



DEPARTMENT OF THE TREASURY  
BUREAU OF THE PUBLIC DEBT  
PARKERSBURG, WV 26106-1328

February 1, 2012

**SUBJECT: UNITED STATES AFRICAN DEVELOPMENT FOUNDATION (USADF) COUNTRY PROGRAM COORDINATOR (CPC) FOR THE USADF FIELD OFFICE IN SENEGAL.**

**Dear Potential Applicant,**

This document describes the job of **Country Program Coordinator (CPC)** for the field office of the United States African Development Foundation (USADF) in Senegal. Please read it carefully.

Applications shall be **e-mailed** to [psb1@bpd.treas.gov](mailto:psb1@bpd.treas.gov) with the subject line "RFQ-ADF-12-0013 CPC, attention Garen Davis" and must be received by 18:00 Eastern Time on **February 20, 2012**. Late or incomplete applications will not be evaluated and will be considered non-responsive.

The applicant assumes full responsibility for ensuring that their responses are received at the place as delineated herein and by the date and time identified above. The Respondent assumes full responsibility for ensuring electronic submissions are formatted in accordance with Security Requirements. The following file extensions are unacceptable: **BAT; CMD; EXE; PIF; RAR; SCR; VBS; HTA; AND CPL FILES**. Microsoft Office compatible documents and Adobe PDF are acceptable. Submitted materials with unacceptable or unreadable formats may be found non-responsive

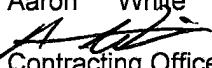
To be considered a complete application, applicants shall submit applications that include the following items as attachments to their email:

1. Proof of Senegalese Citizenship (passport or national identification card);
2. Copy of driver's license;
3. A resume or Curriculum Vitae as follows:
  - The resume or CV is written in "**ENGLISH**"
  - The front page of the resume or CV identifies: **RFQ-USADF-12-0013, Senegal.**
  - The applicant's signature is hand signed on the last page of the resume or CV.
4. Applicant's salary history for last three jobs;
5. A list of three (3) references with contact information (telephone and, if available, email);
6. Education supporting documentation (Transcripts, Certificates of training, etc.);
7. On a separate page written in English, a description of your Technical Knowledge and Experience; and
8. On a separate page written in English, a description of your Educational background.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTORS.

Personal Services Contractors are not eligible to participate in the Federal Employees Health Programs.

Thank you for your interest in USADF. We look forward to reviewing your application.

Aaron White  
  
Contracting Officer  
BPD/OAS/DPS

**The Bureau of the Public Debt, on behalf of the United States African Development Foundation (USADF), is seeking resumes from qualified Senegalese citizens to provide services as a Country Program Coordinator (CPC) under a Personal Services Contract (PSC), as described in the following solicitation.**

**SOLICITATION NUMBER: RFQ-USADF-12-0013**

## **1.0 REQUEST FOR SENEGAL FIELD OFFICE CPC APPLICATIONS**

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 13, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; resumes are being requested and a written solicitation will not be issued.

## **2.0 EVALUATION OF APPLICATIONS**

### **2.1 QUALIFICATIONS**

Applicants qualified for this position shall demonstrate, in the documents/information submitted and through the Application Evaluation Process described in Section 2.2, the ability to provide the services as described in the attached scope of work (SOW) by the evaluation of the following criteria:

#### **EVALUATION CRITERION 1 – REQUIRED TECHNICAL CAPABILITY**

1. A bachelor's degree from an accredited university in business administration; management; public administration; finance; accounting; agriculture, community or rural development; economics; or a related field.
2. High level of motivation, personal commitment, and ethical standards.
3. Fluency in spoken and written English.
4. High level of fluency in French and at least one major national language.
5. Willingness to travel extensively throughout Senegal.
6. Demonstrated ability to operate independently in high visibility, high-pressure environments and operate in complex office environment, emergency and/or political crisis situations with minimal supervision;
7. Knowledge of grant management or commercial/micro-lending; and
8. Knowledge of community needs assessment, mobilization, community enterprises participatory development, and/or monitoring the implementation of an assistance activity under a grant or cooperative agreement.

#### **PREFERRED BUT NOT REQUIRED TECHNICAL CAPABILITY**

1. Knowledge of and commitment to USADF mission goals and priorities.
2. Knowledge or experience with community needs assessments, mobilization.

#### **EVALUATION CRITERION 2 – REQUIRED EXPERIENCE**

1. Experience working with marginalized groups and/or community-based enterprises.
2. Experience managing client relationships, especially in a grants management, banking, business development, or international development context.
3. Experience with or education related to financial management/accounting.
4. Experience auditing, monitoring, or evaluating international development programs.
5. Three years of professional experience in business development, finance, banking, monitoring auditing, and evaluation, and/or management of international development programs.

#### **PREFERRED BUT NOT REQUIRED EXPERIENCE**

1. Professional experience in Senegal.

2. Experience working with international donors.
3. Experience with grant management or commercial/micro lending.
4. Experience with participatory development methods.

### **EVALUATION CRITERION 3 – PAST PERFORMANCE**

- A list of three (3) references with contact information (telephone and if available, email)

### **2.2 APPLICANT EVALUATION PROCESS**

The above criteria described in Section 2.1 will be evaluated for each applicant in the following three (3) phases. Evaluation Factors are used to determine the competitive ranking of qualified applicants in comparison to other applicants. The factors are listed in priority order from highest to least. Award shall be made based on the best overall value to the Government. All evaluation factors other than cost or price, when combined, are significantly more important than price.

**Phase I - Initial Review:** The highest scoring applicants who have provided all the required documents/information and demonstrate, in written form, the capability to provide the services as described in the SOW and possess the requirements as listed in Section 2.1 will be invited to Phase II.

**Phase II - Interview:** The interview will be scheduled with the applicant(s) and will take place at the USADF office in Senegal or by telephone with Washington, District of Columbia (D.C.) USADF staff. The interview will evaluate the applicant's job-related knowledge and communication skills.

During the interview, the applicant(s) will be evaluated on their ability to communicate effectively in the English language, as well as his/her ability to communicate fluently in French.

In addition, reference checks will be conducted. An applicant must not receive any negative past performance responses to receive further consideration for contract award.

### **3.0 SALARY**

The salary offered to the successful applicant, chosen after completion of Phase II, will be determined from the assessment of the applicant from all three phases of the evaluation process, particularly considering:

- qualifications,
- salary and work history, and
- experience

The actual salary will be negotiated within the monthly pay range depending on qualifications, salary and work history, experience, and educational background. The amount offered for the Base Period annual salary will not exceed FCFA 15,362,587. (This is a gross amount, from which required employer taxes and social security contributions will be deducted.) Salaries over and above the top of the pay range will not be entertained or negotiated.

### **4.0 AWARD**

An offer for award will be made to the highest rated applicant evaluated in Phase II. If the offer is not accepted, the Government reserves the right, without further discussion, to move onto the next highest rated applicant.

The selected applicant must pass a basic background security screening through the United States Embassy prior to the start of work under contract and a medical examination within 60 calendar days of contract award. The medical examination documentation shall be provided to USADF Regional Director.

## **SCOPE OF WORK (SOW)**

### **1.0 BACKGROUND**

The United States African Development Foundation (USADF) is an agency of the United States Government. USADF supports private businesses, farmers' cooperatives, associations, and various community-based organizations, especially those serving marginalized peoples, engaged in economic and social development activities.

The Foundation started its funding activities in Senegal in 1986. USADF's office in Senegal provides on-going support to projects that have been financed and also continues to identify viable community-based income generating activities and small enterprises that show potential to create employment opportunities, generate incomes and have broad social impact beyond the project activity.

USADF's country program provides Senegalese enterprises and community groups with direct access to financial and technical assistance to assist them in generating employment and increased incomes for economically marginalized communities and groups.

The following seven key principles serve as guidelines for all USADF management planning, budgeting, and evaluation activities. These priorities help ensure USADF stays true to ITS MISSION.

- (1) Model HIGH EFFECTIVENESS AND LOW OVERHEAD operations.
- (2) Focus program activities on MARGINALIZED COMMUNITIES in Africa.
- (3) Invest in African ideas through PARTICIPATORY DEVELOPMENT.
- (4) Ensure projects produce long term SOCIAL AND ECONOMIC RESULTS.
- (5) Promote AFRICAN LED AND MANAGED field project support.
- (6) Achieve the highest levels of OPENNESS AND TRANSPARENCY.
- (7) Support and develop an equal opportunity, RESULTS DRIVEN STAFF that rewards hard work, dedication to the mission, and personal success.

USADF seeks a qualified individual to serve as a Country Program Coordinator (CPC) for its field office in Senegal.

The period of performance will be for One (1) Base Period, with Four (4) One year Option Periods. The exercise of option years will be at the discretion of the USADF.

### **2.0 GENERAL FUNCTION OF POSITION**

The purpose of the CPC is to assist the USADF in fulfilling its administrative oversight and program management responsibilities of grant agreements in Africa.

The CPC reports to the USADF Regional Director. The CPC manages the CPC office staff, which usually includes one Administrative Assistant and one Driver.

### **3.0 SUMMARY OF WORK RESPONSIBILITIES**

**The CPC shall:**

Project Origination (30%): Support and document the receipt of grant applications, conduct the initial screening and sorting of applications, and present candidate applications to Regional Director (RD). In accordance with RD instructions, the CPC shall conduct site visits and prepare site visit reports of select applications. The CPC shall be responsible for maintaining correspondence with all applicants on the status of grant applications. Under the direction of the RD, the CPC shall orient new grantees to the USADF grant agreement. The CPC may also be asked to conduct outreach activities to publicize USADF's country program and encourage groups to apply.

Monitoring (40%): Use site visits to gather observations and grantee feedback and report to the RD on the effectiveness of the in-country partner's support of grantees. The CPC shall conduct at least one site visit to every grantee at least once every two years, or as determined by an annual monitoring plan established with the RD. The annual monitoring plan shall ensure that all grantees receive a site visit at least once per year from the CPC, the RD, or other USADF/Washington program staff. The CPC shall provide a site visit report for each grantee site visit, as well as monthly CPC reports and bi-annual assessments of the partner's performance. In special cases site visits may also include remediation activities as directed by the RD. The CPC shall be familiar with the status of grantees by reviewing grantee quarterly reports and grantee disbursement requests on a timely basis.

Close-Out (15%): Support grant close-out activities and grant audit follow up activities as directed by the RD in accordance with the annual work plan developed by the RPD.

Management & Coordination (15%): Manage the CPC office. This includes managing the use of funds and maintaining accurate financial records, performing monthly bank reconciliations of the CPC bank account, and ensuring the proper use and maintenance of USADF assets. The CPC shall be responsible for the supervision of any support staff. The CPC shall assist in the coordination of USADF related visits and events associated with USADF/Washington staff. The CPC shall also, on a limited basis, interface with outside stakeholders on behalf of USADF as directed by the RPD.

### **3.1 PHYSICAL DEMANDS**

The work is generally sedentary and does not pose undue physical demands. During site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or the carrying of moderately heavy items (less than 50 pounds).

### **3.2 WORK ENVIRONMENT**

While in the country of assignment, the work is generally performed in an office environment. However, the position also requires travel throughout the countries of assignment, which may additionally involve numerous trips throughout Senegal and in which special safety and/or security precautions, wearing of protective equipment and exposure to severe weather conditions may be required.

### **4.0 HOURS OF WORK AND OVERTIME**

The anticipated work week is 8:00-5:30, Monday – Friday. The workweek shall be for a total of forty (40) hours per week. From time to time, work in excess of these hours or outside the normal scheduled workweek may be requested by the COTR, PSS or other USADF staff.

Provided that it is requested, scheduled, and approved in advance by the COTR, such time worked may be compensated by time off. The CPC will request time off, and final approval of the request will be determined by the COTR. Compensatory time off must be approved in advance by the COTR.

The position will require the contractor to conduct site visits that will require the contractor to stay overnight. These trips may take place on weekends. The CPC will be reimbursed in local currency at actual expense and in accordance with USADF policy for lodging. An allowance will be provided for meals and incidental expenses (M&IE) at a rate in accordance with USADF policy. A copy of the USADF travel policy will be given to the CPC.

### **5.0 BENEFITS/ALLOWANCES**

Salary will be fixed and paid in local currency. The Base Period salary shall not exceed FCFA 15,362,587 and will be adjusted accordingly at the time of contract award.

**a. Annual Increase:** An index of annual inflation, such as the International Monetary Fund (IMF) inflation index, and CPC performance shall be used as a guide for increases to annual salary for any option periods exercised.

**b. Vacation Leave:** After contract performance for a period of 90 calendar days, the CPC shall earn vacation leave at a rate of sixteen hours per month for a total of not-to-exceed one hundred ninety-two hours per year. Salary payments while on annual leave will be based on 100% of all allowances normally paid each pay period. The CPC may accrue, accumulate, use and be paid when taking vacation leave.

The CPC shall make every effort to request and take vacation leave during the contract period when it is accrued. If it is not possible to take leave, a maximum of 192 hours of unused vacation leave may be carried over from one contract period to the next contract period.

The CPC will be paid for up to 192 hours of unused vacation leave at the expiration of the contract at the established rate per day based on the currently hourly rate. With written approval by the Contracting Officer's Technical Representative (COTR), the Contractor may be granted advance vacation leave not to exceed 192 hours annually.

**c. Sick Leave:** USADF will provide Sick Leave in accordance with Senegal laws and regulations during the term of the contract.

**d. Holiday Leave:** The CPC will be entitled paid leave on the legal holidays observed by the USADF Field office in Senegal. The COTR will request any work on a holiday in writing in advance. In the unlikely event that the CPC is required to work on a holiday, the CPC will be compensated by time off, provided the work is approved by the COTR.

**e. Maternity/Paternity Leave:** USADF will provide maternity leave in accordance with the Senegal laws and regulations during the term of the contract.

**f. Health Benefits:** The Government will reimburse *either* the purchase of a health insurance policy OR eighty percent (80%) of approved individual health-related expenditures for the contractor or members of his/her household, paid based on receipts/proof of purchase, and shall not exceed CFA 700,000 per contract year. Household members include spouse and recognized dependent children under the age of 25 with whom the Contractor is living.

**g. Severance Pay:** USADF will issue severance pay in accordance with Senegal laws and regulations.

**h. Host Country Taxes:** USADF will provide payment of relevant taxes in the host country per local laws and regulations. Relevant employee contributions will be deducted from the CPC's salary payment.

The Contractor is obligated to pay any other taxes required by law.

## 6.0. CONTRACT TYPE

The contract is firm fixed price (FFP) in local currency.

## 7.0. CONTRACTOR / USADF RELATIONSHIP

a. The Contractor acknowledges that this contract is important in support of USADF/ Senegal operations and agrees that his/her duties shall be carried out in such a manner as to be fully commensurate with the responsibilities that this entails. Favorable relations between the Foundation and the Government and people of Senegal require that the Contractor show respect for the conventions, customs, and institutions of Senegal and not become involved in any illegal activity.

b. If the Contractor's conduct is not in accordance with 7.0.a, the contract may be terminated.

c. It shall be recognized at all times, the Contractor is engaged by contract and that he/she is not an employee or official of USADF. If, at any time during the effective period of this contract, the Contractor should be appointed to a regular position in USADF or elsewhere in the service of the U.S. Government, this contract will automatically terminate.

## PERSONAL SERVICES CONTRACT (PSC) ADDITIONAL TERMS AND CONDITIONS

### 52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items) (Aug 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- (ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).
- (iii) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- (iv) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).
- (v) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- (vi) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).
- (vii) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

- (i) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- (ii) 52.232-1, Payments (Apr 1984).
- (iii) 52.232-8, Discounts for Prompt Payment (Feb 2002).
- (iv) 52.232-11, Extras (Apr 1984).
- (v) 52.232-25, Prompt Payment (Oct 2008).
- (vi) 52.233-1, Disputes (July 2002).
- (vii) 52.244-6, Subcontracts for Commercial Items (Jan 2011).
- (viii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)
- (ii) 52.222-20, Walsh-Healey Public Contracts Act (Oct 2010) (41 U.S.C. 35-45) (Applies to supply contracts over \$15,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).
- (iii) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).
- (iv) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793). (Applies to contracts over \$15,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, *United States* includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)
- (v) 52.222-37, Employment Reports on Veterans (Sep 2010) (38 U.S.C. 4212) (applies to contracts of \$100,000 or more).
- (vi) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)
- (vii) 52.223-5, Pollution Prevention and Right-to-Know Information (MAY 2011) (E.O. 13423) (Applies to services performed on Federal facilities).

(viii) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b) (Unless exempt pursuant to 23.204, applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

- (A) Delivered;
- (B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;
- (C) Furnished by the Contractor for use by the Government; or
- (D) Specified in the design of a building or work, or incorporated during its construction, renovation, or maintenance.)

(ix) 52.225-1, Buy American Act—Supplies (Feb 2009) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

- (A) Is set aside for small business concerns; or
- (B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000).

(x) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. App. 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010) (Applies to contracts over \$30,000).

(ii) 52.211-17, Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(iv) 52.247-29, F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) 52.247-34, F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) *FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998)*. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): [www.acquisition.gov/far](http://www.acquisition.gov/far)

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

#### **ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS -- COMMERCIAL ITEMS (JUN 2010)**

##### **PAYMENT INFORMATION:**

The Contractor shall submit monthly time sheets, with electronic bank account information and contract number included, to the COTR. Upon COTR approval of submitted time sheets, the CPC shall be paid electronically to their personal bank account in local currency converted from US dollars using the oanda.com exchange rates.

##### **OVERPAYMENTS**

In accordance with 52.212-4 section (i) 5 Overpayments: Accounts Receivable Conversion of Check Payments to EFT: If the Contractor sends the Government a check to remedy duplicate contract financing or an overpayment by the government, it will be converted into an electronic funds transfer (EFT). This means the Government will copy the check and use the account information on it to electronically debit the Contractor's account for the amount of the check. The debit from the Contractor's account will usually occur within 24 hours and will be shown on the regular account statement.

The Contractor will not receive the original check back. The Government will destroy the Contractor's original check, but will keep a copy of it. If the EFT cannot be processed for technical reasons, the Contractor authorizes the Government to process the copy in place of the original check.

**MARKING OF SHIPMENTS:**

Please ensure that the order number (Block 4) is clearly visible on all shipping/service documents, containers, invoices and timesheets.

**52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)**

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall account for all forms of Government-provided identification issued to the Contractor employees in connection with performance under this contract. The Contractor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

- (1) When no longer needed for contract performance.
- (2) Upon completion of the Contractor employee's employment.
- (3) Upon contract completion or termination.

(c) The Contracting Officer may delay final payment under a contract if the Contractor fails to comply with these requirements.

(d) The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts when the subcontractor's employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system. It shall be the responsibility of the prime Contractor to return such identification to the issuing agency in accordance with the terms set forth in paragraph (b) of this section, unless otherwise approved in writing by the Contracting Officer.

**1052.201-70 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) APPOINTMENT AND AUTHORITY (AUG 2011)**

(a) The COTR will be named at award.

(b) Performance of work under this contract is subject to the technical direction of the COTR identified above, or a representative designated in writing. The term "technical direction" includes, without limitation, direction to the contractor that directs or redirects the labor effort, shifts the work between work areas or locations, and/or fills in details and otherwise serves to ensure that tasks outlined in the work statement are accomplished satisfactorily.

(c) Technical direction must be within the scope of the contract specification(s)/work statement. The COTR does not have authority to issue technical direction that:

- (1) Constitutes a change of assignment or additional work outside the contract specification(s)/work statement;
- (2) Constitutes a change as defined in the clause entitled "Changes";
- (3) In any manner causes an increase or decrease in the contract price, or the time required for contract performance;
- (4) Changes any of the terms, conditions, or specification(s)/work statement of the contract;
- (5) Interferes with the contractor's right to perform under the terms and conditions of the contract;

or

- (6) Directs, supervises or otherwise controls the actions of the contractor's employees.

(d) Technical direction may be oral or in writing. The COTR must confirm oral direction in writing within five workdays, with a copy to the Contracting Officer.

(e) The Contractor shall proceed promptly with performance resulting from the technical direction issued by the COTR. If, in the opinion of the contractor, any direction of the COTR or the designated representative falls within the limitations of (c) above, the contractor shall immediately notify the Contracting Officer no later than the beginning of the next Government work day.

(f) Failure of the Contractor and the Contracting Officer to agree that technical direction is within the scope of the contract shall be subject to the terms of the clause entitled "Disputes."

#### **52.217-8 OPTION TO EXTEND SERVICE (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days before the contract expiration date.

#### **52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within the final 30 days of each contract period; provided, that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 60 months.

#### **52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (NOV 2011)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

\_\_\_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

x (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) (31 U.S.C. 6101 note).

\_\_\_ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (Jul 2010) (Pub. L. 111-5).

- (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Dec 2010) (31 U.S.C. 6101 note).
- (7) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).
- (8) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).
- (9) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).
- (10) [Reserved]
- (11)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).
- (ii) Alternate I (NOV 2011).
- (iii) Alternate II (NOV 2011).
- (12)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
- (ii) Alternate I (Oct 1995) of 52.219-7.
- (iii) Alternate II (Mar 2004) of 52.219-7.
- (13) 52.219-8, Utilization of Small Business Concerns (Jan 2011) (15 U.S.C. 637(d)(2) and (3)).
- (14)(i) 52.219-9, Small Business Subcontracting Plan (Jan 2011) (15 U.S.C. 637(d)(4)).
- (ii) Alternate I (Oct 2001) of 52.219-9.
- (iii) Alternate II (Oct 2001) of 52.219-9.
- (iv) Alternate III (Jul 2010) of 52.219-9.
- (15) 52.219-13, Notice of Set-Aside of Orders (NOV 2011)(15 U.S.C. 644(r)).
- (16) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).
- (17) 52.219-16, Liquidated Damages—Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- (18)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- (ii) Alternate I (JUNE 2003) of 52.219-23.
- (19) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (DEC 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (20) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657(f)).
- (22) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2009) (15 U.S.C. 632(a)(2)).
- (23) 52.219-29 Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business Concerns (NOV 2011).
- (24) 52.219-30 Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (NOV 2011).
- (25) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).
- (27) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- (28) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- (29) 52.222-35, Equal Opportunity for Veterans (SEP 2010)(38 U.S.C. 4212).
- (30) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
- (31) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
- (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).

\_\_\_ (33) 52.222-54, Employment Eligibility Verification (JAN 2009). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

\_\_\_ (34)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (35) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

\_\_\_ (36)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

\_\_\_ (ii) Alternate I (DEC 2007) of 52.223-16.

x (37) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).

\_\_\_ (38) 52.225-1, Buy American Act—Supplies (FEB 2009) (41 U.S.C. 10a-10d).

\_\_\_ (39)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (JUNE 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, Pub. L. 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, and 110-138).

\_\_\_ (ii) Alternate I (JAN 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (JAN 2004) of 52.225-3.

\_\_\_ (40) 52.225-5, Trade Agreements (NOV 2011) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).

x (41) 52.225-13, Restrictions on Certain Foreign Purchases (JUNE 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (42) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

\_\_\_ (43) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

\_\_\_ (44) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (45) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (46) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

x (47) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

\_\_\_ (48) 52.232-36, Payment by Third Party (FEB 2010) (31 U.S.C. 3332).

\_\_\_ (49) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

\_\_\_ (50)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

\_\_\_ (1) 52.222-41, Service Contract Act of 1965, (Nov 2007) (41 U.S.C. 351, *et seq.*).

\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Multiple Year and Option Contracts) (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act—Price Adjustment (Sep 2009) (29 U.S.C. 206 and 41 U.S.C. 351, *et seq.*).

- \_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, et seq.).
- \_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, et seq.).
- \_\_\_ (7) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247).
- \_\_\_ (8) 52.237-11, Accepting and Dispensing of \$1 Coin (Sept 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (e)(1)(i) through (xi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Dec 2010) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) [Reserved]

(iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (Sep 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (Oct 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, et seq.).

(ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).

Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (Nov 2007) (41 U.S.C. 351, et seq.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (Feb 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (JAN 2009).

(xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

**52.249-12 TERMINATION (PERSONAL SERVICES) (APR 1984)**

The Government may terminate this contract at any time upon at least 15 days' written notice by the Contracting Officer to the Contractor. The Contractor, with the written consent of the Contracting Officer, may terminate this contract upon at least 15 days' written notice to the Contracting Officer.