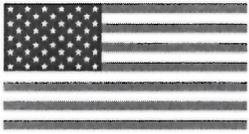


EMBASSY OF THE UNITED STATES OF AMERICA



September 06, 2016

General Services Office  
#1, Street 96, Phnom Penh, Cambodia  
Tel: 023 728 000  
Fax: 023 728 400

Dear Prospective Offeror/Quoter:

SUBJECT: SCB60016Q0025: Request for Quotation for providing “Training and Coaching Service – Management and Leadership Development Program for CDC Cambodia”  
U.S. Embassy Phnom Penh.

The U.S. Embassy Phnom Penh has a requirement for providing “Training and Coaching Service – Management and Leadership Development Program for CDC Cambodia”. You are invited to submit a quotation. The Request for Quotations (RFQ) consists of the following sections:

1. Standard Form SF-18
2. Basic information, specifications/statement of work and/or technical qualifications.

The Embassy plans to award a purchase order(s). You are encouraged to make your quotation competitive. You are also cautioned against any collusion with other potential offerors with regard to price quotations to be submitted. The RFQ does not commit the U.S. Embassy to make any award. The U.S. Embassy may cancel this RFQ or any part of it.

Please read the RFQ carefully, and if you are interested, submit your quotation. Your quotation must be submitted in sealed envelopes marked Quotation for providing “Training and Coaching Service – Management and Leadership Development Program for CDC Cambodia” to GSO-Procurement Section, # 1, Street 96, Phnom Penh, Cambodia or be sent by email to [PhnomPenhProcurement@state.gov](mailto:PhnomPenhProcurement@state.gov) on or before **4:00 PM, local time on September 21, 2016**. Late quotations will not be accepted. The evaluation method is the lowest price, technically acceptable (LPTA) method.

Sincerely,

  
**Rebecca C. Raman**  
Contracting Officer

Enclosure: As Stated.

**Standard Form-18**

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)			PAGE 2	PAGES 12
1. REQUEST NO. <b>SCB60016Q0025</b>	2. DATE ISSUED <b>September 06, 2016</b>	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING		
5A. ISSUED BY <b>General Services Office, U.S. Embassy Phnom Penh</b> <b>#1, St. 96, Sangkat Wat Phnom, Phnom Penh</b>			6. DELIVER BY (Date) <b>See page 3 of this RFQ</b>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)			7. DELIVERY			
NAME <b>Rebecca C. Raman</b> <b>Email: PhnomPenhProcurement@state.gov</b>		TELEPHONE NUMBER AREA CODE <b>023 728 000</b>	FOB DESTINATION OTHER (See Schedule) <b>U.S Embassy Phnom Penh</b>			
8. TO:			9. DESTINATION			
a. NAME	b. COMPANY		a. NAME OF CONSIGNEE <b>U.S Embassy Phnom Penh</b>			
c. STREET ADDRESS			b. STREET ADDRESS <b>#1, St. 96, Sangkat Wat Phnom</b>			
d. CITY	e. STATE	f. ZIP CODE	c. CITY <b>Phnom Penh</b>			
			d. STATE	e. ZIP CODE		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) <b>September 21, 2016 @4.00PM,</b> <b>local time</b>		<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter				
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1.	Training and Coaching Service for Senior Staff of CDC Cambodia  See Section 1: The SCHEDULE  (Pricing Details & Statement of Work)	1	Lumpsum			
12 DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS NUMBER %	
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.						
13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER			<b>Rebecca C. Raman</b>			
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
			<b>Rebecca C. Raman</b>			
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
			<b>Contracting Officer</b>		NUMBER	

Standard Form-18

**SECTION 1 - THE SCHEDULE**

**CONTINUATION OF SF-18  
RFQ NUMBER SCB60016Q0025, PRICES, BLOCK 11**

U.S. Embassy Phnom Penh has the requirement for providing Training Service - Management and Leadership Development Program for U.S. CDC Cambodia as follows:

**D) PRICE SCHEDULE**

No	Description of Service	Unit	Price (USD)
1	<b>Part One:</b> Develop four (4) workbooks of 30 - 40 pages each including text and relevant graphics.	Lump Sum	
2	<b>Part Two: <i>Introductory Workshop for ‘High Potential’ Group</i></b> Conduct one 8-hour introductory workshop for 8 staff of CDC Cambodia.	Lump Sum	
3	<b>Part Three: <i>One-on-One Individual Coaching for ‘High Potential’ and ‘Senior Staff’</i></b> Individual coaching of 8 ‘high potential’ staff and 6 ‘senior staff’ (total of 14 individuals), using concepts and exercises in Workbooks (see Part One) as a guide to discussion.	Lump Sum	
4	<b>Part Four: <i>Closing Workshop for ‘High Potential’ Group</i></b> Conduct one 8-hour closing workshop for 8 staff of CDC Cambodia.	Lump Sum	
5	<b>Part Five: <i>Closing Workshop for ‘Senior Staff’ Group</i></b> Conduct one 8-hour closing workshop for 6 staff of CDC Cambodia.	Lump Sum	
Please see paragraph V for detailed statement of work			

**SPECIAL REQUIREMENTS**

- Offerors must provide price quotation per sub-activity/deliverables, item no. 1.1 through 2.4 in the above pricing table.
- Delivery Time: The service shall be completed within 10 months starting October 01, 2016.
- Vendor will be responsible for all costs associated with travel to and within Phnom Penh in order to deliver contracted services. Vendor will also be responsible for production and printing of training materials, including workbooks described in the activity table. Vendor will be responsible for any telephone/internet charges that may be incurred.

**II) QUALIFICATION REQUIREMENTS**

For delivery of this program, we are seeking a consultant(s) with a versatile skill set that can serve as workshop facilitator/trainer and individual coach. The consultant(s) should have the following experience/qualifications:

- At least 5 years of experience as a trainer or workshop facilitator on management and leadership related concepts for international organizations.
- At least 5 years of experience as a motivational/career/leadership coach for international organizations.
- In addition to the above criteria, the consultant(s) should have at least 2 months of experience as either a trainer, workshop facilitator or motivational/career/leadership coach for a public health organization.

### **III) SYSTEM FOR AWARD MANAGEMENT**

The U.S Embassy Phnom Penh calls to your attention to the requirement of clause 52.204-7 – SYSTEM FOR AWARD MANAGEMENT (JULY 2013) in the solicitation document. The contractor must register in System for Award Management, and for registration, please follow the link: <https://www.sam.gov/portal/public/SAM/>. Please see attached a quick-guide indicating steps of registration.

### **IV) PAYMENT TERMS**

Payment will be made in installments to the vendor after completion of each sub-activity/deliverables listed in paragraph I and V. Payment will be made via EFT within 30 days after receipt of invoice in accordance with the Embassy’s purchase order. Invoice shall be sent to:

Financial Management Officer  
 # 1, St. 96, Sangkat Wat Phnom, Daun Penh  
 Phnom Penh, Cambodia  
 Email: [PHPVoucher@state.gov](mailto:PHPVoucher@state.gov)

### **V) DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

#### **Management & Leadership Development Program (MLDP) for CDC Cambodia “Statement of Work”**

#### **Background**

The Centers for Disease Control and Prevention (CDC) is the United States’ public health agency. CDC in Cambodia works closely with the Ministry of Health (MoH) and other partners to build capacity for surveillance and outbreak investigation, to build quality laboratory systems, and to strengthen public health programs in HIV/AIDS, tuberculosis, influenza, immunization, and injury prevention. CDC Cambodia’s management team believes that strengthening management & leadership skills & experience will enable the organization to deliver maximum impact within the host country.

CDC Cambodia seeks a vendor to design and deliver a management and leadership development program for its staff.

#### **Program Components and Requirements**

##### **Part One:**

Develop four (4) workbooks of 30 - 40 pages each including text and relevant graphics. Workbooks should include, at a minimum, the topics listed in Table 1 below and should incorporate practical exercises which will

be used during individual coaching (see Part Three below). The workbooks may also reference other resources such as peer-review articles that supplement the information contained in the workbook.

**Table 1. MLDP Workbook Contents**

Title	Main Topics to be covered
<b>Workbook 1:</b> <u><b>MLDP</b></u> <u><b>Fundamentals</b></u>	<ul style="list-style-type: none"> <li>• <b>What is Management?</b> <ul style="list-style-type: none"> <li>○ Management vs Leadership</li> <li>○ Moving from a Specialist to a Manager</li> </ul> </li> <li>• <b>Effective Communication</b> <ul style="list-style-type: none"> <li>○ Feedback methods</li> <li>○ Essentials of Active Listening</li> </ul> </li> <li>• <b>Teamwork Basics</b> <ul style="list-style-type: none"> <li>○ What is a team?</li> <li>○ Interdependence &amp; High Performing Teams</li> </ul> </li> </ul>
<b>Workbook 2:</b> <u><b>Effective</b></u> <u><b>Communication</b></u>	<ul style="list-style-type: none"> <li>• <b>Situational Leadership</b></li> <li>• <b>Influencing skills</b></li> <li>• <b>Conflict and Conflict Management</b></li> <li>• <b>Effective communication in Emails</b></li> <li>• <b>Body Language</b> <ul style="list-style-type: none"> <li>○ Using your Body Language Effectively</li> </ul> </li> <li>• <b>Storytelling</b> <ul style="list-style-type: none"> <li>○ Using storytelling to get your message across</li> </ul> </li> </ul>
<b>Workbook 3:</b> <u><b>Teamwork</b></u>	<ul style="list-style-type: none"> <li>• <b>Definition of a team</b></li> <li>• <b>Learning Teams</b> <ul style="list-style-type: none"> <li>○ Characteristics of learning teams</li> </ul> </li> <li>• <b>Stages of Team Development</b></li> <li>• <b>Teams in Trouble</b></li> <li>• <b>Solving Problems as a Team</b></li> <li>• <b>Being a Team Leader</b> <ul style="list-style-type: none"> <li>○ Visionary, Innovator, Resource Provider, Coach, Motivator, Performance Manager, etc.</li> </ul> </li> </ul>
<b>Workbook 4:</b> <u><b>Leadership</b></u>	<ul style="list-style-type: none"> <li>• <b>Strategy/Vision</b> <ul style="list-style-type: none"> <li>○ Moving from Good to Great</li> </ul> </li> <li>• <b>Systems Thinking</b> <ul style="list-style-type: none"> <li>○ Interdependence &amp; Interconnectedness</li> <li>○ Limitations of Linear Thinking</li> </ul> </li> <li>• <b>Emotional Intelligence</b></li> <li>• <b>Developing Confidence</b></li> <li>• <b>Coaching and Supporting Staff</b></li> </ul>

**Part Two: Introductory Workshop for ‘High Potential’ Group**

Conduct one 8-hour introductory workshop for 8 staff of CDC Cambodia.

- The workshop should be designed to introduce and review the concepts in **Workbooks 1 & 2** outlined in Table 1 through in a group exercise-based interactive format.
- The 8 staff to participate in the workshop will be pre-selected by CDC and are referred to as the ‘High Potential’ group.

- The training workshops will occur in Phnom Penh, Cambodia. CDC Cambodia will provide the workshop venue(s).
- CDC Cambodia will provide the following materials for the workshop, as needed: flipcharts, markers, sticky notes or notecards, projector, and computer.

### **Part Three: *One-on-One Individual Coaching for ‘High Potential’ and ‘Senior Staff’***

Individual coaching of 8 ‘high potential’ staff and 6 ‘senior staff’ (total of 14 individuals), using concepts and exercises in **Workbooks 1, 2, 3 and 4** (see Part One) as a guide to discussion.

- Each of the 14 individuals will receive two one-hour one-on-one coaching sessions per month over the course of 10 months. Therefore each of the 14 individuals will receive approximately 20 hours of total individual coaching time.
- The coaching will occur either in person or via teleconference.
- The role of the coach will be to:
  - keep track of - and inform the learner of - their progress in the MLDP
  - provide the learners with constructive feedback
  - engage with the learners in an ethical, respectful and responsible manner
- Also, the coach will adopt an approach that includes:
  - **Perspective:** provide fresh or different ways of looking at a situation;
  - **Validation:** validate via encouragement and acknowledgment;
  - **Message:** share relevant knowledge & pose guiding questions;
  - **Support:** provide support and a check-in structure based on Personal Action Plan;
  - **Resource:** suggest resources – books & tools;
  - **Advice:** provide advice, recommendations and suggestions;
  - **Feedback:** offer feedback, observations, insights, ideas, opinions, encouragement and acknowledgment

### **Part Four: *Closing Workshop for ‘High Potential’ Group***

Conduct one 8-hour closing workshop for 8 staff of CDC Cambodia.

- The workshop should be designed to review and reinforce concepts in **Workbooks 3 & 4** outlined in Table 1 through a group exercise-based interactive format.
- The training workshops will occur in Phnom Penh, Cambodia. CDC Cambodia will provide the workshop venue(s).
- CDC Cambodia will provide the following materials for the workshop, as needed: flipcharts, markers, sticky notes or notecards, projector, and computer.

### **Part Five: *Closing Workshop for ‘Senior Staff’ Group***

Conduct one 8-hour closing workshop for 6 staff of CDC Cambodia.

- The workshop should be designed to review and reinforce concepts in **Workbooks 2, 3 and 4** outlined in Table 1 through a group exercise-based interactive format.
- The training workshops will occur in Phnom Penh, Cambodia. CDC Cambodia will provide the workshop venue(s).
- CDC Cambodia will provide the following materials for the workshop, as needed: flipcharts, markers, sticky notes or notecards, projector, and computer.

## SECTION 2 - CONTRACT CLAUSES

### CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-75-83)

#### COMMERCIAL ITEMS

#### FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following 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 address: <https://www.acquisition.gov/far>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov/dosar/dosartoc.htm>

#### FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES

NUMBER	TITLE	DATE
52.204-9	Personal Identity Verification of Contractor Personnel (if contractor requires physical access to a federally-controlled facility or access to a Federal information system)	JAN 2011
52.212-4	Contract Terms and Conditions – Commercial Items (Alternate I (MAY 2014) of 52.212-4 applies if the order is time-and-materials or labor-hour)	MAY 2015
52.225-19	Contractor Personnel in a Diplomatic or Consular Mission Outside the United States (applies to services at danger pay posts only)	MAR 2008
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007
52.228-3	Workers' Compensation Insurance (Defense Base Act) (if order is for services and contractor employees are covered by Defense Base Act insurance)	JUL 2014
52.228-4	Workers' Compensation and War-Hazard Insurance (if order is for services and contractor employees are <u>not</u> covered by Defense Base Act insurance)	APR 1984

The following clause is provided in full text:

#### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (MAY 2015)

(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) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Dec 2014)
- (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)(Public Laws 108-77 and 108-78 (19 U.S.C. 3805 note)).

(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. 4704 and 10 U.S.C. 2402).

\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (41 U.S.C. 3509)).

\_\_ (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 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

X (5) [Reserved].

X (6) 52.204-14, Service Contract Reporting Requirements (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

X (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Jan 2014) (Pub. L. 111-117, section 743 of Div. C).

X (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (Aug 2013) (31 U.S.C. 6101 note).

\_\_ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).

\_\_ (10) [Reserved].

\_\_ (11)(i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).

\_\_ (ii) Alternate I (Nov 2011) of 52.219-3.

\_\_ (12)(i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (OCT 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

\_\_ (ii) Alternate I (JAN 2011) of 52.219-4.

\_\_ (13) [Reserved]

\_\_ (14)(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).

\_\_ (15)(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.

\_\_ (16) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)).

\_\_ (17)(i) 52.219-9, Small Business Subcontracting Plan (Oct 2014) (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 (Oct 2014) of 52.219-9.

\_\_ (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011)(15 U.S.C. 644(r)).

\_\_ (19) 52.219-14, Limitations on Subcontracting (Nov 2011) (15 U.S.C. 637(a)(14)).

\_\_ (20) 52.219-16, Liquidated Damages-Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

\_\_ (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 (Jul 2013) (15 U.S.C. 632(a)(2)).

\_\_ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Jul 2013) (15 U.S.C. 637(m)).

\_\_ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Jul 2013) (15 U.S.C. 637(m)).

- \_X\_ (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).
- \_X\_ (26) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (Jan 2014) (E.O. 13126).
- \_X\_ (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).
- \_X\_ (28) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
- \_X\_ (29) 52.222-35, Equal Opportunity for Veterans (Jul 2014)(38 U.S.C. 4212).
- \_X\_ (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
- \_X\_ (31) 52.222-37, Employment Reports on Veterans (JUL 2014) (38 U.S.C. 4212).
- \_X\_ (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).
- \_X\_ (33)(i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).
- \_\_ (ii) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O. 13627).
- \_\_ (34) 52.222-54, Employment Eligibility Verification (AUG 2013). (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.)
- \_\_ (35)(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.)
- \_\_ (36)(i) 52.223-13, Acquisition of EPEAT®-Registered Imaging Equipment (JUN 2014) (E.O.s 13423 and 13514).
- \_\_ (ii) Alternate I (Jun 2014) of 52.223-13.
- \_\_ (37)(i) 52.223-14, Acquisition of EPEAT®-Registered Televisions (JUN 2014) (E.O.s 13423 and 13514).
- \_\_ (ii) Alternate I (Jun 2014) of 52.223-14.
- \_\_ (38) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
- \_\_ (39)(i) 52.223-16, Acquisition of EPEAT®-Registered Personal Computer Products (JUN 2014) (E.O.s 13423 and 13514).
- \_\_ (ii) Alternate I (Jun 2014) of 52.223-16.
- \_X\_ (40) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O. 13513).
- \_\_ (41) 52.225-1, Buy American-Supplies (May 2014) (41 U.S.C. chapter 83).
- \_\_ (42)(i) 52.225-3, Buy American-Free Trade Agreements-Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- \_\_ (ii) Alternate I (May 2014) of 52.225-3.
- \_\_ (iii) Alternate II (May 2014) of 52.225-3.
- \_\_ (iv) Alternate III (May 2014) of 52.225-3.
- \_\_ (43) 52.225-5, Trade Agreements (Nov 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- \_X\_ (44) 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).
- \_\_ (45) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- \_\_ (46) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).
- \_\_ (47) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).
- \_X\_ (48) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

\_\_ (49) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (50) 52.232-33, Payment by Electronic Funds Transfer-System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_ (51) 52.232-34, Payment by Electronic Funds Transfer-Other than System for Award Management (Jul 2013) (31 U.S.C. 3332).

\_\_ (52) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

\_\_ (53) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

X (54)(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:

[Contracting Officer check as appropriate.]

\_\_ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014)(E.O. 13495).

\_\_ (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).

\_\_ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards-Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

\_\_ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).

\_\_ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).

\_\_ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014)(E.O. 13658).

\_\_ (9) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792).

\_\_ (10) 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 this paragraph (e)(1) 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) (41 U.S.C. 3509).
  - (ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (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) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.
  - (iv) 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
  - (v) 52.222-26, Equal Opportunity (Apr 2015) (E.O. 11246).
  - (vi) 52.222-35, Equal Opportunity for Veterans (Jul 2014) (38 U.S.C. 4212).
  - (vii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).
  - (viii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)
  - (ix) 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.
  - (x) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67).
  - (xi)
    - \_\_ (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O 13627).
    - \_\_ (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 and E.O 13627).
  - (xii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67).
  - (xiii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67).
  - (xiv) 52.222-54, Employment Eligibility Verification (AUG 2013).
  - (xv) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).
  - (xvi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Jul 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
  - (xvii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
  - (xviii) 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.

(End of clause)

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES**

NUMBER	TITLE	DATE
652.225-71	Section 8(a) of the Export Administration Act of 1979, As Amended (if order exceeds simplified acquisition threshold)	AUG 1999
652.229-70	Excise Tax Exemption Statement for Contractors Within	JUL 1988

	the United States (for supplies to be delivered to an overseas post)	
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.237-72	Observance of Legal Holidays and Administrative Leave (for services where performance will be on-site in a Department of State facility)	APR 2004
652.239-71	Security Requirements for Unclassified Information Technology Resources (for orders that include information technology resources or services in which the contractor will have physical or electronic access to Department information that directly supports the mission of the Department)	SEP 2007
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for overseas shipment of supplies)	JUL 1988
652.242-73	Authorization and Performance	AUG 1999
652.243-70	Notices	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

**652.204-70 Department of State Personal Identification Card Issuance Procedures (MAY 2011)**

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

(End of clause)