SECTION G
CONTRACT ADMINISTRATION DATA

1. **CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE**

The person named below is designated as the Contracting Officer's Technical Representative (COTR):

Susan Haines
Exhibit Specialist

The Contracting Officer's Technical Representative is responsible for: (1) monitoring the Contractor's technical progress including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the Scope of Work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the Contracting Officer in the resolution of technical problems encountered during performance.

THE CONTRACTING OFFICER IS RESPONSIBLE AND HAS THE SOLE AUTHORITY FOR DIRECTING AND/OR NEGOTIATING ANY CHANGES IN THE TERMS, CONDITIONS, OR AMOUNTS CITED IN THE CONTRACT. INCREASES IN THE SCOPE OF WORK SHALL BE APPROVED BY THE CONTRACTING OFFICER.

For guidance from the Contracting Officer’s Technical Representative to the Contractor to be valid, it must: (1) be consistent with the description of the work set forth in this contract; (2) not constitute new assignment of work or change the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; (4) not constitute a basis for any increase in the total contract value.

2. **POSTAWARD ORIENTATION CONFERENCE**

Upon award, a one to two day postaward orientation conference will be held at the National Park Service, Harpers Ferry Center, Harpers Ferry, WV. Contractors receiving an award will be required to attend this orientation session. Orientation will be provided on the National Park Service Wayside Interpretive Planning and Design processes.

3. GENERAL PROCEDURES FOR SELECTION, ORDERING AND ISSUANCE OF TASK ORDERS

Performance of this contract will be subject to the following Ordering and Selection Procedures, in accordance with FAR 16.505. In the event of conflict between a Task Order and the contract, the contract shall control.

A. SELECTION

The Government intends to consider for award all like Contractors that receive an award under Solicitation Number N1141050003, considering any or all of the following factors:

(1) Comparable Strengths of Contractors;
(2) Level of Creativity and Skill;
(3) Style and Specialized Services;
(4) Availability of Personnel;
(5) Past Performance on Earlier Tasks;
(6) Level of Quality and Timeliness of Deliverables;
(7) Continuity and/or continuation of a previous project; and
(8) Price.

B. PROCEDURE FOR REQUESTING AND RECEIVING TECHNICAL AND/OR COST PROPOSALS

After Contractor selection occurs, the Government may obtain either oral or written proposals from the selected Contractor(s). To the extent possible, informal methods and streamlined electronic procedures will be used for obtaining this information. The request will designate (a) the task to be performed; (b) the time for completion or target date; (c) any other requirements specific or unique to the project; and (d) the e-mail address, facsimile number, or address where responses must be submitted.

The Contractor shall submit a cost proposal using the Task Order Cost Estimating Form, Attachment J, within two to ten working days after receipt of a request for proposal. The proposal shall include the following as appropriate to the task:

(1) Start date and contract schedule;
(2) Key Personnel, with resumes. (Resumes submitted and evaluated initially do not need to be resubmitted);
(3) Person-hours by applicable labor category;
(4) Travel;
(5) Subcontracts and/or consultants, reflecting the person-hours of effort;
(6) Material costs, postage, and shipping;
(7) Other pertinent information, if any, and
(8) Total firm-fixed-price.

If specific evaluation criteria is not specified in the request for technical and/or cost proposal, the Task Order will be placed with the Contractor providing the best value for the work which meets the requirements of the Scope of Work.

C. **TASK ORDER AWARD**

Once a Task Order is awarded, all unsuccessful Contractors will be notified orally or in writing of the Task Order award. Work shall not begin on any Task Order without the execution by the Contracting Officer of a Task Order authorizing the work. All Task Orders are subject to the terms and conditions of this contract. In the event of conflict between a Task Order and the contract, the contract shall control.

4. **TASK ORDER CONTRACT OMBUDSMAN**

The Task Order Contract Ombudsman is: Heidi Ernst, Manager, Contracting and Procurement Office, National Park Service, P.O. Box 25287, M.S. WCP, Denver, Colorado 80225.

In accordance with FAR 16.505 (b)(5), the Task Order Contract Ombudsman will review complaints from Contractors regarding issuance of Task Orders for contract award under Solicitation Number N1141050003.

5. **ADVANCE UNDERSTANDING**

Proposals and/or cost estimates prepared and submitted in response to any request under this contract shall be at no cost to the Government.

6. **GOVERNMENT-FURNISHED PROPERTY**

The Contractor shall be responsible for security and protection of Government-Furnished property or materials provided in connection with individual Task Orders (See FAR 52.245-2). Following acceptance of all work by the Government, the Contractor shall return to the Contracting Officer's Technical Representative all Government-Furnished property (reference material furnished or used).

7. **TRAVEL**

In the event that the performance of a specific Task Order requires travel, the Contractor shall be reimbursed for such travel in accordance with the current official Standard Government Travel Regulations. Only coach class for common carriers shall be reimbursed. *While on travel status, the Contractor will be compensated for travel time at one-half the negotiated hourly rate contained in Section B.* General Services Administration per diem rates can be accessed via the internet at:
http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html

Specifically, travel to the Harpers Ferry Center, Harpers Ferry, West Virginia, or to a Park site may be required.

Travel to the Harpers Ferry Center shall be at the Trip Rate specified in Section B. The negotiated rate includes travel, travel time, and per diem.

8. **ADDITIONAL WORK**

Any additional work not detailed in the Task Order shall be approved, in writing, by the Contracting Officer prior to proceeding with the additional work.

9. **LOSS OR DAMAGE**

The Contractor shall be liable for any loss or damage to any Government property caused by negligence, theft, or willful misconduct of the Contractor, his agents, servants, and employees, and shall indemnify and save the Government harmless against all actions, proceedings, claims, demands, costs, damages, and expenses, including attorney's fees, by reason of any suit or action brought for any actual or alleged injury to or resulting from the performance of this contract. The Contractor shall submit a full written report to the Contracting Officer within 24 hours following the occurrence of such damage, loss, or injury.

If due to fault, neglect, or dishonesty of the Contractor, his agents, servants, or employees, loss or damage to Government property is incurred during the performance of this contract, the Contractor shall be responsible for same. The Government, at its option, may in lieu of repayment, require the Contractor to replace, at his own expense, all such property as directed by the Contracting Officer. Until the property is repaired or replaced, the Contractor shall furnish similar, adequate replacement property and/or equipment at no charge to the Government, within two working days of the date the equipment has been lost, stolen, or damaged.

10. **RIGHT TO PROCURE FROM OTHER SOURCES**

The Government, under the terms of this Indefinite Quantity Contract, retains the right to procure similar services from other sources during the period of this contract and any option thereto. Additionally, the Government reserves the right to secure competitive bids, or pricing from other sources for work proposed under this contract.

11. **OVERTIME**

The Contractor **shall not** perform overtime work under or in connection with Task Orders issued under this contract for which premium compensation is required to be paid, without specific written approval from the Contracting Officer.

12. **AUTHORIZED USERS**

In addition to the Harpers Ferry Center, all elements of the National Park Service and/or Department of Interior may place Task Orders on a direct basis with the Contractor. In order for another unit or office to use this contract, authorization, including a Task Order Number, must be obtained from the Harpers Ferry Center Contracting Officer.

13. **KEY PERSONNEL**

The individual(s) named below are considered "Key Personnel" for the performance of all requirements under this contract. The list of key personnel may not be amended during the course of the contract without the written approval of the Contracting Officer. Prior to diverting any of the specified individuals to other projects, the Contractor shall notify the Contracting Officer and shall submit a justification (including proposed substitutions) in sufficient detail to permit evaluation of the effect on the program.

Linda McKnight

14. **RIGHTS IN DATA - SPECIAL WORKS**
(FAR 52.227-17) (JUN 1987)

(a) **Definitions.**

"Data," as used in this clause, means recorded information regardless of form or the medium on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing or management information.

"Unlimited Rights," as used in this clause, means the right of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly, in any manner and for any purpose whatsoever, and to have or permit others to do so.

(b) **Allocation of Rights.**

(1) The Government shall have--

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause for copyright.

(ii) The right to limit exercise of claim to copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in such data, in accordance with subparagraph (c)(1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with subparagraph (c)(1) of this clause, the right to establish claim to copyright subsisting in data first produced in the performance of this contract.

(c) **Copyright.**

(1) Data first produced in the performance of this contract.

(i) The Contractor agrees not to assert, establish, or authorize others to assert or establish, any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When claim to copyright is made, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to such data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up nonexclusive, world-wide license for all such data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government.

(ii) If the Government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in subdivision (c)(1)(i) of this clause, the Contracting Officer may direct the Contractor to establish, or authorize the establishment of, claim to copyright in such data and to assign, or obtain the assignment of, such copyright to the Government or its designated assignee.

(2) Data not first produced in the performance of this contract.

The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and which contain the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in subparagraph (c)(1) of this clause.

(d) **Release and use restrictions.** Except as otherwise specifically provided for in this contract, the Contractor shall not use for purposes other than the performance of this contract, nor shall the Contractor release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer.

(e) **Indemnity.** The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability, including costs and expenses, incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity, arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contain in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense thereof, and obtains the Contractor's consent to the settlement of any suit or claim other than as required by final decree of a court of competent jurisdiction; nor do these provisions apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

15. **PROMPT PAYMENT ACT**

A. The Prompt Payment Act is applicable to payments under this contract and is hereby incorporated by reference. The full text, FAR 52.232-25 (OCT 2003) may be accessed electronically at this address:

http://www.arnet.gov

NOTE: Paragraph a(5)(i) of the Prompt Payment Clause which states constructive acceptance will occur on the 7th day is hereby changed to read as follows:

"For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance shall be deemed to have occurred constructively on the 30th day after the Contractor delivered the supplies or performed the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or contractor compliance with a contract provision. In the event that actual acceptance occurs within the constructive acceptance period, the determination of an interest penalty shall be based on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities."

B. Determination of interest due will be made in accordance with the provisions therein.

16. **PAYMENT DUE DATE**

Payments under this contract will be due on the 30th calendar day after the latter of:

A. The date of actual receipt of a proper invoice in the office designated to receive the invoice **NOTE: THE GOVERNMENT WILL NOT TAKE RESPONSIBILITY FOR INVOICES MAILED OR HAND-CARRIED TO ANY OTHER ADDRESS)**; or,

B. The date the supplies or services are accepted by the Government.

The date of the check will be considered the date payment is made.

17. **PAYMENT PROVISIONS FOR TASK ORDERS AWARDED UNDER THIS CONTRACT**

Upon delivery and acceptance of individual projects completed as part of this contract, the Government will pay to the Contractor the negotiated fixed-price for each Task Order. Each fixed-price shall be negotiated between the parties and a Task Order issued prior to commencement of work by the Contractor. Payment will be made in the form of a lump sum for each completed Task Order upon acceptance of the work and submission of a proper invoice. Partial payments may be authorized based upon completion, delivery, and acceptance in accordance with an established payment schedule stated in the Task Order.

18. **SUBMISSION OF INVOICES**

Upon completion and acceptance of the work outlined, the Contractor shall submit an invoice to the Government office designated in the individual Task Order. The invoice must include the following information:

A. Name and address of the Contractor;
B. Taxpayer Identification Number (TIN);
C. Invoice date;
D. Contract number or other authorization for supplies delivered or services performed (including Task Order number and contract line item number);
E. Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed;
F. Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government Bills of lading;
G. Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment);
H. Name (where practicable), title, phone number, and mailing address of person to be notified in event of a defective invoice;
I. Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

19. **CONTRACT ADMINISTRATION**

A. The National Park Service Contract Specialist is Robert Cody, whose address is: National Park Service, Harpers Ferry Center, Office of Acquisition Management, P.O. Box 50, 230 Zachary Taylor Street, Harpers Ferry, West Virginia 25425-0050.

The Contractor shall use the Contracting Officer as a point of contact on all business and administrative matters concerning this contract. ***All correspondence, other than that of a technical nature, shall be addressed to the Contracting Officer, with information copies of the correspondence to the Contracting Officer's Technical Representative.***

B. The National Park Service, Contracting Officer's Technical Representative (COTR) address is: National Park Service, Harpers Ferry Center, Attention: COTR, 67 Mather Place, P.O. Box 50, Harpers Ferry, West Virginia 25425-0050.

The Contractor shall use the COTR as the point of contact for all technical matters under the contract. ***Technical correspondence shall be addressed to the NPS COTR, with an information copy of the correspondence to the Contracting Officer.***

20. FACILITY SECURITY POLICY

Contractors attending meetings or accomplishing work within the buildings of the Interpretive Design Center, Harpers Ferry Center, during normal business hours shall register their arrival and departure times in the Visitor's Log at the main reception area in the lobby. Visitors are required to sign out when leaving the premises.

21. REPORTS

The Contractor shall prepare a Status Report every six months, which shall contain a listing of all Task Orders and a summary of the work accomplished during the reporting period. Reports shall be in sufficient detail to disclose all work started and results achieved during the reporting period, indication of any current problems that may impede performance and the proposed corrective action, and the completion date. Each status report shall be submitted to the COTR with a copy to the Contracting Officer.