

STATEMENT OF WORK (SOW)  
 FISCAL YEAR 2020 CANID TORTOISE-PREDATION STUDY  
 AT MARINE CORPS AIR GROUND COMBAT CENTER TWENTYNINE PALMS  
 (Period of Performance: 24 Months from Award)

June 2020

**TABLE OF CONTENTS**

SECTION	TITLE	PAGE
A	INTRODUCTION	2
B	PURPOSE	2
C	LOCATION	3
D	DESIGNATED REPRESENTATIVES	3
E	PERIOD OF PERFORMANCE	4
F	MATERIAL AVAILABLE FOR REVIEW	4
G	GENERAL REQUIREMENTS	4
H	SPECIFIC REQUIREMENTS	7
I	MEETINGS/COORDINATION	8
J	SUBMITTALS & SCHEDULES	9
K	DATA & PUBLICATIONS	13
L	RELEASE OF INFORMATION	14
M	SAFETY	14
N	HOLD HARMLESS	15
O	INSURANCE	15
P	PAYMENTS	17
Q	EXECUTIVE COMPENSATION & SUBCONTRACT REPORTING	17
Attachment A	SELF-INSURANCE REQUIREMENTS FORM	19
Attachment B	WAWF INSTRUCTIONS	21
Attachment C	REPORT FORMAT	25

## **A. INTRODUCTION**

The purpose of this project is to provide Marine Corps Air Ground Combat Center (MCAGCC) Twentynine Palms with an understanding of coyote population dynamics including size, community structure/gene flow, diet choice, diet availability, tortoise predation dynamics, and human influences. This work intends to add new methods and protocols to the existing body of research and monitoring on these topics for guiding complex adaptive management and the base's integrated ecological management approach.

Canids appear to be a significant predator and pressure on the Agassiz desert tortoise (*Gopherus agassizii*) and causes management challenges for tortoise-translocation recipient project sites such as the translocations conducted by the United States Marine Corps (USMC) at Rodman-Sunshine Peak, the Sandhill Range Training Area, and Siberia. The dangers of the artificial action to introduce tortoises to these areas include many anthropogenic sources and assistance, obscuring obvious causes and reactions. Additionally, local canid species do not produce visually obvious distinctive sign in their scat that would identify to species, so simple visual indicators may attribute predation events to the wrong species when encountered.

Agassiz's desert tortoise is federally listed as threatened and similar in appearance to threatened, depending upon population segment. Small changes in population structure including higher rates of predation and harassment can have a significant effect on population stability. Any failure at translocation sites could have major repercussions on military training activities and mitigation. Coyotes and other canid predators in the area tend to be resourceful and adaptive to their environments. Human cohabitation generally enhances their populations through increased food and prey diversity and quantity, shelter and habitat provisions, and protection from larger predators (although human-induced mortality may simply replace these predators rather than provide protection). These animals can pose threats to mission and military family housing through animal strikes for military equipment, disease vectors (including ticks and human parasites), predation of household pets and livestock, direct confrontation with humans in the landscape, and tertiary encroachment via predation and competition on sensitive species.

These predators, when in balance, provide critical ecological roles for tortoises and humans too. An ecology without a stable predator population is usually a void that creates havoc and unexpected encroachment on sensitive species like the desert tortoise, and a Western landscape without coyotes is unrealistic. Researchers need to establish parameters for these populations that allow cohabitation and minimize threats to tortoise populations and human activities that the base can use to monitor and enact species management plans when populations exceed thresholds.

## **B. PURPOSE**

The purpose of this Cooperative Agreement is to provide support services for canid tortoise-predation studies. The primary purpose of the study is to analyze the canid predator population ahead of management efforts to determine the targeted management objectives, the primary locations of management actions, and the expected effects to the Agassiz desert tortoise (*Gopherus agassizii*) population. To do that, the Combat Center seeks collaboration to deploy robust analyses of predator scat to:

1. Quantify coyote (*Canis latrans*) population size at six key sites: the Cantonment areas (Mainside), Rodman-Sunshine Peak North site (RSPN), Sand Hill Range Training Area (RTA), Siberia, Lucerne-Ord, and Cleghorn Lake.
2. Describe the gene flow characteristics among these populations.
3. Describe the occurrence and prevalence of tortoise prey items in the diet by molecular analysis at RSPN and implications for tortoise management.
4. Describe the occurrence and prevalence of tortoise prey items in the diet by molecular analysis at Sand Hill RTA and implications for tortoise management.
5. Describe the effects of human subsidies in canid diets and its influence on the population and behavior at Mainside.
6. Describe the occurrence and prevalence of tortoise prey items in the diet by molecular analysis at Siberia and implications for tortoise management.
7. Describe the effects of human subsidies in canid diets and its influence on the population and behavior at Sand Hill RTA.
8. Describe the effects of human subsidies in canid diets and its influence on the population and behavior at Lucerne-Ord.

This canid study is to be implemented within the MCAGCC. The cooperator shall obtain final approval of the work required from the Naval Facilities Engineering Command SW Marine Corps Team and the MCAGCC Natural Resources and Environmental Affairs (Environmental Affairs) branch.

### **C. LOCATION**

All work for the base period and optional task will be performed at the Marine Air Ground Task Force Training Command (MAGTFTC) Marine Corps Air Ground Combat Center (MCAGCC), located in Twentynine Palms California.

### **D. DESIGNATED REPRESENTATIVES**

1. The Base Technical Representative (BTR) is Ilima Segoviano, Natural Resources Specialist, Environmental Affairs, MAGTFTC/MCAGCC, Building 1418 Box 788110, Twentynine Palms, CA 92278; Phone: (760) 830-5719, and e-mail: [ilima.segoviano@usmc.mil](mailto:ilima.segoviano@usmc.mil).
2. The Cooperative Agreement Technical Representative (CATR) is David McNaughton, Natural Resources Specialist, United States Navy, NAVFAC SW, Marine Corps Team, 937 N. Harbor DR, Building 1, 3rd Floor, Room 323, Cubicle 21, San Diego, CA 92132-0001; Phone: (619) 532-4403, [david.k.mcnaughton@navy.mil](mailto:david.k.mcnaughton@navy.mil).
3. The Cooperative Agreement Administrator (CAA) is Ms. Kellie Wilson, Contract Specialist, Naval Facilities Engineering Command, Southwest (NAVFAC SW), 1220 Pacific Highway, San Diego, CA 92132-5190, telephone (619) 532-2090, and email [kellie.wilson@navy.mil](mailto:kellie.wilson@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 Cooperator 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.

Any change in scope of work must be issued to the Cooperator, 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.

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

## **E. PERIOD OF PERFORMANCE**

The base period of performance covered by this Cooperative Agreement is **24 months upon award**. The award of any option period may be awarded unilaterally with the initial award or within the first 12 months of the 24-month period of performance. The end date is the anticipated date that the Government accepts the final report. However, the parties may extend the term of the Cooperative Agreement by written modification. Total duration of this Cooperative Agreement, including any option periods shall not exceed 60 months. The exercise of any option is subject to the availability of funds.

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

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

This action will be performed in accordance with:

- Marine Corps Order P5090.2A Environmental Compliance and Protection Manual
- MCAGCC, Integrated Natural Resources Management Plan (INRMP)
- Endangered Species Act
- Migratory Bird Treaty Act
- National Environmental Policy Act of 1969
- Sikes Act
- Clean Water Act
- Clean Air Act
- Biological Opinion for Land Acquisition and Airspace Establishment, FWS-SB-16B0304-17F0351 31JAN17

## **G. GENERAL REQUIREMENTS**

The Cooperator shall manage the total work effort and assure fully adequate and timely completion of these services. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, analysis, quality control, lab work, and for meeting professional industry standards and protocols.

1. **Work Control.** The Cooperator 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 Cooperator shall plan and schedule work to assure material, labor, and equipment are available to complete work with the quality standards established herein.
2. **Work Schedule.** The Cooperator 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 Cooperative Agreement Work Plan for each item of work. Changes to the schedule shall be submitted to the CATR and the BTR for approval.
3. **Regular Working Hours.** The Government's normal working hours are from 0800 to 1730 Mondays through Fridays except (1) Federal holidays and (2) other days specifically designated by the Grants Officer. Federal Holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.
4. **MCAGCC Stipulations.** The Cooperator must comply with all MCAGCC security rules, regulations, and day-to-day operational changes. Unannounced changes to day-to-day operational procedures may, at times, prohibit the Cooperator access to parts of MCAGCC. It is the responsibility of the Cooperator to reschedule this work. The Cooperator shall visit MCAGCC as often as necessary to accomplish the purpose of this Cooperative Agreement as detailed further in this Cooperative Agreement. The Cooperator shall pre-arrange access with the BTR a minimum of ten days prior to any field surveys. The Cooperator and/or his/her representative(s) shall inform the CATR and the BTR in writing, preferably via electronic mail, of any unusual activity observed while conducting surveys in the field (e.g., trespassers). Information should include: (1) location, (2) date, (3) time, and (4) any detailed facts regarding the activity.
5. **Protection of Government Property.** During execution of the work, the Cooperator shall take special care to protect Government property. The Cooperator shall return areas damaged as a result of negligence under this Cooperative Agreement to their original condition (via consultation with BTR), including revegetation or replacement of damaged habitat if necessary. Unauthorized collection of cultural material is not allowed. The Government will consider unauthorized collection a violation of the Archaeological Resources Protection Act (ARPA) and subject to criminal and civil penalties.
6. **Hazards.** Unexploded ordnance may be encountered while conducting fieldwork. Cooperator shall not touch or attempt to pick-up any ordnance. Cooperator shall place flagging in the general area of the ordnance and notify the BTR of the exact location of the ordnance as soon as possible.
7. **Required Meetings.** The Cooperator shall participate in Government-scheduled meetings as outlined in this Scope of Work.
8. **Data and Publications.** The U.S. Government retains ownership of all data and products collected as part of this Cooperative Agreement. The Cooperator shall continually provide for secure safekeeping of the data and any other material pertaining to this Cooperative Agreement. These data will not be used, in whole or in part, in any professional, scientific or non-scientific report, paper, or note, published or unpublished or be part of any technical or non-technical presentation, without prior written authorization from the CATR and the BTR. Authorship of any publication arising from this

Cooperative Agreement will be determined by a joint consultation between the Cooperator, the CATR, and the BTR. In particular, the Cooperator shall acknowledge support of the U.S. Navy, the United States Marine Corps, and MCAGCC, in any publications or publicly distributed articles, reports, or presentations. The Cooperator and/or his/her representatives shall provide the CATR and the BTR with a copy of all manuscripts, at least sixty days prior to the submission date of the manuscript or public presentation, for approval. Any publications resulting from this work shall be provided at no cost to the U.S. Government in quantities as shall be determined jointly by the U.S. Government and the Cooperator at the time of publication. The Cooperator will provide the Center with a set of original data at the end of this project. The U.S. Government retains the right to publication of the work. The U.S. Government retains the right to publish any analysis of the data.

9. General. MCAGCC is a live fire military installation. The Cooperator is responsible for personal health and safety requirements per 29 CFR 1910.120 for entering potentially hazardous environments. The Cooperator shall attend a mandatory safety briefing at Environmental Affairs Building 1418 prior to start of work. Adherence to MCAGCC Orders and Standing Operating Procedures in general industrial type areas is required. A minimum of at least two personnel will be required to enter the training areas. The Cooperative Agreement personnel must sign a Hold Harmless Agreement before entering the training areas.
10. Personnel. The Cooperator shall provide the BTR with a list of all personnel who will be conducting the field work. It is the Cooperator's responsibility to obtain all necessary security and entrance clearances for all personnel and equipment for entrance to MCAGCC. The CATR and BTR shall work with the Cooperator to assist in obtaining necessary documents.
11. Training Area Entrance Requirements. Scheduling of the training areas will be coordinated through the BTR at least 10 business days in advance. Once fieldwork commences, access to the training areas will be coordinated through Range Control (call sign BEARMAT) via radio communication. During field work, the Cooperator and their personnel shall maintain communication with Range Control at all times; failure to maintain communication with Range Control will jeopardize access to the survey areas. The Cooperator shall register an Environmental Affairs handheld field radio from the BTR before every entry to the field. The BTR will inform the Cooperator of all applicable MCAGCC regulations, range rules, and access protocols.
12. Vehicle Requirements. The Cooperator and their employees are required to obtain a Privately Owned Vehicle (POV) waiver for all their vehicles that enter the training areas. These waivers shall be obtained through the BTR. POV waivers must be carried in each vehicle when within the boundaries of MCAGCC. If U.S. government vehicles are used, such information is not required. All personnel must carry photographic identification, and/or other passes as required and identified by the BTR while on government property. The Cooperator shall contact the BTR to initiate pass procedures and complete any required orientation. Violations of access, communications or other standard operating procedures may result in immediate termination of the treatment and survey effort. The Government will provide Standard Operating Procedures and Cooperator Guidelines to the Cooperator.
13. Photography. All photographic images acquired while the Cooperator is on military land, and adjacent BLM or state land, including but not limited to photographs, slides, photo-negatives, and digital images, are the property of the U.S. Marine Corps, regardless of the purpose of the image(s), and regardless of the ownership of the equipment and/or film. No person may publish any image without the approval of the USMC and DON POC. No photographic image may be used in any way toward

financial gain of the Cooperator or their associates without specific approval. Digital photographs are preferred and shall be included, fully annotated with dates, times, locations and subject, in the reports (as figures) or data compendium (CD-ROM).

## **H. SPECIFIC REQUIREMENTS**

The Cooperative Agreement includes the following tasks:

### **COOPERATOR INVOLVEMENT**

#### **Task 1: Primers**

This task involves gathering sampling primers for use in any genetic work. Primers may be obtained through any means including but not limited to published work, specimen sampling, or collaboration, but the base cannot supply genetic material or be expected to allow the capture and use of any organisms on base for this purpose.

#### **Task 2: Analysis Labor**

General analysis on the dataset as a whole for the purpose of drawing community, population, and landscape level information falls into this task where distribution of effort may not be estimated or forecast in other individual tasks.

#### **Task 3: Coyote Population Estimation, All Areas.**

Quantify coyote population size at all key sites. Methods shall be left up to the Technical team. Methods must be noninvasive due to the sensitivity of the organisms, potential conflict with other studies, and disruption of ecological and military processes with wider ramifications. This task includes gathering field samples or other specimens for common use between all tasks.

Methods must be aware of, sensitive to, and avoid conflict with ongoing predator abundance surveys in the project areas. Cooperators may be able to seek collective and collaborative sampling methods with the predator monitoring team, so long as there are no substantive changes to the predator monitoring team's contract or those changes are acceptable to that contract's contracting officer.

#### **Task 4: Population Genetics.**

Determine gene flow rates and genetic connections among the sampled coyote populations and regions. Build analyses to determine population health, isolation, and residency. Methods shall be left up to the technical team.. All samples and specimens shall derive from a collection effort listed in Task 3.

#### **Tasks 5, 6, and Option 1: Tortoise Prey Detection**

Determine detectability, occurrence, and significance of desert tortoise in predator diet at the applicable site to each task/option. Methods shall be left up to the technical team but should be noninvasive and should be reproducible at other sites/installations. Assume the same method of analysis for Tasks 5, 6, and Option 1. All samples shall derive from a collection effort listed in Task 3.

#### **Task 7, Options 2 and 3: Human Subsidies Analysis**

Determine the occurrence and significance of human subsidies in coyote and other canid diet at the sites for each task/option. Methods shall be left up to the technical team but will be the same for Task 7, Option 2, and Option 3. All samples shall derive from a collection effort listed in Task 3.

Human subsidies are feared to attract, concentrate, and educate coyote and other canid populations that facilitates predation on desert tortoises and causes human-wildlife conflict. This can affect the canid population directly, influencing other tasks in this Cooperative Agreement. Through this task, the Marine Corps hopes to gain understanding of the means of subsidy, sources, and levels occurring by location. This will hopefully influence management strategies and an eventual management plan.

## CATR INVOLVEMENT

The NAVFAC SW CATR agrees to provide substantial involvement as a cooperator on this Cooperative Agreement. The CATR will function as a project manager, an agency representative, and a research partner. Functional responsibilities include:

1. The NAVFAC SW CATR will be involved in the development of methodology, data gathering, and/or report writing and editing.
2. The NAVFACSW CATR will actively participate in the project planning and review including the development of the work plan, the execution of that plan, and review of the products and deliverables.
3. The NAVFACSW CATR will look for partnering opportunities and collaborators amongst the DoD community that may benefit the Cooperator's efforts. The CATR will facilitate cooperation between MCAGCC staff, other contractors and cooperators, and the Cooperator.
4. The NAVFACSW CATR will facilitate the dispersal of findings and products from the Cooperative Agreement through suggestion, limited presentation, or limited publication (such as short non-scholarly articles), or aid base or Cooperator personnel in doing so.
5. The NAVFACSW CATR will incur in kind or direct expenditures in carrying out the activities specified in this statement of work.
6. The NAVFACSW CATR will act to approve project invoices or explain disagreements between the Cooperator and the Government. The CATR will mediate between the base and the Cooperator when necessary.

## I. MEETINGS/COORDINATION

On-Site (1) Day Kick-off Meeting.

Kick-off and Site Visit Meeting: The purpose of the kick-off meeting is to discuss any questions the Cooperator may have regarding the Cooperative Agreement, explain Base access and security requirements/restrictions, clarify schedules and discuss other pertinent information on the work to be performed. This meeting will also serve to introduce the Cooperator to the site and any unique characteristics or specifics for application of the work plan.

Unless otherwise specified in the Cooperative Agreement, the Cooperator personnel managing the Cooperative Agreement are expected to be present in person at all meetings.

The Cooperator shall provide meeting minutes to the CATR via e-mail within 15 days after the meeting. Content of meeting minutes shall include, but not necessarily be limited to, a list of attendees with contact information, topics/issues discussed, problems and solutions identified, the "Task List" generated at the meeting with designation of responsible person for each task listed and due dates. The Cooperator shall incorporate any Government comments received on the meeting minutes. Revised meeting minutes shall be submitted via e-mail within five (5) days of receipt of Government comments.

On-Site (1) Half Day Meeting (Small).

End of Study: There shall be one more in-person meeting at the end of the project to discuss final results including analysis, write-up, and any resulting publications the Cooperator may wish to prepare and submit.

Unless otherwise specified in the Cooperative Agreement, the Cooperator personnel managing the Cooperative Agreement are expected to be present in person at all meetings.

The Cooperator shall provide meeting minutes to the CATR via e-mail within 15 days after the meeting. Content of meeting minutes shall include, but not necessarily be limited to, a list of attendees with contact information, topics/issues discussed, problems and solutions identified, the “Task List” generated at the meeting with designation of responsible person for each task listed and due dates. The Cooperator shall incorporate any Government comments received on the meeting minutes. Revised meeting minutes shall be submitted via e-mail within five (5) days of receipt of Government comments.

## J. SUBMITTALS and SCHEDULES

Reports and meetings are meant to satisfy all Base and Options exercised. See Below for due dates, number of copies, and delivery formats.

#	Deliverable	BTR	CATR	Due Date
1	Work Plan & APP	Draft Workplan & APP delivered electronically.  Final Workplan & APP [3 hard copies/1 electronic]	Draft Workplan & APP <a href="#">delivered</a> electronically.  Final Workplan & APP delivered electronically.	Draft Work Plan and APP due within 72 hours before the kickoff meeting to facilitate discussion.  Final Workplan due within 2 weeks following the kickoff meeting.
2	Progress Reports	Via email and/or FTP	Via email and/or FTP	Quarterly by the 10 <sup>th</sup> day of every 3 <sup>rd</sup> month through the project.
3	Draft & Final Report	Electronic copy at all stages  Draft Final Report via 2 bound copies/2 discs  Final Report (& GIS) via 2	Electronic copy at all stages  Draft Final Report via 1 bound copies/1 disc and email (or FTP).  Final Report via [1 bound copy/1 disc and email and (or) FTP] submit to NAVFAC records management (contact Diane	Draft Final Report due within 60 days of completion of work.  Final Report due within 30 days after Gov’t comment.

		bound copies/2 discs	Silva <a href="mailto:diane.silva@navy.mil">diane.silva@navy.mil</a> for current submission instructions)	
4	Two (1) Half Day Meetings	Electronic Copy of Meeting Minutes	Electronic Copy of Meeting Minutes	<p>End of Field Sampling Meeting within 90 days of the end of the field sampling effort. This is a phone meeting intended to gather thoughts and make amendments applying adaptive protocol management to the work plan. "Meeting Minutes" due w/in five (5) days after meeting. Cooperator has two (2) calendar days to submit final meeting minutes following Gov't comment.</p> <p>End of Study Conference scheduled w/in 15 calendar days of final analysis to discuss publications. Phone meetings scheduled as needed. "Meeting Minutes" due w/in five (5) days after meeting. Cooperator has two (2) calendar days to submit final meeting minutes following Gov't comment.</p>
5	One (1) Day Meeting	Electronic Copy of Meeting Minutes	Electronic Copy of Meeting Minutes	<p>Pre-performance Conference and Site Visit scheduled w/in 30 calendar days of award. May be held remotely if so agreed to by the BTR, CATR, and Cooperator.</p> <p>"Meeting Minutes" due w/in five (5) days after meeting. Cooperator has two (2) calendar days to submit final meeting</p>

				minutes following Gov't comment.
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Large and Complex Work Plan and Accident Prevention Plan (APP).

The Cooperator shall prepare a proposed Work Plan detailing how the Cooperator proposes to accomplish all Performance Objectives under the Cooperative Agreement within 72 hours before the kickoff meeting and before the commencement of any field work to facilitate discussion of methods at the meeting. The Government will respond with comments within 1 week of the meeting. The Final Work Plan shall incorporate the Government's comments and publish within 2 weeks of the kickoff meeting. The work plan shall comply with all mandates outlined in the base Cooperative Agreement and shall incorporate project specifics detailed in the pre-performance meeting. The Work Plan shall include, but not be limited to, methodologies for executing each element of the project (both field and analytical treatments), data measurements and requirements, accuracy assessment plans (methodologies and acceptable range of results), project implementation (including site access, reports and their structures, quality control procedures, and preliminary work schedule), personnel and agency roles and qualifications, laboratory services and qualifications (if distinct from personnel and agency), permits and specimen repositories, references, and the accident prevention plan. Modifications to the work plan may be made at any point in the project so long as they are approved by the CATR, BTR, and the Cooperator before applying those changes.

Final work plan will be distributed to the CATR and BTR electronically.

The Cooperator shall submit an Accident Prevention Plan/Health and Safety Plan concurrently with the Work Plan, but it shall be printed under a separate cover/separate file from the Work Plan. The APP will detail any anticipated hazards or threats to safety and detail any measures that can or should be taken to avoid or mitigate them. This plan should include Activity Hazard Assessments (AHAs) and any medical or safety certifications held by the project staff such as OSHA training, first aid, or cardiopulmonary resuscitation.

Final APP will be distributed to the CATR and BTR electronically.

Quarterly Progress Reports (Medium Complexity).

The Cooperator shall prepare Progress Report(s) detailing incremental accomplishment of all Performance Objectives under the Cooperative Agreement. Reports shall be due quarterly by the 10<sup>th</sup> of the first month of the Federal quarter. Progress reports shall be prepared on a quarterly basis on a timeline that matches the timing of the submission of invoices. If no progress has been made or the project is on standby, a brief email will suffice to document that the quarterly report had no significant findings.

Each report shall reference the Project, Document number, and Cooperative Agreement number. The report shall include the dates of the reporting period, a detailed account of work accomplished, a figure/map displaying locations of polygons surveyed, an estimate of percentage of work completed, and an estimate of costs to date [written by email separately from the written report and at the same time]. The report shall include any past or future potential issues. Progress report structure and information required shall be amended as requested by the CATR.

Progress reports will be distributed to the CATR and BTR electronically.

Large Draft and Final Reports and Publications.

The Cooperator shall prepare a Draft (for Government review) and Final (incorporating Government comments) Report detailing the accomplishment of all Performance Objectives under the Cooperative Agreement during the project. The Draft Final Report is due within 45 days of completion of work and within 60 days of the end of the Period of Performance. The Final Report is due within 30 days of Government comments or by the end of the Period of Performance, whichever is sooner.

The Final Report will be a comprehensive report compiling, summarizing, and describing the information gathered in all years of this Cooperative Agreement, satisfying the objectives of section 2.1

Primary Objectives.

Section 8.1 below outlines the format the cooperator will submit for the Draft and Final Report. The Draft Report shall include line numbering for ease of comment reference. For purposes of the draft report all raw data, data sheets and electronic databases (including GIS data) shall be included with the electronic copy.

The BTR and CATR will review the Draft Report and provide comments and/or modifications to the Cooperator for incorporation into the report.

If the Cooperator takes exception to any of the requests for modification made, a meeting or telephone conference will be held to resolve the issue. If there are unresolved differences, the Cooperator will address these in a separate letter submitted to the BTR and the CATR.

Electronic, legible copies of all raw field data collected and any raw laboratory results are to be submitted with the Draft Report.

All electronic photographs are to be labeled with the project name, location of the photo, and date of the photo.

Animal specimens are not a requirement, but they may be collected during the course of the study. If applicable, the data will include a list of all specimens put into a repository to include the name, address, and contact information for the repository, specimen identification numbers and locations of the holdings, collection manager at the time of deposit, and the species, date, time, method, and location where/when the specimen was acquired.

#### Final Report Specifics

1. Photographs/images taken as part of this Cooperative Agreement shall remain Government property and are to be provided electronically on disc(s) with submission of the Final Report. Cooperators may use the photos internally, and for publication with prior approval by BTR and only with appropriate citation.

2. The Final Report will be submitted with all of the information contained in the Draft Report as modified by Government comment.

3. GIS Data - The Cooperator shall submit any new GIS data generated during the field surveys following the guidelines of the installation and the US Marine Corps GEOFidelis. GIS data will be reviewed by the BTR and shall not be considered final until all comments have been incorporated and data accepted by the BTR.

The Final Report will be distributed to the CATR and BTR electronically as well as in hard copy. The Cooperator shall provide one complete set of hard and electronic copies of the Final Report (including all photographs, appendices, copies of all data sheets completed in support of the project, all databases and other supporting information) to the NAVFAC SW regional NCR Records Management. The transmittal cover sheet and mailing instructions can be found in Attachment JC-1. The hard copy sent to NCR Records Management shall be either bound with a removable comb binding or unbound and 3-hole punched without a binder. The digital copy provided should be on the minimum number of DVD's or CD's necessary to hold the required information. Two additional hard copies along with an electronic version and any electronic data on CD-ROM or DVD-ROM will be sent to the BTR.

## **K. DATA AND PUBLICATION**

This Cooperative Agreement is subject to, and Cooperator 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 Cooperator and the Government will notify the Cooperator 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 Cooperative Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

The DoN acknowledges and agrees that the Cooperator's fundamental consideration in performing the research under this Cooperative Agreement shall be Cooperator's right to publish the results of such research for academic and scientific purposes. The Cooperator 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 Cooperative Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above.

The acknowledgements for any paper or presentation resulting from this work shall include the following statement: "This research was funded by the United States Marine Corps through Marine Corps Air to Ground Combat Center Twentynine Palms."

Any publications resulting from this work shall be provided at no cost to the Department of the Navy (in the form of a digital copy).

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

## **L. RELEASE OF INFORMATION**

The Cooperator 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 MCAGCC Twentynine Palms Representatives, CATR, and CAA.

## **M. SAFETY**

The Cooperator 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 Cooperator 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.

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.

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 Cooperator shall certify to CATR that the final APP, SSHP and AHA have been reviewed with each Cooperator 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 Cooperator 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 Cooperator is performing the job on-site, a SW EV Safety representative may perform an SAV. The Cooperator 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 Cooperator 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**

The US Government shall not be responsible for the loss of or damage to property of the Cooperator and/or his/her representatives, or for personal injuries to the Cooperator and/or his/her representatives arising from or incident to the use of government facilities or equipment. Cooperator 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 Cooperator, its employees, servants, agents, guests, invitees, and Cooperators. 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 Cooperator, its employees, servants, agents, guests, invitees, or Cooperators. 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 Cooperator 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 Cooperators. This covenant shall survive the termination of this Cooperative Agreement.

In the event of damage, including damage by contamination, to any US Government property by the Cooperator, its officers, agents, servants, employees, or invitees, the Cooperator, 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**

At the commencement of this Cooperative Agreement, the Cooperator 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 Cooperator, its employees, agents or contractors under this Cooperative Agreement. The Cooperator 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.”

All insurance required of the Cooperator 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 Cooperator or the Government or any other person concerning such amount or change in coverage.

The Cooperator 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. Cooperator 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.)

During the entire period the Cooperative Agreement shall be in effect, the Cooperator shall require its contractors or agents or any contractor performing work at the Cooperator’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.”**

The Cooperator 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.

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 Cooperator 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 Cooperator for such loss or damage under this Section O, the Cooperator shall affect such repair, rebuilding, or replacement if required so to do by the Government, and such excess of cost shall be reimbursed to the Cooperator by the Government. In the event the Cooperator shall have effected any repair, rebuilding, or replacement which the Cooperator is required to effect pursuant to this Section O, the Government shall direct payment to the Cooperator of so much of the proceeds of any insurance carried by the Cooperator 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 Cooperator to affect such repair, rebuilding or replacement. In the event that the Cooperator shall not

have been required to affect 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 Cooperator, the Cooperator shall promptly refund to the Government the amount of such proceeds.

## **P. PAYMENTS**

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

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

Any requirement for the payment or obligation of funds, under the terms of this Cooperative 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 Cooperative Agreement shall be construed as implying that Congress will, at a later time, appropriate funds sufficient to meet deficiencies.

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.fsrs.gov> for each first-tier subcontract:

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

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

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

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

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

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

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

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

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

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

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

**END**

**ATTACHMENT A**

**SELF-INSURANCE REQUIREMENTS FORM**

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

**1. PUBLIC LIABILITY AND PROPERTY DAMAGE**

a. Required minimum amounts of insurance listed below:

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

**2. SELF-INSURANCE REQUIREMENTS:** If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1. The following information, written on your organization's letterhead, is also required:

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

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

- Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.
- The following endorsements are required for Excess Liability insurance policies:
  - a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."
  - b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self-insurance program."
  - c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".
  - d. "This insurance certificate is for use of facilities on U.S. Navy managed lands under this Cooperative Agreement, No. N62473-20-2-0009."

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

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

**INSURANCE MUST CONFORM TO ALL THE REQUIREMENTS LISTED BELOW PRIOR TO RECIPIENT BEING PERMITTED TO USE OR OCCUPY 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 on U.S. Navy managed lands under this Cooperative Agreement, No. N62473-20-2-0009."
- e. Loss, if any, under this policy shall be adjusted with Cooperator and the proceeds, at the direction of the US Government, shall be payable to Cooperator, and proceeds not paid to Cooperator 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**

(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:  
**N62473-20-2-0009.**

(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
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	<b>N/A</b>
Ship From Code	<b>N/A</b>
Mark For Code	<b>N/A</b>
Service Approver (DoDAAC)	<b>N/A</b>
Service Acceptor (DoDAAC)	<b>N62473/ECOMP</b>
Accept at Other DoDAAC	<b>N/A</b>
LPO DoDAAC	<b>N62473/ECOMP</b>
DCAA Auditor DoDAAC	<b>N/A</b>
Other DoDAAC(s)	<b>N/A</b>

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

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

[NAVFAC\\_SW\\_ECOMP\\_inspector@navy.mil](mailto:NAVFAC_SW_ECOMP_inspector@navy.mil)

[david.k.mcnaughton@navy.mil](mailto:david.k.mcnaughton@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 clause)

Please visit the link below for specific line item payment.

[https://www.acq.osd.mil/dpap/dars/pgi/pgi\\_hm/current/PGI204\\_71.htm#payment\\_instructions](https://www.acq.osd.mil/dpap/dars/pgi/pgi_hm/current/PGI204_71.htm#payment_instructions)

## ATTACHMENT C

### REPORT FORMAT

The Draft and Final Reports shall follow the formats described by The Ecological Society of America ('Ecology') or Cox et al. 2018 for Journal of Wildlife Management, which is available at <http://wildlife.org/wp-content/uploads/2018/01/TWS-Journal-Guidelines-2018.pdf>. Where the Journal of Wildlife Management Manuscript Guidelines do not provide sufficient direction, please follow the standards provided in Scientific Style and Format; The CSE Manual for Authors, Editors, and Publishers. Seventh Edition, Style Manual Committee Council of Science Editors. All statistical analyses are to be reported after Tacha, Warde, and Burnham (1982).

1. Reports shall be submitted on 8 ½ by 11-inch paper with folded maps or tables, as appropriate. All originals will be reproducible by black and white xerography and hard copies bound. Digital formats will include both MS Word and .PDF files that are compatible with Microsoft Office 2010 and Adobe Acrobat Reader. Draft documents will include line and page numbers. Final documents do not require line numbers. The page numbers should be located in the upper outside corner of each page with a spinal title displaying project title and year(s).
  - a. The final report shall be arranged as follows:
    - i. Cover
      1. Final Report
      2. Title
      3. Marine Corps Air Ground Combat Center, Twentynine Palms
      4. Contract No.
      5. Task Order No.
      6. Contractor Project No.
      7. Date Produced
      8. Photograph of species or effort
      9. Submitted to: Logo, and Marine Corps Air Ground Combat Center, Twentynine Palms, logo, and NAVFAC Southwest
      10. Submitted by: Logo, and Company name
    - ii. Sub-title page showing:
      1. Title
      2. Prepared by listing with affiliations
      3. Prepared for listing
      4. Prepared under listing
      5. Date
      6. Recommended citation
    - iii. Table of contents arranged as follows:
      1. table of contents
      2. list of tables
      3. list of figures (photos are considered figures)
      4. list of appendices
    - iv. Introduction

1. Summary (include an overview of the project)
2. Objectives (clearly state the project's purpose and objectives)
3. Project Area
4. Environmental Setting
- v. Methodology
  1. All data collection methods must be explained in sufficient detail that another biologist could duplicate the effort. Descriptions should reflect the order of events and identify equipment used (both hardware and software).
  2. All statistical analyses for which results are reported in section vi should be explained here with a discussion detailing the reasons for choosing this set of methods.
- vi. Results
  1. Review all data collected from the various work elements of the study. Data is to be presented using both tables and figures, as appropriate.
  2. Identify and analyze any notable statistical trends resulting from statistical analyses.
  3. Identify in a table all the tasks performed, as well as the total person-hours expended per activity to complete the work, and any other information that would enable the reader to specifically quantify total person-hours required for the entire effort.
  4. Note the statistical significance of any findings including accuracy assessments and statistical strength. All results should refer back to a discussion in section v. Methodology.
- vii. Discussion
  1. Answer the questions provided in Section 2 and the work elements.
  2. Discuss the quality of the data and the methods.
  3. Identify factors which may be important in conducting more effective monitoring efforts in future years.
  4. Discuss any implications that are important for the health and interaction of both species.
  5. Describe the significance of any new findings.
- viii. Management Recommendations
  1. Provide recommendations for changes and/or improvements to monitoring sites and methodologies, including but not limited to the types of data collected and methods that may be novel.
  2. Any recommended management actions, research, or monitoring efforts to promote recovery of the species region wide.
  3. Any lessons learned from this treatment that may improve future treatments.
  4. Additional questions raised during the study by the Contractor or the Government that may lead to follow-up work.
- ix. Conclusions
- x. References