

**SCOPE OF WORK FOR
TERRESTRIAL INVERTEBRATE SURVEYS ON NAVAL BASE CORONADO,
NAVAL AUXILIARY LANDING FIELD SAN CLEMENTE ISLAND, CA**

TABLE OF CONTENTS

SECTION LETTER	TITLE	PAGE
A	INTRODUCTION	2
B	PURPOSE	2
C	LOCATION	2
D	DESIGNATED REPRESENTATIVES	2
E	PERIOD OF PERFORMANCE	3
F	PROVISIONS TO THE RECIPIENT	4
G	GENERAL REQUIREMENTS	4
H	SPECIFIC REQUIREMENTS	10
I	MEETINGS/COORDINATION	11
J	SUBMITTALS AND SCHEDULES	11
K	DATA AND PUBLICATION	13
L	RELEASE OF INFORMATION	14
M	SAFETY	14
N	HOLD HARMLESS	16
O	INSURANCE	16
P	PAYMENTS	18
Q	EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING	18

A. INTRODUCTION

Terrestrial invertebrate diversity and interactions with federally listed and sensitive plant and animal species on San Clemente Island (SCI) is poorly understood, but is integral to proper management of resources. This project is crucial to understanding prey base and pollinator interactions with the listed wildlife (e.g. San Clemente Loggerhead Shrike, Bell's Sparrow and the San Clemente Island Fox) and threatened and endangered plant species (e.g. SCI Woodland Star and Santa Cruz Island Rock Cress) on SCI.

B. PURPOSE

This Cooperative Agreement outlines terms and the cooperative effort of the Department of the Navy, Navy Facilities Engineering Command, Southwest (NAVFAC SW), on behalf of Naval Base Coronado (NBC), for implementing a cooperative program to survey for terrestrial invertebrates on SCI. The goal of this project is to gain knowledge of the diversity and distribution of terrestrial invertebrates on SCI. This research is integral to the management of sensitive and federally listed plants and animals, that are pollinated by or feed upon invertebrates, and fulfills requirements of the Endangered Species Act, Sikes Act and SCI's Integrated Natural Resources Management Plan. The primary components of this work include: (1) pollinator surveys for threatened and endangered plants including SCI woodland star (*Lithophragma maximum*) and Santa Cruz Island rock cress (*Sibara filifolia*); (2) surveys of important invertebrate food sources for the federally-endangered San Clemente Loggerhead Shrike (*Lanius ludovicianus mearnsi*), federally-threatened Bell's Sparrow (*Amphispiza belli*), as well as the San Clemente Island fox (*Urocyon littoralis clementae*) managed under Candidate Conservation Agreement; and (3) general terrestrial invertebrate surveys in varied habitats on SCI. The project will culminate in a final report documenting survey results.

The Navy will be an active, cooperating participant throughout the project to advise and oversee progress as it relates to the objectives and requirements stated herein.

C. LOCATION

The terrestrial invertebrate sampling is to be implemented on SCI. Surveys will be conducted in various habitat types throughout the island, including maritime succulent scrub, maritime sage scrub, grasslands and canyon woodlands.

D. DESIGNATED REPRESENTATIVES

1. The Cooperative Agreement Administrator (CAA) is Reagan Pablo, Contract Specialist, Naval Facilities Engineering Command Southwest, 1220 Pacific Highway, San Diego, CA 92132-5190 telephone (619) 532-2090, and email: reagan.s.pablo@navy.mil
2. The Cooperative Agreement Technical Representative (CATR) is Dr. Albert Owen, Business Line Team Lead, Naval Facilities Engineering Command, Southwest, 1220 Pacific Hwy, Bldg 1, San Diego CA 92132; telephone (619) 532-3148 and email: albert.owen@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 IRs (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 Representatives (IRs) are Melissa Booker, Wildlife Biologist, telephone (619) 545-7188, email: melissa.booker@navy.mil and Bryan Munson, Botanist, telephone (619) 545-7186, email: bryan.munson@navy.mil, Environmental Division, Naval Base Coronado, PWO Bldg. #3. PO Box 357088, San Diego, CA 92135.

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

4. For the purposes of this Agreement, the term Recipient shall mean **TBD**. The use of the term Recipient in this Agreement includes **TBD** and all designated representative(s).

5. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the US Government. No US 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 Recipient 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 Recipient.

E. PERIOD OF PERFORMANCE

The period of performance will be 36 months from date of award. Field work is anticipated to be completed in two field seasons, and remaining time used to develop and review Final Report. The Recipient shall design the field seasons survey protocol to maximize the collection of relevant data. 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.

A fifteen (15) day period, starting on date of award, will be used for the Recipient 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, Draft Work Plans, etc. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

F. PROVISIONS TO THE RECIPIENT

1. Air Transportation: The US Navy will provide the Recipient and/or staff with no-cost air transportation Between North Island and SCI on a regularly scheduled air carrier.
2. Barge Transportation: Vehicles and other non-explosive equipment, supplies, and materials may be shipped to and from SCI on a regularly scheduled barge.
3. Medical Facilities: A Dispensary, Building 60126, staffed with a Navy Hospital Corpsman, is located at Wilson Cove, SCI. Service is limited and generally not available to Recipient and/or his personnel except on an emergency basis. MEDIVAC to the mainland can be provided under appropriate circumstances, but the Recipient will incur the charges for this service.
4. Housing: The recipient shall provide housing for employees during their work time at SCI. The recipient shall be responsible for housing interim overnight staff at the Navy Gateway Housing Facilities or Recipient facilities (if applicable). Reservations for the Navy Gateway Housing shall be made by the recipient and costs will be incurred by the recipient.
5. Vehicle: The Recipient will need to rent a vehicle on SCI or use a Job Order Number (JON) established through Navy Public Works Transportation to support maintenance of a vehicle barged to SCI for the project. The Navy may permit the use of a Natural Resources Program vehicle for limited times as available, but the Recipient will be required to establish a JON to support vehicle maintenance. No vehicular transportation is provided off of SCI.
6. Work Space: Laboratory, workbench, office, and storage areas are available at the Natural Resources Facility on a space available basis.
7. Meals: Meals are available at the SCI Galley at a cost to the Recipient.

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 Recipient equipment is subject to inspection and approval by the IRs.
2. Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this 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, the Recipient shall provide a Principal Investigator, a Project Manager and as many trained technicians as necessary to complete the work.

a. Principal Investigator (PI): This person shall be responsible for personnel hiring and management, and ensuring resources are available to the PM in accordance with this Scope of Work. The PI shall develop the scientific and strategic framework necessary to successfully complete terrestrial invertebrate sampling to assess their diversity, importance as pollinators and food sources. The PI shall ensure that the project is proceeding according to this framework or direct course changes if necessary to meet project goals. The PI shall oversee deliverable development and ensure that deliverables are high quality, accurate, and in accordance with the program goals. The PI shall possess:

- A minimum of a PhD in entomology, ecology, or related science discipline;
- A CV demonstrating expert knowledge in California floristic province terrestrial invertebrate biology and/or taxonomy;
- A demonstrated ability to provide administrative, scientific, and human/financial resources to support a sampling program in wildland areas;
- A minimum of 5 years of experience in a Program Management or PI position.

b. Project Manager (PM): This person shall be responsible for day to day management of the project, logistics coordination, directing technician tasks, ensuring compliance with the Work Plan and Accident Prevention Plan, drafting deliverables, and acting as the primary point of contact for the project. The PM shall possess:

- A minimum of an BA/BS in entomology, ecology, or related science disciplines;
- A CV demonstrating expert knowledge in in California floristic province terrestrial invertebrate biology and/or taxonomy;
- Demonstrated use of GIS units and maps for sampling work;
- An ability to identify terrestrial invertebrates likely to be found in the California Channel Islands;

- A minimum of 2 years of experience in a responsible position providing oversight of, support to or directly involved in project management of an invertebrate sampling research project.

c. **Technician(s):** This person(s) shall be responsible for completing field and laboratory tasks, data entry, and other duties as directed by the PM. The Technicians shall possess:

- A minimum of a BA/BS degree in Ecology, Entomology, Wildlife Biology or related science discipline;
- Demonstrated biological field experience in remote locations.

Any change to the PI or PM after award of Cooperative Agreement, shall require approval of the CAA.

6. The Recipient shall work closely with the CATR and IR in planning and completing all activities. It is the Recipient's responsibility to ensure that all personnel who visit the Installation coordinate with the IRs regarding site access. The Recipient shall provide a list of all personnel working on this project to the CATR and IRs.

7. All genetic analyses conducted and management recommendations developed during this Agreement shall be scientifically defensible and suitable for publication. Data should be analyzed using acceptable methods as determined in current scientific literature(s). The CATR or IRs, at their discretion, may subject the draft report to external peer review.

8. Work Control. The Recipient shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking of work in progress. The Recipient shall plan and schedule work to assure material, labor, and equipment are available to complete work with the quality standards established herein.

9. Work Schedule. The Recipient shall schedule and arrange work as to cause the least inconvenience and interference with the normal occurrence of Government business and mission. All work shall be performed and completed in accordance with the time frames established in the Work Plan for each item of work. The Recipient's initial work schedule shall indicate the days of the week for service to be performed. The schedule shall list the type of work to be performed, the areas to be worked, and the estimated time to complete the work in each area. The initial work schedule shall be submitted to the CATR and IR for approval within 30 calendar days after issuance of the Agreement. Changes to the schedule shall be submitted to the CATR and IRs for approval.

10. Throughout the term of this Agreement the CATR and the IRs shall be afforded the opportunity by the Recipient to periodically review data analyses, summaries, (figures, tables, etc.), or any record deemed appropriate by the CAA in establishing the Recipient's performance in fulfilling the requirements of this Agreement.

11. The Recipient shall work closely with the CATR and IRs in planning and carrying out all field investigations. The Recipient and/or field investigators shall accommodate requests from the CATR or NREA to assist in scheduled work.

12. The Recipient and his/her field investigators shall visit the designated area as often as necessary and within the limits stated below to accomplish the purpose of this project as detailed further in this Scope. The Recipient must comply with all Base security rules, regulations, requirements, and day-to-day operational changes thereto.

13. The Recipient shall provide all transportation, meals, and lodging for himself/herself and his/her personnel and all equipment and analyses necessary to complete the work. All equipment used on the Base is subject to inspection by and approval of the Base safety program. It is the Recipient's responsibility to obtain security and entrance clearances and camera passes for himself/herself and his/her personnel.

14. The Recipient shall conduct field investigations and interviews with experts and authorities as necessary to accomplish the work described in this Scope. If required, they shall particularly attempt to contact and utilize information from local offices and personnel of the USFWS, and other investigators who have conducted same or similar efforts in the past.

15. Windy and/or foggy conditions with highly variable temperatures may be encountered at any time on SCI. Many roads are rough and unpaved, and if wet, may become impassable or should be negotiated using extreme caution and four-wheel drive. Many places on the island have precipitous terrain and may be covered with cactus. The Recipient's transit through such terrain must be done with the highest concern for the safety of personnel and with strict adherence to all Natural Resources Office Guidelines.

16. All work conducted in support of this Agreement shall comply with all federal laws applicable to Command Navy Region Southwest (CNRSW) installations such as the Endangered Species Act and the Migratory Bird Treaty Act and 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.

17. 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.

18. 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 CATR

or IRs, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.

19. It is the responsibility of the Recipient to obtain Installation Access through coordination with the SCI Natural Resources Operations Manager (619-524-9022). It is the responsibility of the Recipient to ensure that all project staff comply with NBC and SCI policies, regulations, and procedures while at SCI and NBC.

20. No ground disturbing activities may take place at SCI without approval from the IR and Unexploded Ordnance Technician escort. Additionally, to avoid impacts to federally listed, rare, or endemic plants the Recipient and/or their representatives must coordinate all vegetation disturbing activities with the CNRSW Botany Program Manager. The Recipient shall not disturb federally protected plants any more than necessary to complete this work and allowable under ESA permits issued to SCI.

21. Under no circumstances are the Recipient and/or his staff(s) to violate the Archeological Resources Protection Act. If any objects are found that appear to be cultural or archeological resources, contact the CNRSW Cultural Resources Program Manager at (619) 532-2800.

22. The IRs and the SCI Police shall immediately be notified of any unusual activity observed while conducting surveys in the field (e.g., trespassers). Information should include location, date, time and any pertinent detailed facts regarding the activity.

23. 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 IRs upon request.

24. Photography and videography is restricted on the Base. Clearance for photography will be obtained from appropriate Base personnel via the IRs. When requested by the Base, all film must be submitted to appropriate personnel for processing and security inspection. Only photographs of Agreement-related activities are permitted.

25. The Recipient shall manage generated electronic waste (including alkaline batteries), bio-medical waste, hazardous material, hazardous waste, and hazardous waste residues in accordance with federal, state, and NBC regulations and policies.

26. Prior to entering the field each day, the Recipient shall notify SCI Range Coordination by telephone or radio as to the area or areas where work will be accomplished. Upon returning from the field, the Recipient shall check-in with SCI Range Coordination by telephone, radio or in-person. The appropriate SCI personnel to contact will be provided to the Recipient prior to development of the Work Plan.

27. Staff working on this Agreement shall carry a functioning two-way radio while conducting fieldwork on SCI, to be provided by the Navy.

28. No buildings will be modified without permission from the Naval Base Coronado Public Works Officer and the CNRSW Architectural Historian. The Recipient and/or his staff(s) shall not violate the National Historic Protection Act.
29. All personnel must complete Unexploded Ordnance (avoidance) training prior to working on SCI. This can be arranged through the NR OM at (619) 524-9022.
30. Unexploded ordnance may be encountered while conducting fieldwork. Recipient shall not touch or attempt to pick-up any suspected ordnance. Recipient shall place flagging in the general area of the ordnance and notify the Southern California Offshore Range (SCORE) contact, Mr. Les Stone, of the location of the ordnance as soon as possible.
31. The primary use of SCI is for its military mission. Without prior notice, designated areas may become closed to the activities of the Recipient. In some cases, due to operations or other circumstances, it may be necessary to deny the Recipient access to portions of SCI for short periods of time. In such cases, the Recipient will be provided notification of such as soon as possible. It is the responsibility of the Recipient to reschedule this work as feasible (if not precluded by long-term access restrictions)
32. The Shore Bombardment Area (SHOBA), Training and Range Areas (TARs) and Special Weapons and Tactics Areas (SWATs):
- a. Access requests to mapped range areas (SHOBA, TARs and SWATs) must be made through SCORE. Access to SHOBA, SWATs, and TARs must be confirmed no more than 24 hours prior to access the area.
 - b. The Recipient is restricted from entering the SHOBA Impact Areas (I and II) and other areas designated by the SCI OIC as Exclusion Areas due to the presence of unexploded ordnance. The following areas may be off-limits/exclusion areas: Lemon Tank-Nanny BLU-97 area, Eel Point 40mm Range, Installation Restoration Site 14, any Landmine Area.
33. The SHOBA gate key may be obtained from the SCI Police at Building 60151. The Recipient shall call the Police from the SHOBA gate (if the phone is operational) if departure from SHOBA is within one hour of the end of scheduled access time to confirm departure and shall directly return the gate key to Security.
34. Naval Special Warfare Basic Underwater Demolition School (BUDS) and Maritime Operations (MAROPS) SWATs 1 & 2 shall not be accessed unless they are schedule for use by the Recipient, confirmed within 24-hours on the SCORE schedule, BUDS Camp/MAROPS personnel have confirmed that the area is not in use by NSW, and the Bravo Flag is not flying. The Recipient shall further comply with the Procedures for Restricted Area Access (prepared by Jennifer Turner) and the SC Sage Sparrow SWAT 1 & 2 Safety Compliance Form (prepared by Melissa Booker).
35. Due to the classified nature of the activities at SCI, only those areas directly associated with the specifications of this Agreement may be visited. Restricted areas will only be entered by special permission.

36. Gates have been installed on various roads. When closed or a road block has been placed, they are not to be ignored or circumvented for any reason. If Agreement work is required behind a locked gate, the Recipient will immediately contact the NR OM at (619) 524-9022 or the IRs so that appropriate arrangements with the US Navy can be made to gain access.

37. No smoking is allowed in the non-developed areas of SCI.

38. 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 IRs 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 Grant Officer.

H. SPECIFIC REQUIREMENTS

1. The Recipient will conduct a literature review and gather as much information as possible about the terrestrial invertebrate fauna of the Channel Islands and the nearby mainland, especially as it relates to sensitive plant pollination and food sources for threatened and endangered vertebrates. This information shall be incorporated into the Work Plan and Final Report (see below).

2. Invertebrate species surveys will be conducted by direct observation, netting, malaise trapping, pan trapping, light trapping and other standard methods at the discretion of the Recipient. Surveys will be conducted during both daylight and night time periods. Specimens should be identified to the lowest taxonomic rank feasible.

3. Surveys will be conducted in various habitats on SCI to address the project's research goals. The primary habitat types include maritime succulent scrub, maritime sage scrub, grasslands and canyon woodlands. SCI's plant nursery should also be surveyed as a potentially abundant source of both pollinators and prey items.

4. Invertebrate species surveys shall commence at the discretion of the Recipient, but generally will begin in spring and continue until survey work becomes unproductive or when funds have expired. Two primary field seasons are anticipated for this Cooperative Agreement with the survey design to be developed by the Recipient in coordination with the CATR and IR.

5. Surveys shall be designed to develop an understanding of the invertebrate species involved in the pollination of threatened and endangered plants. The primary plant-pollinator interactions to be studied are for SCI woodland star (*Lithophragma maximum*) and Santa Cruz Island rock cress (*Sibara filifolia*), though other plants such as San Clemente Island larkspur (*Delphinium variegatum* subsp. *kinkiense*), San Clemente Island bush-mallow (*Malacothamnus clementinus*), and Island mallow (*Malva assurgentiflora*) should also be considered. The surveys will be designed according to the plant phenology and life history. For example, SCI rock cress

primarily flowers January – April and is likely primarily pollinated during the day, while SCI woodland star primarily flowers February – July and is likely primarily pollinated at night.

6. Surveys shall be designed to assess the diversity and distribution of likely food sources for sensitive, threatened and endangered San Clemente loggerhead shrike (*Lanius ludovicianus mearnsi*), Bell's sparrow (*Amphispiza belli*) and San Clemente island fox (*Urocyon littoralis clementae*).

7. The Recipient will be provided with San Clemente loggerhead shrike pellets and San Clemente island fox scat for analysis of potential prey species. These specimens will be collected through other ongoing natural resources efforts on SCI, but protocol for collection, storage and delivery of specimens will be directed by the Recipient.

8. Collected specimens will be properly identified, preserved, sorted and cataloged at a recognized regional public research institution including, but not limited to, the San Diego Natural History Museum, University of California, Riverside or Los Angeles County Natural History Museum.

I. MEETINGS/COORDINATION

1. The Recipient or his/her designee will attend a kick-off meeting with the CATR and IRs to ensure coordination of activities. The CATR shall arrange the meeting. The meeting shall take place within 30 working days of the agreement award. The purpose of the kick-off meeting is to discuss any questions the Recipient may have regarding the agreement, to decide on treatment site priorities and methodologies, and to discuss other pertinent information on the work to be performed.

2. The Recipient shall be available throughout the Agreement period for consultation with the CATR and IRs on matters involving work progress, data analysis or development of the deliverables. These meetings can be either face to face or via phone conference.

J. SUBMITTALS and SCHEDULES

Recipient agrees to submit the following deliverables:

DOCUMENT/PRODUCT	NUMBER OF COPIES	DUE DATE
Quarterly Progress Reports	1 digital copy	Quarterly, beginning after beginning of first active field season.
Draft Work Plan	1 digital copy	60 days after kick-off meeting
Final Work Plan	1 digital copy	15 days after receipt of Government comments on the Draft.
Draft Annual Report	1 digital copy	Submitted by 15 December, 2019
Final Annual Report	1 digital copy	30 days after receipt of

		Government comments on the Draft.
Draft Final Report	1 digital copy	Submitted by 15 December, 2020
Final Project Report	6 copies (1 unbound and 5 bound), each with a CD/DVD containing all digital data including source information and GIS.	30 days after receipt of Government comments on the Draft.

Work Plan

The Work Plan shall document the personnel, timeline, methods, and contingencies of the proposed work to complete the terrestrial invertebrate surveys. The Draft Work Plan shall be delivered within 60 days of the kickoff meeting, and the Final Work Plan shall be delivered within 15 days of receipt of Government comments. Draft and Final copies of the Work Plan shall be submitted electronically to the CATR and IRs.

Accident Prevention Plan

The APP shall be provided to document safety procedures, accident risk minimization, and accident response. Draft and Final copies of the APP shall be submitted electronically to the CATR and IRs concurrent with the Work Plan.

Quarterly Progress Reports shall include a summary of work completed to date, work expected during the next reporting period, and any issues encountered. Progress report timelines shall be initiated with the start of the first field season. Progress reports shall be one to three pages of text, and accompanied by figures, tables, appendices, or spreadsheets, when relevant. Six total progress reports are anticipated (3 per field season), with the delivery dates to be finalized in the Work Plan.

Annual Report shall detail the work conducted over the previous calendar year and include the results of surveys to date, logistical or technical issues, and work to be completed in the coming season. The Draft Annual Report shall be submitted electronically to the CATR and IRs by 15 December 2019. The Final Annual Report shall be submitted within 30 days after receipt of Government comments on the Draft.

Final Report: Upon completion of field work the Recipient will prepare a report that addresses the research interests outlined in this Agreement. The Recipient shall place the findings of this study within the context of regional invertebrate diversity, pollinator complexes, and food sources. The format of the report shall be organized in a logical manner with distinct sections that provide information to meet the goals and objectives outlined in this Agreement. The Draft Final Report shall be submitted electronically to the CATR and IRs by 15 December 2020. The

Final Annual Report shall be submitted within 30 days after receipt of Government comments on the Draft.

The report shall detail methods, results, and discussion based on work accomplished. The Recipient shall work cooperatively with the Navy to resolve all comments provided by Navy representatives. The final report shall respond to comments from the CATR and IRs on the draft report within 30 days of receipt of government comments and shall be submitted in Word and PDF formats. A total of 6 copies (1 unbound and 5 bound) of the Final Report are to be submitted with the report title, date and author clearly and permanently affixed to the spine of the binding. The unbound copy shall be provided to NAVFAC records management with a CD/DVD copy (contact diane.silva@navy.mil for current submission instructions). Each bound hard copy will have a CD/DVD containing all digital data including source information and GIS affixed to the interior of the submittal. Any maps and photos that are relevant will be included in the report. Specifications for submitting digital data shall be provided upon finalizing the Agreement.

The report shall be free of grammatical, spelling, and typographic errors and of a quality acceptable for peer-reviewed scientific journal publication. The CATR may reject the draft if the quality of the report (e.g. writing, presentation, data and/or analysis) is not professional in content or appearance.

K. DATA AND PUBLICATION

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.315 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. GPS data collected shall be submitted as coordinate data. The format of data delivery shall be coordinated with the IRs.

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 work was funded by Naval Base Coronado”
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.
5. Photographs: All digital photographs taken for this study shall be submitted with the Final Report to the IRs, and shall become US Navy property. All digital photo files will be labeled with at least the following information: 1) subject/activity, 2) location (specific place), 3) date, and 4) photographer.
4. Any publications produced from this work must be approved by the IRs prior to submission for publication.

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 IRs, CATR, and CAA.

M. SAFETY

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at section (i) of Appendix A of the EM 385-1-1. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- 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 handling equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

A Site Safety and Health Plan (SSHP) is also required if the work involves potential exposure to hazardous, toxic or radioactive waste (HTRW). The minimum requirement for the SSHP is in Section 33 of the EM 385-1-1. 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. As a minimum, references used to develop the APP, SSHP and AHA are: EM 385-1-1 (or latest addition), and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authorities (SW EV Safety Office, CATR, 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 potential exposure to HTRW. 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, SSHP and AHA have 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 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 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 will attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV). While the recipient is performing the job on-site, a SW EV Safety representative may perform an SAV. The recipient is required to comply with the contents of the final APP (with the AHA and/or SSHP, as applicable). Any modifications to the APP shall be approved first by the GDA prior to continuing work. Also the recipient has to comply with the requirements of the Section 1, Program Management, of the EM-385 -1-1, while at the job site.

N. HOLD HARMLESS

1. The US 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 US Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the US Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the US 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 US 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 US 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 US 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 US Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the US 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 M, 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 A 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 US 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 US Government and, to the extent of its liability as provided in this Section O, shall, upon demand, either compensate the US 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 US 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 US Government, and such excess of cost shall be reimbursed to the Recipient by the US 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 US 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 US 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 US

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 annual and final reports; and after receipt of the final annual and final reports.
2. The final payment of 10 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.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.fsr.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

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 Marine Corps Air Ground Combat Center under this Cooperative Agreement, No. N62473-18-2-0018."

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

**ATTACHMENT A
NON SELF-INSURED REQUIREMENTS FORM**

**INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW
PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY US
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 Base Coronado, San Clemente Island under this Cooperative Agreement, No. N62473-18-2-0018."

e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the US 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 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:
N62473-18-2-0018.

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

albert.owen@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.

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

(End of Term)