the sample envelopes are labeled with field surveyor initials, assessment of species identification in the field, and location. To the extent feasible, additional samples may be labeled using randomized numbering such that the DNA analysis will be performed in a blind manner. Samples can be shipped to Cooperator in manner specified.

Task 3: DNA extraction and analysis

Hair samples taken from respective kangaroo rats will be used to extract DNA. DNA sequencing, Microsatellite, Single Nucleotide Polymorphism (SNP) markers, or other appropriate genetic markers will be used to evaluate genetic diversity and identify samples to species-level (see objectives). Genetic structure and differentiation will be analyzed among and between the samples provided for both the SKR and DKR.

Task 4: Reporting

The Cooperator shall provide an electronic and hard copies of draft and final summary reports to the COR) and STR. The report shall include biological background, methods, results, and discussion. Maps shall be used in the report to help depict spatial and temporal distribution of all kangaroo rat samples used during the study. Tabular data shall be submitted in Microsoft Excel and the report shall be submitted in Microsoft Word. GIS data shall be submitted with draft and final reports. Two hard copies of the draft report and four hard copies of the final report are requested, in addition to digital copies of the draft and final reports.

Option 1:

In the same manner described under “Description of Anticipated Work” above, the Cooperator shall conduct DNA analyses on hair samples from an additional 25 kangaroo rats in the event that an option item is exercised. Once a sufficiently large sample size is reached genetic analysis of the population (e.g., more than one isolated population, effective population size), additional sample analyses will be for the primary purpose of achieving objectives 1 and 2 (species-level identification and field identification error rate). This option may be exercised up to 8 times, for a potential total of 200 additional samples.

Review of Statements Received: Proposals will be evaluated based on the four factors listed below and include the credentials of key personnel, scientific approach, reasonableness of the cost and safety plan. Evaluation factors are co-equal to each other.

Factor 1 – Credentials of the Key Personnel

The applicant shall provide type written Statement of Qualifications (SOQ) of the Project Manager and Technical staff proposed for this project. Each SOQ shall provide the following:

- a. Biographical Sketch,
- b. Relevant past projects and clients with brief descriptions of these projects,
- c. Staff, faculty or students available to work on this project and their areas of expertise,
- d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, field facilities, etc.).

In addition, each key personnel must have the following:

Project Manager

- A minimum of a Master's degree in the field of Biology with emphasis in the field of Genetics; and
- A minimum of 4 years' experience in a responsible position providing oversight of, support to or directly involved with genetic analysis.
- Previous direct experience with conducting genetic analysis to differentiate between and among species, including resulting population genetic data analysis and interpretation.

Technical Staff

- A minimum of 2 years' experience in a responsible position conducting DNA extraction, DNA amplification, DNA sequencing, electrophoresis, and genetic analysis, particularly among closely related taxa.

Factor 2 – Innovative Scientific Approach

The applicant shall develop a proposal addressing the approach and techniques to accomplish the genetic analysis of kangaroo rat hair samples/follicles from Detachment Fallbrook. Specific methods and timing of activities shall be discussed in the proposal. Applicant's proposals will be evaluated by a team of technical and contracting personnel from NAVFAC SW and installation personnel. Applications will be evaluated based on their soundness of the overall approach to accomplish the anticipated work's stated objectives.

Factor 3 – Approach to Safety

The applicant shall provide a narrative of describing how safety practices/procedures will be implemented to complete the proposed work. Applications shall be analyzed to determine how the Applicant will implement safety practices/procedures and determine the degree to which innovations are being proposed that may enhance safety on this proposed cooperative agreement. The Government is seeking to determine that the applicant has demonstrated a commitment to safety and that the applicant plans to properly manage and implement safety procedures for itself.

Factor 4 - Reasonableness of Cost

After technical evaluation of the proposal, the applications shall be analyzed to determine whether they are materially/mathematically balanced with respect to prices or separately priced items, and for fair and reasonable pricing. The Offeror shall use OMB Circular A-21 "Cost Principles for Institutions of Higher Education," or 48 CFR part 31 "Contract Cost Principles and Procedures," as applicable. Evaluation will include an analysis to determine the Offeror's comprehension of the requirements of the solicitation as well as to assess the validity of the

Offeror's approach.

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. 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 will include, at a minimum, an introduction and study objective, proposed methodology, specific data to be collected, schedule with milestones and dates for completion of services and associated deliverables, list of personnel and a description of the roles and detailed resumes outlining their qualifications, annotated Table of Contents for Draft Report.

4. Draft/Final Work Plan: The Recipient shall incorporate all comments, suggestions, or edits (if there are any) provided the CATR and Installation representative to the "Final Work Plan", and

the Recipient shall submit (electronically via email) the “Final Work Plan” within 30 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. Project Draft and Final Report will be delivered within 30 days of completing all tasks. The CESU member shall prepare an annual report that addresses the contract specifications and summarize the work accomplished under this agreement. The report content and format shall use the outline in Attachment A as a guide.

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.

6. Data

All raw data, data sheets and electronic databases (including GIS data) shall be submitted with the Draft Report. Final deliverables shall be submitted on a labeled DVD in a pocket affixed to the Final Report.

7. Maps

All 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.

8. 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:

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

9. Project Draft Report

The Recipient shall provide electronic copies summarizing the data collection and analysis. This

report will include, at a minimum, a detailed summary of the methods and materials used, a result section, personnel hours spent on the project, conclusions and recommendations to help the Installation meet the goals and objectives of Integrated Natural Resources Management Plan. The draft report shall be submitted to the CATR within 30 days of completion of the third years field work. The CATR and Installation representative will have 45 days to review the draft report.

10. Project Final Report

A final report will be submitted within 30 days of receipt of the DoN comments. A total of four (4) hard copies will be provided: one (1) unbound copy with one (1) DVD and three (3) DVDs (with all final deliverables) will be delivered to the CATR; three (3) bound copies and three (3) DVDs (with all final deliverables) will be delivered to the Installation Representative. The electronic copy shall include both PDF and MS Word documents on a DVD, photos, raw data, GIS files, field sheets, logs, etc.

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. The U.S. Government shall be supplied with a set of voucher specimens, a copy of the raw data, and copies of all field notes. 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 Accident Prevention Plan (APP) following the format in Appendix A of the US Army Corps of Engineers Safety & Health Requirements Manual EM 385-1-1 05 30Nov2014 or latest edition. Include an Activity Hazard Analysis (AHA) 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. When developing the APP and AHA 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.

NOTE: AHA is an attachment required by the APP. Site Safety and Health Plan (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 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 and AHA (SSHP if applicable) has been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A 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
- 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 and submit the AHA and SSHP as attachments to the APP to the CATR. The minimum requirement for the SSHP is in Section 33 of the EM 385-1-1.

A Draft and Final APP and AHA (SSHP if applicable) will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authority (NAVFAC SW EV Safety Office, Cooperative Agreement Technical Representative, Installation Representative) prior to start of field work activities.

The final APP and AHA (SSHP if applicable) 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.

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, 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.

N. 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 N, including coverages specified in Attachment B 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 B 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 Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment C 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.fsrc.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/execom.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.fsrc.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/excomp.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
DRAFT AND FINAL REPORT FORMAT

The Annual Report shall follow the formats described 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

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 project success
- (b) Provide a list of recommendations to improve or increase the efficiency of associated with the objectives of this project
- (c) Provide recommendations to for the nursery and erosion control programs.

xi. Acknowledgments

Include the following statement: "This research was funded by Naval Base Ventura County"

xii. 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 15 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.

**ATTACHMENT B
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 Naval Weapons Station Seal Beach, Fallbrook Detachment.

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 C

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: **N62473-14-2-0010**.

(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.

Issue by and admin DoDAAC is N62473/RAQE0

Pay Official DoDAAC is N68732

(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	N68732
Issue By DoDAAC	N68732
Admin DoDAAC	N/A
Inspect By DoDAAC	N62473/RAQE0
Ship To Code	N/A
Ship From Code	N/A
Mark For Code	N/A
Service Approver (DoDAAC)	N/A
Service Acceptor (DoDAAC)	N62473/RAQE0
Accept at Other DoDAAC	N/A
LPO DoDAAC	N62473/RAQE0
DCAA Auditor DoDAAC	N/A
Other DoDAAC(s)	N/A

(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.

252.204-0001 Line Item Specific: Single Funding. (SEP 2009)

The payment office shall make payment using the ACRN funding of the line item being billed.

(End of clause)