

**SCOPE OF WORK**

**ROCKY INTERTIDAL BIODIVERSITY SURVEYS ON  
NAVAL AUXILIARY LANDING FIELD SAN CLEMENTE ISLAND  
(Period of Performance: 60 months from award)**

**August 2018**

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## **A. INTRODUCTION**

The rocky intertidal habitat at San Clemente Island (SCI) is home to one of the few remaining populations of black abalone in southern California. Beginning in 1981, the mainland black abalone populations experienced large scale mortality events associated with Withering Syndrome. Eventually, populations declined dramatically throughout their range including those on SCI. Due to the substantial decrease in population size, National Marine Fisheries Service (NMFS) listed the black abalone as endangered under the Endangered Species Act in January 2009 (74 FR 1937). In 2011, National Marine Fisheries Service (NMFS) designated critical habitat for black abalone but provided an exclusion (referred to as 76 FR 66806) for SCI based on determinations that the Navy's SCI Integrated Natural Resource Management Plan (INRMP) provides benefits to black abalone. In addition to black abalone-specific management, the Navy has also supported several surveys of the rocky intertidal ecosystem in which black abalone inhabit.

In conjunction with the State's Marine Life Protection Act (MLPA), a baseline characterization of the rocky intertidal was conducted at 5 sites on San Clemente Island (SCI) between 2013 and 2014. This baseline characterization utilized the same protocols (referred to as biodiversity) consistent with monitoring efforts within the South Coast Study Region (SCSR) associated with a network of Marine Protected Areas (MPAs) along the California coast. Although there are not any State MPAs designated at SCI, two areas on the island are permanently closed to public access and all consumptive take of marine species may function as de facto MPAs. In order to continue to support the Navy's critical habitat exclusion, rocky intertidal habitat surveys need to be conducted to compare the baseline characterization to existing conditions at SCI.

The principal components of this cooperative agreement are: (1) survey the existing five rocky intertidal sites at SCI using biodiversity protocols and (2) report development.

## **B. PURPOSE**

This cooperative agreement includes two tasks: the first task is to conduct rocky intertidal surveys at five established sites on SCI under the biodiversity protocol. The second task is to develop a report with a summary, results, and discussion of the surveys.

All efforts in this agreement support the requirement in the NMFS critical habitat exclusion.

The objectives of this Agreement are to:

- Document changes (if any) in patterns of intertidal species' abundance and distribution

## **C. LOCATION**

This project is located at Naval Auxiliary Landing Field San Clemente Island, part of Naval Base Coronado.

## **D. DESIGNATED REPRESENTATIVES**

1. The Cooperative Agreement Administrator (CAA) is Mr. Matt Koontz, Contract Specialist, Naval Facilities Engineering Command, Southwest, 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-3312, and email [Matt.Koontz@navy.mil](mailto:Matt.Koontz@navy.mil).

2. The Cooperative Agreement Technical Representative (CATR) is Jessica Bredvik (Code EV22.JB),

Marine Biologist for Naval Facilities Engineering Command, Southwest, Environmental Core, 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-4182, and email [jessica.bredvik@navy.mil](mailto:jessica.bredvik@navy.mil).

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Installation Representative (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement.

3. The Pacific Fleet Representative is Kimberly O'Connor, Pacific Fleet Program Manager, telephone (619) 545-9339, and email [kimberly.oconnor@navy.mil](mailto:kimberly.oconnor@navy.mil).

The Pacific Fleet Representative is responsible for providing the CAA, via the CATR, any additional technical requirements for this Cooperative Agreement's scope of work specifications. The Pacific Fleet Representative has no authority to make any changes to the Cooperative Agreement, only the CAA may affect any change to this Cooperative Agreement. The Pacific Fleet 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. For the purposes of this Agreement, the term Recipient shall be TBD. The use of the term Recipient in this Agreement includes TBD and all designated representative(s).

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 covered by this agreement is **18 months upon award**. The monitoring field work activities for this project are scheduled to occur during low tides in fall 2018 and spring through fall 2019. This timeframe allows for field work to be conducted and development of a report. The end date is the anticipated date that the Final Report is accepted by the Government. The parties may extend the term of this Cooperative Agreement by written modification. The total duration of this agreement shall not exceed 60 months.

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 (as applicable), etc. Recipient may not begin performance until preliminary documents are submitted and accepted/approved as appropriate.

## F. MATERIAL AVAILABLE FOR REVIEW

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

- a. NMFS critical habitat exclusion (76 FR 66806)
- b. Baseline characterization report

## 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. The 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 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/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 black abalone and rocky intertidal surveys.
5. All work conducted under this Agreement shall be in accordance with:
  - The requirements of the Recipient’s permit from NMFS;
  - NMFS critical habitat exclusion (76 FR 66806);
  - Naval Auxiliary Landing Field San Clemente Island Instructions, including the HOW TO DO BUSINESS ONBOARD SAN CLEMENTE ISLAND Instruction
6. Due to the complexity of work, the Recipient shall provide the following key personnel with the following minimum qualifications:
  - A. Principal Investigator: The Recipient shall designate one responsible person for ensuring that provisions are in place. The responsible person shall perform project and personnel supervision, quality control, and ensure that reporting requirements are being met on a daily basis. This person shall have, at the minimum:

- i. A PhD in Biology or related science.
  - ii. Experience and knowledge of rocky intertidal ecosystems in relation to evaluating patterns of biodiversity, ecological impacts from declines in keystone species, as demonstrated by at least 10 years of previous work or research experience.
  - iii. Hold or be listed as a current researcher on a black abalone Endangered Species Act (ESA) permit for scientific research.
- B. Marine Technician(s): The person(s) shall have, or have immediate access to personnel that have, at the minimum:
  - i. A Master's Degree in Marine Sciences or related science.
  - ii. At least 5 years of experience with long-term baseline surveys of rocky intertidal ecosystems.
7. 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 in planning and carrying out all field 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.
8. All work conducted in support of this Agreement shall comply with all applicable federal and state laws.
9. If there is an incident which the Recipient believes may involve "take" of an endangered species and involves an activity permitted under the endangered species permit, the Recipient shall follow the procedures in the permit and notify the CATR and Pacific Fleet Representative immediately.
10. If there is an incident which the Recipient believes may involve "take" of an endangered species that results from an activity not listed on the permit, the Pacific Fleet Representative and CATR shall be contacted immediately.
11. 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.
12. The use of SCI by the Recipient is on a "not to interfere" basis.
13. At no additional cost to the Government, the Recipient shall be in possession of all necessary permits necessary to conduct the activities stipulated in this Agreement. All permits will be submitted as part of the proposal.
14. All parties involved in this Agreement agree to comply with all applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party's own employees and third parties.

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

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

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

25. 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.

26. 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.

27. 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 at the end of this agreement.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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.
33. 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.
34. Staff working on this Agreement shall carry a functioning two-way radio while conducting fieldwork on SCI, to be provided by the Navy.
35. 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.
36. 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.
37. 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.
38. 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.
39. 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.
40. No smoking is allowed in the non-developed areas of SCI.
41. The Recipient shall inform the CATR and Pacific Fleet 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.
42. The Recipient shall inform the CATR and Pacific Fleet Representative via e-mail of any unusual animal species observed while conducting surveys in the field (e.g. species which are federally listed or are State of Species of Special Concern). Information should include (a) location, (b) date, (c) time and

(d) any detailed facts about the sighting.

43. Throughout the term of this Agreement the CATR and the Pacific Fleet 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.

44. 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. 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) 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.

## **H. SPECIFIC REQUIREMENTS**

The following specific work requirements for this Cooperative Agreement shall be consistent with the requirements of the critical habitat exclusion and all pertinent federal, state and local laws and regulations. All work shall be coordinated with the CATR.

### **1. Conduct Rocky Intertidal Biodiversity Surveys:**

The Recipient shall conduct rocky intertidal surveys at five established sites on SCI during the low tides in fall 2018 and spring through fall 2019 following the biodiversity protocols. Surveys consist of two permanent 30 meter horizontal baselines (parallel to the shoreline) with 11 parallel transect lines are run perpendicular to the shoreline at 3-meter intervals crossing both the upper and lower baselines. Each vertical transect is sampled using the point intercept method. If there is layering, the taxa occupying the different layers are identified and assigned a letter (a, b, or c) defining their vertical position within the canopy. Also recorded is whether the species under the point are found in pools, on cobble, or on boulders. A total of up to three taxa are identified under each point. If fewer than three taxa are recorded under a point, then data are collected on the identity of the next one or two species closest to that point. These 'nearby' species must be different than those found under the point, and must fall within a circle centered over the point with a radius half the length of the sampling interval.

To sample mobile invertebrates 50 x 50 cm quadrats placed at three locations along each transect. Each transect is first divided into three zones; the low zone is the area below the mussels, the mid-zone includes the mussels and the rockweeds (e.g. *Silvetia*, *Pelvetiopsis*), and the high zone is the area dominated by barnacles and littorine snails. Within each zone a quadrat is randomly placed on the transect, and all mobile species found within the quadrat are identified and counted. Sub-sampling may be used when there are more than one hundred individuals of one species in a quadrat. If a quadrat lands in a deep pool or in an area dominated by sand, a new location is selected. The only mobile species not counted are worms, *Neomolgus littoralis*, and amphipods.

Sea stars and abalone are sampled with a two-meter swath centered over each vertical transect. Within this swath, the abundance and location along the transect (to the nearest 0.5m) of the seastars and abalone are recorded.

The Recipient shall be responsible for scheduling and coordinating field activities such as surveying with the CATR and other necessary base personnel. The Recipient shall be responsible for providing information necessary to obtain security passes for all personnel and vehicles requiring access to the Navy installations at least one month prior to surveys.

2. Draft and Final Report:

The draft and final report shall be submitted in accordance with Section J. Submittals and Schedules. Analyses should include a comparison between the baseline characterization and results collected under this Agreement. The report shall be in scientific format and include the following: 1) Title page showing title, date, cooperative agreement number, Installation Representative and Cooperative Agreement Technical Representative contact information; 2) Sub-title page showing title, prepared by and for listings, date and recommended citation; 3) Table of contents; 4) Abstract or Executive Summary; 5) Introduction; 6) Methods; 7) Results; 8) Discussion; 9) Conclusions (to include synthesis with previous work and recommendations for future study); 10) Legible copies of the field notes, data forms and other information.

3. In accordance with the California Cooperative Ecosystem Studies Unit Cooperative (CESU) and Joint Venture Agreement, Article II. Statement of Work, the CATR agrees to provide substantial involvement to include, but are not limited, the following:

- NAVFAC SW CATR is involved in the development of study methodology, data gathering, analysis, and/or report writing.
- NAVFAC SW CATR actively participates and collaborates in carrying out the project plan of work and review.
- NAVFAC SW CATR incurs in-kind or direct expenditures in carrying out the activities specified in the statement of work.

## **I. MEETINGS/COORDINATION**

1. The Recipient or his/her designee will ensure coordination of all activities with the CATR via email.
2. The Recipient shall be available on an intermittent basis throughout the Agreement period for consultation with the CATR and Pacific Fleet Representative on matters involving data collection, analysis, reporting, or other matters related to this Cooperative Agreement.

## **J. SUBMITTALS and SCHEDULES**

1. Electronic copies of all submittals/schedules/deliverables (examples include, but are not limited to, draft/interim/final reports, progress reports/monthly reports) will be provided to the Cooperative Agreement Administrator for retention in the official agreement file.

Recipient shall adhere to following schedule, unless otherwise approved by CAA and CATR.

2. Submittals and Deliverable Schedule.

- a. The government will have a 30 calendar day review period from receipt of the draft reports to comment. The final reports shall be submitted within 30 calendar days of receipt of Government comments. If necessary the government will have a within 15 calendar day review period from receipt of final reports (with comments incorporated) for government

review of documents to ensure comments were adequately addressed. If review and acceptance by government is not completed within the 30 day review period, constructive acceptance will be deemed to have occurred and final deliverables can be submitted. Only the CAA has the authority to make changes to the 30 day review period.

- b. The Recipient shall provide all required draft reports as electronic files, either as email attachments, sent to the CATR on CD, or downloadable via FTP site. The Recipient shall provide six (6) bound copies of the final deliverables, each with an associated CD containing the report, maps, photographs and any pertinent supplemental information.
- c. Submittal/Deliverable Standards: All submittals/deliverables are expected to be of the highest professional quality and will be rejected if any of the following exists:
  - there are typographical errors, spelling, or grammar mistakes; or
  - results and discussion are not tied directly and continually to natural resource management concerns of the installation; or
  - the document is not organized in a manner that flows well; or
  - the document does not provide appropriate context, background, literature review, and comparison to other relevant studies, locations, and similar species.
  - The appropriate style guide is not adhered to (in most cases this is the JWM or CSE).
- d. The draft report shall be a complete document that has been proofread for spelling and grammatical errors and contains all text, figures, graphics, photographs and tables provided for review.
- e. Data. All raw data, data sheets and electronic databases (including GIS data) shall be available at the request of the CATR or SNI Installation Biologist submitted as appendices or supplemental information with the draft Annual Report. If too large to be included with the other draft submittals, the Electronic databases shall be submitted on a labeled CD-ROM. The final versions of these databases will be included on the CD-ROM's attached to the final reports.
- f. Maps
  - 1). 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).
  - 2). All maps shall be printed at an acceptable scale using a State Plane projection, Zone 0405, North American Datum 1983 or USGS. Electronic copies of all maps shall also be provided.
  - 3). 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.
- g. Photographs

The Recipient will document and record pertinent aspects of the work using color digital imagery. The Recipient will provide camera and all necessary equipment. Photographs of activities documented shall be included as an appendix on CD ROM. All photographs shall

become DoN property and shall be submitted with the final report. All original photographs shall be appropriately labeled with information to include:

- date
- location (specific place name, LAT/LONG, bearing, and Installation)
- subject/activity
- activity documented,
- identification of any people in the picture
- photographer,
- If photo is requested to be used for public dissemination (social media, newspaper, public reports), NBVC PAO will review and approve prior to dissemination

Event/Deliverable	Due Date	Delivery Type/Format
<b>Rocky Intertidal Biodiversity Surveys</b>		
Coordinate field effort	At least 1 month before surveys	N/A
Conduct surveys during low tides	End of fall low tide series of each year	N/A
<b>Annual Report</b>		
Draft report	60 calendar days after last survey	Electronic (email) (.doc)
Final report	30 calendar days after receipt of Government comments	Electronic (email) (.doc)

**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.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The DoN acknowledges and agrees that the Recipient’s fundamental consideration in performing the research under this Agreement shall be Recipient’s right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: “This research was funded by the U.S., Navy.”

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

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

## **L. RELEASE OF INFORMATION**

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the Government and a determination appropriately made by the cognizant Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Public Affairs Officer at the Installation and Public Affairs Officer at NAVFAC SW through the SCI Installation Biologist, 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 handing 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 Government shall not be responsible for the loss of or damage to property of the Recipient and/or his/her representatives, or for personal injuries to the Recipient and/or his/her representatives arising from or incident to the use of government facilities or equipment. Recipient shall indemnify, hold harmless, defend and save Government harmless and shall pay all costs, expenses, and reasonable attorney's fees for all trial and appellate levels and post-judgment proceedings in connection with any fines, suits, actions, damages, liability and causes of action of every nature whatsoever arising or growing out of, or in any manner connected with, the occupation or use of Government Premises by Recipient, its employees, servants, agents, guests, invitees, and contractors. This includes, but is not limited to, any fines, claims, demands and causes of action of every nature whatsoever that may be made upon, sustained or incurred by the Government by reason of any breach, violation, omission or non-performance of any term, covenant or condition hereof on the part of the Recipient, its employees, servants, agents, guests, invitees, or contractors. This indemnification also applies to claims arising out of the furnishings of any utilities or services by the Government or any interruption therein or failure thereof, occasioned by the negligence or lack of diligence of Recipient or its respective officers, agents, servants or employees. However, this indemnity shall not extend to damages due to the sole fault of the Government or its employees, agents, servants, guests, invitees or contractors. This covenant shall survive the termination of this Cooperative Agreement.

2. In the event of damage, including damage by contamination, to any Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the Government.

#### **O. INSURANCE**

1. At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit of \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or contractors under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the Government with a certified copy of the policy or

policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

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

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

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

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

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

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

## **P. PAYMENTS**

1. Partial payments equal to the amount of work accomplished may be made monthly during the field work portion; after submittal of the draft reports; and after receipt of the final reports.
2. The final payment of 15 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section J 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 C 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.fsrs.gov> for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.
- (b) Name of the subcontractor.
- (c) Amount of the subcontract award.
- (d) Date of the subcontract award.
- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.
- (f) Subcontract number (the subcontract number assigned by the Contractor).
- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) Subcontractor's primary performance location including street address, city, state, and

country. Also include the nine-digit zip code and congressional district.

- (i) The prime contract number, and order number if applicable.
- (j) Awarding agency name and code.
- (k) Funding agency name and code.
- (l) Government contracting office code.
- (m) Treasury account symbol (TAS) as reported in FPDS.
- (n) The applicable North American Industry Classification System (NAICS) code.

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

- (a) In the Contractor's preceding fiscal year, the Contractor received –
  - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

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

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

**END**

**ATTACHMENT A**

**SELF-INSURANCE REQUIREMENTS FORM**

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

**1. PUBLIC LIABILITY AND PROPERTY DAMAGE**

a. Required minimum amounts of insurance listed below:

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

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

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

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

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

- Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.
- The following endorsements are required for Excess Liability insurance policies:
  - a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
  - b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."
  - c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
  - d. "This insurance certificate is for use of facilities at Defense Fuel Support Point, San Pedro under this Cooperative Agreement, No. N62473-18-2-0013."

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

**ATTACHMENT A (Continued)**  
**NON SELF-INSURED REQUIREMENTS FORM**

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

**1. PUBLIC LIABILITY AND PROPERTY DAMAGE**

a. Required minimum amounts of insurance listed below:

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

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

- a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
- b. "The Commanding Officer, Naval Facilities Engineering Command, Facilities Engineering Command, shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the policy."
- c. "The United States of America (Dept. of the Navy) is added as an additional insured in operations of the policyholder at or from the premises **licensed/leased** from the United States."
- d. "This insurance certificate is for use of facilities at Defense Fuel Support Point, San Pedro under this Cooperative Agreement, No. N62473-18-2-0013."
- e. Loss, if any, under this policy shall be adjusted with Recipient and the proceeds, at the direction of the Government, shall be payable to Recipient, and proceeds not paid to Recipient shall be payable to the Treasurer of the United States of America."

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

## ATTACHMENT B 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: **N62473-18-2-0013**

(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.

### ECOMP

(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  
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Pay Official DoDAAC	<b>N68732</b>
Issue By DoDAAC	<b>N62473/ECOMP</b>
Admin DoDAAC	<b>N62473/ECOMP</b>
Inspect By DoDAAC	<b>N62473/ECOMP</b>
Ship To Code	_____
Ship From Code	_____
Mark For Code	_____
Service Approver (DoDAAC)	_____
Service Acceptor (DoDAAC)	<b>N62473/ECOMP</b>
Accept at Other DoDAAC	_____
LPO DoDAAC	<b>N62473/ECOMP</b>
DCAA Auditor DoDAAC	_____
Other DoDAAC(s)	_____

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(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\\_ECOMP\\_inspector@navy.mil](mailto:NAVFAC_SW_ECOMP_inspector@navy.mil)  
[jessica.bredvik@navy.mil](mailto:jessica.bredvik@navy.mil)

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

**NOT APPLICABLE**

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

(End of clause)