



BROAD AGENCY ANNOUNCEMENT (BAA) Number DHAPP-BAA-12-004

“FY12 Department of Defense HIV/AIDS Prevention Program: Military Specific HIV/AIDS Prevention, Care, and Treatment Program for non-PEPFAR (President’s Emergency Plan for AIDS Relief) Funded Countries”

INTRODUCTION

This publication constitutes a Broad Agency Announcement (BAA) as contemplated in Federal Acquisition Regulation (FAR) 6.102(d)(2) and the Department of Defense Grants and Agreements (DoDGARS) Subpart 22.315(a). A formal Request for Proposals (RFP), solicitation, and/or additional information regarding this announcement will not be issued. Neither the Naval Health Research Center (NHRC) nor the Contracting Office (NAVSUP Fleet Logistics Center San Diego) will issue paper copies of this announcement. Interested parties are responsible to check www.grants.gov for possible amendments to this BAA.

The Naval Health Research Center reserves the right to select and fund for award all, some, or none of the proposals in response to this announcement. No funding shall be provided for direct reimbursement of proposal development costs. Technical and cost proposals (or any other material) submitted in response to this BAA will not be returned. All proposals will be treated as sensitive information. Their contents will only be disclosed for the purposes of evaluation.

It is anticipated that awards will take the form of grants or cooperative agreements. Therefore, all proposals submitted as a result of this announcement will fall under the purview of (a) the Federal statute authorizing this award, or any other Federal statutes directly affecting the performance of this Grant and (b) Department of Defense Grants and Agreements Regulations (DoDGARS).

All prospective grantees for this BAA, Number 12-004, are on actual notice that the Department of Defense and the Department of the Navy (collectively referred to as "Grantor") rely on third-party contractor support. Consultant contractor employees, with appropriate non-disclosure agreements and organizational conflicts of interest clauses in their respective contracts with the Grantor, will be reviewing grant proposals and may be involved in Grant administration for the life of any awarded grant.

I. GENERAL INFORMATION

1. Agency Name:

Requiring Agency:

Naval Health Research Center
Department of Defense HIV/AIDS Prevention Program
140 Sylvester Road
San Diego, CA 92106

Contracting Agency:

NAVSUP Fleet Logistics Center San Diego
3985 Cummings Rd
Building 116 - 3rd Floor
San Diego, CA 92136

3. Opportunity Title: FY12 Department of Defense HIV/AIDS Prevention Program DHAPP) Information Systems Development

4. Opportunity Number: DHAPP-BAA-12-004

5. Response Date: This announcement will remain open until **4:00 p.m. (PST) 30 September 2013**. Proposals received after this time will not be considered for award.

Concept Papers may be submitted at any time during this period. Up to three evaluations of Submissions received will take place while the announcement is open. Once notified that a full proposal is not desired from a Concept Paper, resubmission of the same Concept Paper is strongly discouraged. The actual number of evaluations will depend upon the availability of funds. The submission deadline for the first evaluation cycle is 21 March 2012. Submitting within the first evaluation cycle is strongly encouraged due to the possible lack of funding for the later evaluation periods.

6. Opportunity Description:

6.1 Background

The US Government has a long history and extensive network of international collaboration and partnerships in the fight against HIV/AIDS, providing funding, technical assistance, and program support. These collaborations increase the fundamental understanding of HIV transmission and provide an evaluative basis for prevention and intervention success. The current HIV/AIDS epidemic is devastating. Militaries, in particular, have been identified as a high-risk population. In order to target this population, the Naval Health Research Center (NHRC), San Diego, California, under the oversight of the Navy Surgeon General, has been tasked to serve as the US Department of Defense (DoD) Executive Agent for the DoD HIV/AIDS Prevention Program (DHAPP).

DHAPP has successfully engaged over 80 countries in efforts to combat HIV/AIDS among their respective military services. DHAPP is a partner U. S. Government (USG) organization collaborating with the US State Department, Health and Human Services, US Agency for International Development, and Centers for Disease Control and Prevention, in the President's Emergency Plan for AIDS Relief (PEPFAR). Working closely with US Department of Defense, US Unified Combatant Commanders, Joint United Nations Programme on HIV/AIDS, university collaborators, and other nongovernmental organizations, DHAPP assists countries in establishing HIV/AIDS prevention, care and treatment programs and/or strengthening their capabilities to combat HIV.

The DoD HIV/AIDS Prevention Program (DHAPP), based at the Naval Health Research Center (NHRC) in San Diego, California, provides technical assistance, management, and administrative support of the global HIV/AIDS prevention, care, and treatment for foreign militaries. DHAPP administers funding, conducts training, and provides technical assistance to participating militaries. In addition, DHAPP staff members serve on most of the PEPFAR Technical Working Groups and Core Teams through the Office of the U.S. Global AIDS Coordinator. DHAPP provides HIV program execution and monitors outcomes, with staff that includes active duty military, civil service, and contract personnel.

More information about countries in which DHAPP currently operates and existing DHAPP programs can be found on the DHAPP website:

<http://www.med.navy.mil/sites/nhrc/dhapp/background/Pages/default.aspx>

6.2 Program Purpose and Plan

DHAPP continues to rely upon the vital support of various partners, such as non-governmental organizations (NGOs), in implementing HIV prevention, care and treatment programs across the globe. Each country has a customized plan to help the countries' militaries bring its HIV/AIDS programs to sufficient scale to help reduce the spread of the epidemic and mitigate its impact.

This BAA is intended to solicit existing partners and establish new partners to support the development of a DHAPP.org web site. This site will serve as a source for program updates, with both a public side for general information, as well as a password protected intranet side, with protected privacy modules for compartmentalized and specific partner information and access. An online database is needed so partners can routinely upload their monthly and quarterly expenditure reports, as well as program status based upon a milestone table, created as part of their funding grant. This database needs to be secure and have the aggregate all individual partners' submissions into a single file for download by the DHAPP operations staff in a common format, such as XL and CSV and TXT. Other capacities of the site should include a file structure to upload and download files, internet and email messaging, as well as database functions to support information gathering and analysis. Proposed work should include an infrastructure plan, and a plan for support and/or turnover of the site. The site code needs to be made available to the DHAPP staff and ongoing training for DHAPP operations staff will be needed to be able to modify the webpage and database as the reporting needs are changed. Offerors should have prior experience with development and hosting of websites preferably for funding multiple partners, from many countries and cultures and languages, and experience in

training staff to use and maintain web based databases. Offerors should also have with development and hosting of DoD websites, and be familiar with the most recent Information Assurance requirements. Proposals should include a discussion of the current DoD Policy Guides on web hosting and compliance issues should be discussed in detail (<http://www.defense.gov/webmasters/>).

6.3 Sources of Funding

The source of funds is the Department of State's Office of the U.S. Global AIDS Coordinator (O/GAC) to implement the President's Emergency Plan for AIDS Relief (PEPFAR). The overall program manager for PEPFAR is the Department of State's Office of the U.S. Global AIDS Coordinator (O/GAC). DHAPP provides intermediate support for military-specific programs. Country HIV programs supported by PEPFAR funds can be found on the O/GAC website: <http://www.state.gov/s/gac/>. PEPFAR funds require additional certifications as identified in Attachment 1.

Quarterly fiscal and activity status reports are required, but monthly submission is encouraged. Training to enable compliance will be provided by the DHAPP office.

Semi-annual Indicator Reports are required. Training will be provided by the DHAPP office.

All human subjects research conducted with DHAPP or PEPFAR funding shall comply with all applicable Federal, State, Department of Defense, and Navy statutes, regulations, and instructions governing human subjects protections in research. This shall include that the Grant Recipient ensure that DHAPP/PEPFAR supported human subjects research only be conducted under a Federal Wide Assurance granted by DHHS (or an Assurance granted by other federal department), and that such research be approved by a properly-constituted and registered Institutional Review Board (IRB). All Grant Recipients shall provide documentation of their Assurance and IRB approval to DHAPP/NHRC IRB and Human Research Protection Official (HRPO) and ensure compliance with requests from the HRPO, before any human subjects recruitment or enrollment.

Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed through funding from DHAPP. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. The DHAPP Identity is available on the DHAPP website at <http://www.med.navy.mil/sites/nhrc/dhapp/photos/Pages/DHAPPLogo.aspx> and NHRC/DHAPP provides it without royalty, license, or other fee to recipients of DHAPP-funded grants or cooperative agreements.

DHAPP serves as the overall program manager for this funding.

7. Point(s) of Contact:

Questions of a **business** nature shall be directed to:

Latrice Rubenstein
Contract and Grant Officer
NAVSUP FLC San Diego
3985 Cummings Rd
Building 116 - 3rd Floor
San Diego, CA 92136
E-mail: Latrice.Rubenstein@navy.mil

Questions of a **technical/programmatic** shall be directed to:

Cynthia Simon-Arndt
Naval Health Research Center
Department of Defense HIV/AIDS Prevention Program
140 Sylvester Rd., Bldg 304
San Diego, CA 92106

E-mail: Cynthia.SimonArndt@med.navy.mil

Any questions regarding this announcement must be provided to the Points of Contact listed above. All questions shall be submitted in writing by electronic mail.

8. Instrument Type(s) – Assistance Awards

Awards will take the form of Grants. However, NHRC reserves the right to award a Cooperative Agreement if deemed to be in the best interest of the Government.

Grant – A legal instrument which, consistent with 31 U.S.C. 6304, is used to enter into a relationship: (1) The principal purpose of which is to transfer a thing of value to the recipient to carry out a public purpose of support or stimulation authorized by a law of the United States, rather than to acquire property or services for the Department of Defense’s direct benefit or use. (2) In which substantial involvement is not expected between the Department of Defense and the recipient when carrying out the activity contemplated by the grant.

Cooperative Agreement – A legal instrument which, consistent with 31 U.S.C. 6305, is used to enter into the same kind of relationship as a grant, except that substantial involvement is expected between the Department of Defense and the recipient when carrying out the activity contemplated by the cooperative agreement. The term does not include “cooperative research and development agreements” as defined in 15 U.S.C. 3710a.

9. Catalog of Federal Domestic Assistance (CFDA) Numbers

12.350

10. Catalog of Federal Domestic Assistance (CFDA) Titles

Department of Defense HIV/AIDS Prevention Program

11. Additional Information:

This BAA is soliciting proposals for Fiscal Year 2012. This BAA expires on 30 September 2013.

Proposals are sought in the following PEPFAR Program Areas:

<u>Program Areas</u>	<u>Program Area Budget Codes:</u>
Strategic Information	HVSI Strategic Information

II. AWARD INFORMATION

1. Grants are expected to be for one (1) year with additional phases at the discretion of the government.
2. Total available is approximately \$100,000
3. Anticipated Period of Performance for Awards: The period of performance is generally one year from the effective date of award, with up to two additional phases subject to availability of funding. **Offerors are encouraged to propose additional phases in their submissions, if appropriate.**
4. Range of Approval/Disapproval Time:

Based on the availability of funds, up to three evaluation cycles will be conducted during this BAA. The first round of full proposals will be selected approximately 45 days after the date of this BAA. Two other subsequent rounds of evaluations are anticipated based upon funding availability. **PLEASE MONITOR www.grants.gov FOR MODIFICATIONS TO THIS ANNOUNCEMENT.**

Formal proposals are reviewed and selected within six months of submission. Subsequent awards are usually made within three months of notification.

This information is only an estimate and does not obligate the U.S. Government in any way. Estimated funding amounts may increase or decrease at anytime based on current and future appropriations.

Based on the availability of funds, up to three evaluation cycles will be conducted during the period this BAA is open.

5. The notification of award selection must not be regarded as an authorization to begin performance or commit/ expend funds. The Government is not obligated to provide any funding until a Government Contracting Officer/Grants Officer signs the respective award document.
6. The Recipient is reminded that U.S. Executive Orders and U.S. law prohibit transactions with,

and the provision of resources and support to, individuals and organizations associated with terrorism. It is legal responsibility of the recipient to ensure compliance with the Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this agreement.

III. ELIGIBILITY INFORMATION

All responsible sources from academia, industry, and non-governmental organizations may submit proposals under this BAA. No grants or cooperative agreements may be awarded directly to foreign military establishments. All respondents must demonstrate the active support of the in-country military and the DoD representative in the corresponding U.S. Embassy in the planning and execution of their proposals.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Application and Submission Process

OFFERERS ARE EXPECTED TO SUBMIT A CONCEPT PAPER IN ADVANCE OF A FULL PROPOSAL. A FULL PROPOSAL SHOULD ONLY BE SENT IF INVITED FORMALLY AFTER REVIEW OF THE CONCEPT PAPER.

Concept Papers shall consist of three sections: (I) Executive Summary, (II) proposed Activities and (III) Cost Summary. The details of each section are described below.

Proposals shall consist of three sections: (I) Technical Approach, (II) Qualifications and (III) Cost. The details of each section are described below.

The Concept Paper evaluation will commence on or about March 21, 2012. Notification of requests for full proposals is anticipated soon thereafter. Unless otherwise specified, the due date for receipt of full proposals is two weeks from receipt of the request for a full proposal from the Grants Officer or Programmatic Office. A Full Proposal shall be submitted only after a formal invitation has been received from the Grants Officer. It is anticipated that final selections will be made by May 2012. Upon Completion of the final proposal evaluation process and final selections, the Offeror shall be notified via e-mail of its selection or non-selection for award. Assuming all needed documentation has been received by the grants office; grants are processed within three months of notification.

2. Address for the Submission of Proposals

Respondents to this solicitation must submit an electronic copy, which should be submitted via e-mail to the following individuals:

Latrice.Rubenstein@navy.mil (Grants Officer)
cynthia.simonarndt@med.navy.mil (DHAPP Office).

Please include BAA announcement number (DHAPP-BAA 12-004), and Offeror Name in the subject line when sending the electronic copy, with 'Offeror' identifying the organization submitting the proposal.

3. Format and Content Proposals

A. Proposal Format –

Proposal submissions will be protected from unauthorized disclosure in accordance with applicable law, and DoD/DoN regulations. Respondents are expected to appropriately mark each page of their submission that contains proprietary information.

Proposals, sample materials, letters of support, and all other documentation and correspondence are to be submitted in English. Copies of materials produced as a result of an award from this BAA should be sent within 30 days of completion to Ms. Melissa Myers at Melissa.myers@med.navy.mil.

Proposals shall be submitted electronically (see paragraph 2 above) in Microsoft Office 2000 compatible or Adobe Acrobat format, within the following guidelines:

Concept Paper Format

- Paper Size – 8.5 x 11 inch paper
- Font – Time New Roman, 12 point
- Margins – 1” inch
- Spacing – Single or double-spaced
- Number of Pages – No more than ten (10) pages single-sided pages (excluding cover page, cost breakdown, Staffing Needs/Costs, and Timeline for Completion). Concept Papers exceeding the page limit may not be evaluated.
- Copies – one (1) electronic copy in Adobe PDF or Word delivered via e-mail, containing all of the required sections (see section IV.1.). Electronic (e-mail) submissions should be sent to the attention of e-mail addresses reference in Section IV.2. above. The subject line of e-mail shall read **“DHAPP-BAA-12-004 Proposal Concept Paper.”**

Full Proposal Format

- Paper Size – 8.5 x 11 inch paper
- Font – Time New Roman, 12 point
- Margins – 1” inch
- Spacing – Single or double-spaced
- Number of Pages – Sections I and II are limited to no more than 30 pages. Section III has no page limit. The cover page and table of contents are excluded from the page limitations. Proposals exceeding the page limit may not be evaluated.
- Copies – one (1) electronic copy in Adobe PDF or Word delivered via e-mail, containing all of the required sections (see section IV.1.). Electronic (e-mail) submissions should be

sent to the attention of e-mail addresses reference in Section IV.2. above. The subject line of e-mail shall read “**DHAPP-BAA-12-004 Full Proposal Submission.**”

B. Concept Paper and Full Proposal Content.

Concept Paper Content

- Cover Page – The Cover page shall be labeled “PROPOSAL CONCEPT PAPER,” and shall include the BAA number: DHAPP-BAA-12-004, proposed title, Offeror’s administrative and technical points of contact, with telephone numbers, facsimile numbers, and Internet addresses. It shall be signed by an authorized officer.
- Signed Standard Form 424, 424a and 424b as applicable. Forms can be found at www.grants.gov.
- Narrative shall include:
 - Executive Summary--**Briefly** summarize the overall proposed program in one page or less. Include information on background, overall goal and objectives.
 - Proposed Activities – In more detail describe the proposed activities in more detail, displaying knowledge of the needs of the partner military, how objectives will be met, and how you will evaluate the success of the program. A brief work plan and list of deliverables should be included.
 - Cost Breakdown.
 - Staffing needs and costs -- To the extent possible, state the personnel management and staffing costs by individual and further break down the percent of time each individual is working on the project. Other administrative costs associated with project management should also be specified. Additionally, distribute the management and staffing costs across PEPFAR program areas other than HVMS.
 - Timeline for completion – an outline of the estimated activities for each quarter with a schedule of milestones

Full Proposal Content

Volume 1: Technical Proposal

- i. Cover Page: This should include the words “Technical Proposal” and the following:
 - (1) BAA Number **DHAPP-BAA-12-004**
 - (2) Targeted Country;
 - (3) Title of Proposal;
 - (4) Identity of Prime Respondent and complete list of subcontractors, if applicable;
 - (5) Technical Contact (name, address, phone, fax and e-mail);
 - (6) Administrative/Business Contact (name, address, phone, fax and e-mail);
 - (7) Duration of effort
- ii. Table of Contents: Section, Title and page numbers are required.
- iii. Signed Standard Form 424, 424a and 424b as applicable. Forms can be found at www.grants.gov. Signed Certifications (Attachment 2).

iv. Section I: Technical Approach. The following items shall be addressed:

- **Executive Summary.** Briefly summarize the overall proposed program in one page or less. Include information on background, overall goal and objectives.
- **Background Information.** Provide general background information about the offeror's experience, as well as an understanding of DHAPP's needs.
- **Goal and Objectives.** Describe (a) the overall goal of the proposal described in your proposal, and (b) how it will assist DHAPP through DHAPP.org with its priority activities.
- **Statement of Work.** In an Excel spreadsheet, provide a summary of your planned activities for each program area (a list of program areas and an example is provided in Attachment 3). Please use the following column headings: Country, Offeror, Program Area Budget Code (use 2-digit - 4-letter abbreviation), Funds Requested, and Brief Statement of Work. Under the "Country" heading you will list "HQ".
- **Work Plan.** Clearly detail the scope and plan of the effort.
- **Deliverables.** Offeror should provide detailed description of the results and products to be delivered. Appropriate DHAPP and DoD logos should be included in any material deliverables that are developed through funding from this BAA. The Department of Defense through its agent, DHAPP, will retain ownership of these deliverable products for reproduction and other purposes. The Grantee will provide all technical data including reports, drawings and blueprints, all research data including data collected, data collection tools, data bases and data tables, and all computer software, that result from work performed under this grant.
- **Monitoring and Evaluation.** State how you will ensure the quality of the product and that it meets the established goals for DHAPP.
- **Schedule and milestones.** Provide a schedule and description of major milestones or tasks to be accomplished in the proposed program by quarter (e.g., by 3-month period). No set number of milestones is required; the number and nature of the milestones will depend on your program and objectives.

v. Section II: Qualifications

- **Primary Staff Members and Roles.** Identify the **primary** staff members who will direct and manage the proposed program objectives and briefly describe the roles and responsibilities of each person. Provide names, title, estimate of percent of time devoted to **this** proposal, and a paragraph describing area of expertise/relevant experience, qualifications, and capabilities. If sub-contracting significant elements of the proposed

work, identify companies by name, the companies area(s) of responsibility with respect to this project, the names and titles of key individuals, along with their area(s) of expertise (if different than title) and the individuals' roles and responsibilities and percent of time effort for this proposed effort.

- **Other Partners.** List any subcontractors or subgrantees that you propose to use for this project as well as their experience.

Volume 2: Cost Proposal

A projected budget should be provided that includes cost breakdowns by category. While we do not require a specific format, a sufficiently detailed projected budget is recommended.

The itemized budget must include the following:

Direct Labor – Individual labor categories or persons, with associated labor hours and unburdened direct labor rates. If proposal crosses fiscal years, then provide escalation rates for out years.

Administrative and clerical labors – Salaries of administrative and clerical staff are normally indirect costs (and included in an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification which adequately describes the major project and the administrative and/or clerical work to be performed.

Fringe Benefits and Indirect Costs (i.e., F&A, Overhead, G&A, etc) – The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved/negotiated by a Government agency, provide a copy of the sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates.

Travel – The proposed travel cost should include the following for each *trip*: the purpose of the trip, origin and destination if known, approximate duration, the number of travelers, and the estimated cost per trip must be justified based on the organizations historical average cost per trip or other reasonable basis for estimation. Such estimates and the resultant costs claimed must conform to the applicable Federal cost principals.

Subawards – Provide a description of the work to be performed by the subrecipients. For each subaward, a detailed cost proposal is required to be submitted by the subrecipient(s). The proposed subawardee's or subrecipient's cost proposal can be provided in a sealed envelope with the recipient's cost proposal or via e-mail directly to both the Program Officer and the business point of contact at the same time the prime proposal is

submitted. The e-mail should identify the proposal title, the prime Offeror and that the attached proposal is either a subcontract or a sub-agreement. A proposal and supporting documentation must be received and reviewed before the Government can complete its cost analysis of the proposal and enter negotiations. Fee/profit is not allowable on any subawards made through assistance agreements. Fee is allowable on subcontract awards.

Consultants – Provide a breakdown of the consultant’s hours, the hourly rate proposed, any other proposed consultant costs, a copy of the signed Consulting Agreement or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant’s proposed statement of work if it is not already separately identified in the prime Offeror’s proposal.

Materials & Supplies – Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

Recipient Acquired Equipment or Facilities – Equipment and/or facilities are normally furnished by the Recipient. If acquisition of equipment and/or facilities is proposed, a justification for the purchase of the items must be provided. Provide an itemized list of all equipment and/or facilities costs and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists). Allowable items normally would be limited to research equipment not already available for the project. General purpose equipment (i.e., equipment not used exclusively for research, scientific or other technical activities, such as personal computers, office equipment and furnishings, etc.) should not be requested unless they will be used primarily or exclusively for the project. For computer/laptop purchases and other general purpose equipment, if proposed, include a statement indicating how each item of equipment will be integrated into the program or used as an integral part of the research effort.

Other Direct Costs – Provide an itemized list of all other proposed other direct costs such as Graduate Assistant tuition, laboratory fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

Fee/Profit - Fee/profit is **unallowable** under grants at either the prime or subaward level but may be permitted on any subcontracts issued by the prime awardee.

NOTE: Your budget should clearly state the personnel management and staffing costs by individual and further break down the percent of time each individual is working on the project. Other administrative costs associated with project management should also be specified.

V. EVALUATION INFORMATION

1. Evaluation Criteria

Proposals will be selected through a technical and business decision process with technical considerations being most important. Criteria are listed in descending order of priority. Any sub-criteria listed under a particular criterion are of equal importance to each other.

A. Technical Approach.

- i. **Goals and Objectives.** The proposal clearly states the overall goal(s) of the program and has specific, measurable objectives. The proposal will develop DHAPP.org in a manner that will enhance the ability to work on established DHAPP priority activities (see section 6.2 above)
- ii. **Work Plan and Deliverables.** The proposal contains sound methods, an appropriate work plan described in sufficient detail and appropriate deliverables.
- iii. **Schedule and milestones.** The proposed plan is feasible and contains concrete, achievable schedule and milestones.

B. Qualifications.

Primary staff members are eligible to perform the work.

C. Cost.

Cost will be evaluated for realism, reasonableness and eligibility. All costs must be listed, justified and match the scope of the effort.

2. Evaluation Panel

Technical and cost proposals submitted under this BAA will be protected from unauthorized disclosure in accordance with FAR 3.104-5 and 15.207. The cognizant NHRC/DHAPP Program Officer or other technical experts drawn from Government, industry or academe will perform the evaluation of technical proposals. Cost proposals will be evaluated by Government business professionals. Restrictive notices notwithstanding, one or more support contractors may be utilized as subject-matter-expert technical consultants. Similarly, support contractors may be utilized to evaluate cost proposals. However, proposal selection and award decisions are solely the responsibility of Government personnel. Each support contractor's employee having access to technical and cost proposals submitted in response to this BAA will be required to sign a non-disclosure statement prior to receipt of any proposal submissions.

3. Evaluation Process.

3.0. Based upon receipt of promising Concept Paper(s), the DHAPP Country Support Team will request a full proposal using the appropriate rating sheet. The Offeror will receive a response either requesting a full proposal or noting the rationale for not requesting one.

3.1. *Step 1.* Full proposals will be reviewed by a primary reviewer (generally the desk officer or a technical expert), a secondary reviewer and provide their input to a full review panel.

3.2. *Step 2.* A team of Government technical experts will evaluate the proposals' technical approach, qualifications and cost for realism and reasonableness. This Proposal Evaluation Panel shall include reviewers external to the DHAPP staff. The Government will use selected support contractor personnel as technical advisors to the Government evaluators. Contractor personnel may also provide administrative assistance in the handling of proposals. All contractor personnel will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection sensitive information.

The Proposal Evaluation Panel will review all proposals, taking into consideration available input from primary, secondary, and other reviewers.

Panel members will rate each proposal using a 5 point Likert-type scale with 1 representing an unsatisfactory proposal and 5 representing an outstanding proposal (see evaluation ratings below), as well as, provide a vote on an overall recommendation on whether the proposal should be funded

3.3. The grants officer will ensure all evaluations are fair and reasonable, and ensure primary staff members are eligible to perform work with the United States Government. The grants officer will also review costs for realism, reasonableness and eligibility.

4. Evaluation Ratings

The proposals will be rated with the following adjectives and then ranked according to their ratings.

Outstanding– Proposal/factor demonstrates thorough and detailed understanding of requirements. Technical approach and capabilities significantly exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths significantly outweigh weaknesses, if any. The proposal/factor represents a high probability of success with no apparent risk in meeting the Government's requirements.

Above Average - Proposal/factor demonstrates good understanding of requirements. Technical approach and capabilities exceed performance and capability standards. Proposal/factor offers one or more strengths. Strengths outweigh any weaknesses. The proposal/factor represents a strong probability of success with overall low degree of risk in meeting the Government's requirements.

Satisfactory - Proposal/factor demonstrates acceptable understanding of requirements. Technical approach and capabilities meet performance and capability standards. Proposal/factor offers no strengths, or, if there are any strengths, these strengths are offset by weaknesses. The proposal/factor represents a reasonable probability of success with overall moderate degree of risk in meeting the Government's requirements.

Marginal - Proposal/factor demonstrates a limited understanding of requirements. Technical approach and capabilities are questionable as to whether or not they meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains weaknesses and offers no strengths, or, if there are any strengths, these strengths are outweighed by weaknesses. The proposal/factor represents a low probability of success with overall high degree of risk in meeting the Government's requirements. Proposal/factor might be made satisfactory with additional information and without a major revision of the proposal.

Unsatisfactory - Proposal/factor demonstrates a lack of understanding of requirements. Technical approach and capabilities do not meet performance and capability standards necessary for acceptable contract performance. Proposal/factor contains major errors, omissions, significant weaknesses and/or deficiencies. The proposal/factor represents a very low probability of success with an extremely high degree of risk in meeting the Government's requirements. Proposal/factor could only be made satisfactory with major revision of proposal.

Strengths, weaknesses and deficiencies are defined as:

Strength - any aspect of a proposal which, when judged against a stated evaluation criterion, enhances the merit of the proposal or increases the probability of successful performance

Weakness - a flaw in the proposal that increases the risk of unsuccessful performance

Deficiency – a material failure of a proposal to meet a Government requirement or a combination of significant weaknesses in a proposal that increases the risk of unsuccessful performance to an unacceptable level

VI. ADMINISTRATION INFORMATION

1. Central Contractor Registration: All Offerors submitting proposals or applications must: (a) be registered in the Central Contractor Registration (CCR) prior to submission; (b) maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration by any agency; and (c) provide its DUNS number in each application or proposal it submits to the agency.

Grant and Cooperative Agreement Requirements: Grant awards greater than \$100,000; require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall

provide this certification by electronic submission of SF424 (R&R) as a part of the electronic proposal submitted via <http://www.grants.gov> (complete Block 17).

2. Certifications/Assurances-

Certification Regarding Lobbying Activities- Grant and Cooperative Agreement awards greater than \$100,000 require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 (R&R) as a part of the electronic proposal submitted via Grants.gov (complete Block 17); the following certification applies to each applicant seeking federal assistance funds exceeding \$100,000:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. Policy Requirements –

Any award issued as a result of this announcement is subject to the following administrative, cost and national policy requirements contained therein.

- OMB Circular A-110, relocated to 2 CFR Part 215. "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations."
- Department of Defense Grant and Agreement Regulations (DoDGARS 3210.6-R)
- OMB Circular A-21, relocated to 2 CFR Part 220. "Cost Principles for Educational Institutions."
- OMB Circular A-122, relocated to 2 CFR Part 230. "Cost Principles for Non-Profit Organizations."

- Federal Acquisition Regulation (FAR) Part 31.2, Contracts with Commercial Organizations.
- OMB Circular A-133. “Audits of States, Local Governments, and Non-Profit Organizations.”

4. Terms and Conditions.

This grant is subject to the terms and conditions in Attachment 3.

5. Program Deliverables and Reporting

Compliance with reporting requirements may impact funding. Recommend frequent and continued coordination with the designated DHAPP Desk Officer for host country.

The Grantee shall submit reports as set forth below. All reports and correspondence submitted under the Grant shall include the Grant number.

- Financial Reporting
 - (a) Interim Federal Financial Report (SF 425). A quarterly Federal Financial Report (SF 425) is required within 30 calendar days after the end of reported quarter and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, and 12/31.
 - (b) Final Federal Financial Report (SF 425) is required within 90 calendar days of the completion date for the term of this Grant and must include in the remarks the location of financial records and a point of contact for the Government to obtain access to the financial records associated with this Grant.
 - (c) Federal Financial Report (SF 425) is required if receiving advance payments; the Grantee shall submit a Report of Federal Cash Transactions (SF 425) within 15 calendar days following the end of each quarter. The Grantee shall provide forecasts of Federal cash requirements in the “Remarks” section of the report.

Financial Reporting Format Instruction:

- **Attach the Financial Reporting Spreadsheet with the SF 425** Submit in excel format along with SF425 in order to monitor expenditures according to the program area(s) [HVAB; HVOP; etc]. The report template will be provided by the Government Program Office/NHRC. Submit 30 calendar days after each reporting period (3/31, 6/30, 9/30, and 12/31). The Recipient shall provide the Quarterly Financial Reporting Spreadsheet in accordance with the template provided by NHRC.
- Address from the BAA guidelines on percentage of staff, and admin expenditures: “vii. Section III: Cost: Generally, costs for project management and administrative costs (e.g., salaries, overhead, and travel related to management and administration) should generally be no more than 20% of the total budget. A minimum of 40% of the total budget should be for broadly defined HIV prevention/care activities (including the labor and materials needed for these activities). No more than 10% of the total

budget should be for executive level workshops. If your budget deviates from these budget guidelines, provide sufficient justification.”

- * Names, phone numbers and e-mail addresses of the cognizant federal agency points of contact and whether the proposal includes approved Negotiated Indirect Cost Rate Agreement (NICRA) rates.
- * Total Cost Breakdown: Detailed breakdown of all costs, by cost category:
- * Direct Labor - Individual labor category or person with associated labor hours and unburdened direct labor rates
- * Indirect Costs - Fringe Benefits, Overhead, G&A, COM, etc. (must show base amount and rate)
- * Proposed grantee-acquired equipment, such as computer hardware for proposed projects, should be specifically itemized with costs or estimated costs. An explanation of any estimating factors, including their derivation and application, shall be provided. Indicate purchasing method and procurement policies (competition, price comparison, market review, etc.)
- * Travel - Numbers of trips, purpose, travelers, destinations, duration, etc.
- * Subcontracts - A cost proposal as detailed as the Respondent's cost proposal is required to be submitted by the subcontractor.
- * Consultant - Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate
- * Materials - Specifically itemized by cost. An explanation of any estimating factors including their derivation and application should be provided. Indicate purchasing method and procurement policies (competition, price comparison, market review, etc.)

(d) Audit Reports. The Grantee shall ensure that if an independent auditor is used for this Grant, copies of any audits conducted shall be provided to the Government. At a minimum, the following should be provided: a certified statement from the independent auditor evidencing that Grantee has complied with all requirements of this Grant. Upon completion or termination of this Grant, the Grantee shall provide a list of all audits conducted which reviewed expenditures under this Grant.

- Interim Progress: The Indicator Report
This report shall summarize progress in relation to the approved Work Plan and monitors grant activities according to the program area (HVAB, HVOP, etc.). The Grantee shall submit semi-annual progress reports in accordance with the format provided by the Program Office within 45 calendar days following the end of the reporting period: 3/31 and 12/31. The Recipient shall provide reports in accordance with the template provided by NHRC.
- Final Technical Report
Within 90 calendar days of completion or termination of this Grant, the Grantee shall submit a Final Report (in MS Word format) addressing all of the activities undertaken in this Grant. This report will provide a succinct presentation of Grantee achievements in relation to the milestones and goals in the Work Plan and discuss any shortfalls that may have occurred. These reports will summarize progress, provide an analysis of impact based on activities completed and suggest resolution of any outstanding issues.

- Property Report
Recipients shall submit annually an inventory listing of federally-owned property in their custody.
Upon completion of the award, Title to all property and equipment acquired under this grant shall revert to the host nation at the end of the period of performance.

6. Payment

Payment may be advance or reimbursable based upon the guidelines found in the applicable DoDGARs Part.

Respondents will be required to provide information on their financial management systems at time of award in order to determine the method of payment.

VII. ATTACHMENTS

- 1: Certifications
2. Terms and Conditions
3. Program Areas and sample Statement of Work spreadsheet format

DHAPP-BAA #12-004 ATTACHMENT 1 CERTIFICATIONS

Respondent: _____

Country: _____

Program Title: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition:

(b) Establishing an ongoing drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance:

[Street address]

[City, County, State]

[Zip Code]

Check if there are workplaces on file that are not identified here.

LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Typed Name and Title of Official]

[Name of Organization/Institution]

[Signature of Official responsible for this transaction]

[Date]

STATEMENT ON CONDOMS AND OPPOSITION OF PROSTITUTION AND SEX TRAFFICKING**CONDOMS**

Information provided about the use of condoms as part of projects or activities that are funded under this Grant shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms." This fact sheet may be accessed at:

http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html

PROHIBITION ON THE PROMOTION OR ADVOCACY OF THE LEGALIZATION OR PRACTICE OF PROSTITUTION OR SEX TRAFFICKING

- (a) The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this Grant may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and when proven effective, microbicides.
- (b) Except as noted in the second sentence of this paragraph, as a condition of entering into this Grant or any subagreement, any grantee/subgrantee must have a policy explicitly opposing prostitution and sex trafficking. The following organizations are exempt from this paragraph: the Global Fund to Fight AIDS, Tuberculosis and Malaria; the World Health Organization; the International AIDS Vaccine Initiative; and any United Nations agency.
- (c) The following definition applies for purposes of this provision
Sex trafficking means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. 7102(9).
- (d) The grantee shall insert this provision, which is a standard provision, in all subagreements.
- (e) This provision includes express terms and conditions of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by the Grants Officer prior to the end of its term.

[Name of Organization/Institution] hereby complies as applicable with the above Statements.

[Typed Name and Title of Official]

[Name of Organization/Institution]

[Signature of Official responsible for this transaction]

[Date]

**NAVSUP FLEET LOGISTICS CENTER (FLC) SAN DIEGO
GOVERNMENT-WIDE CORE
AGENCY SPECIFIC REQUIREMENTS
NON-PROFIT ORGANIZATIONS & EDUCATIONAL INSTITUTIONS
(December 2011)**

DoDGARS Part 32 <http://www.dtic.mil/whs/directives/corres/pdf/321006r32p.pdf>

2CFR Part 220 http://www.whitehouse.gov/omb/fedreg/2005/083105_a21.pdf

2CFR Part 230 http://www.whitehouse.gov/omb/fedreg/2005/083105_a122.pdf

2CFR Part 215 http://www.whitehouse.gov/omb/fedreg/2004/040511_grants.pdf

Forms <http://www.onr.navy.mil/02/024/forms>

Office of Management and Budget: Open Government Directive

<http://www.whitehouse.gov/omb/open>

The Naval Supply Systems Command FLC San Diego Government-wide Core Agency Specific Requirements of October 2009 are applicable to all new and renewal awards effective on or after October 2009.

ARTICLES

1. Awards Covered by Government-wide Core T&Cs
2. Prior Approval Requirements not Included in the General T&Cs
3. Unallowable Direct Costs Aside from Those in 2CFR 220&230
4. Contact Information for Technical Matters
5. Contact Information for Administrative Matters
6. Contact Information for Intellectual Property Matters
7. Revised Budget Requirements
8. Technical Reporting
9. Financial Reporting
10. Incremental Funding Actions
11. Payments
12. The Need for Additional Federal Funding
13. Equipment
14. Phases or Options
15. Condoms
16. Supplies
17. Reporting Potentially Classifiable Information
18. Termination
19. Enforcement
20. Closeout Procedures
21. Collection of Amounts Due
22. Option to Renew
23. Amendment of the Grant
24. Activities Abroad
25. Cargo Preference
26. Controlled Unclassified Information
27. Controlled Unclassified Information

Article 1. Awards Covered by Government-wide Core T&Cs

All domestic research grants subject to 2 CFR Part 215. The Government-wide Core T&Cs do not apply to cooperative agreements, contracts and other transactions.

Article 2. Prior Approval Requirements not Included in the General T&Cs

Notwithstanding Article Number 25.(c)(2)(i) of the Government-wide Core Terms and Conditions, prior written approval is required to extend the period of performance, without additional funds, beyond the expiration date of this grant. The Administrative Grant Officer (AGO) at the Administrative Office cited in the Award/Modification document has authority to approve no funds extension requests meeting all of the following parameters:

- (a) a one-time basis only; and
- (b) for a period not to exceed 90 days; and
- (c) where \$50,000.00 or less of obligated funds remain to be expended.

In other cases, where a request is outside of one or more of the above parameters, a no funds extension can only be approved with the concurrence of the Government Technical Representative cited in the Award/Modification document. For any no funds extension to be effective, a written grant modification must be issued and signed by the AGO at the Administrative Office cited in the Award/Modification document or the Awarding Office cited in the Award/Modification document.

Article 3. Unallowable Direct Costs Aside from Those in 2CFR 220&230

None

Article 4. Contact Information for Technical Matters

Questions regarding technical matters should be referred to the Technical Representative cited in the grant.

Article 5. Contact Information for Administrative Matters

Questions regarding administrative matters should be referred to the Administrative Grants Officer (AGO) at the Administrative Office cited in the grant.

Article 6. Contact Information for Intellectual Property Matters

Questions regarding intellectual property matters should be referred to the ONR Patent Office cited in the grant.

Article 7. Revised Budget Requirements

FLC San Diego does not require standard budget forms. Revised budgets, when required, may be submitted in the recipient's format.

Article 8. Technical Reporting

(a) Technical reporting requirements are cited in the Award/Modification.

(b) If reports are requested in the Award/Modification, the Grantee shall submit the performance results within ninety (90) calendar days after the end date of the Grant.

(c) The Grantee shall include a completed "Report Documentation Page" Standard Form (SF) 298 as the last page of the performance results prepared under this Grant. The form and instructions are available on the Office of Naval Research Home Page at <http://www.onr.navy.mil/02/024/forms>. However, Block 12a. of the SF 298 should be completed with the following distribution/availability statement: "Approved for Public Release; Distribution is Unlimited." If the Grantee does not agree with that distribution/availability, the Grantee should contact the cognizant AGO at the Administrative Office cited in the Award/Modification document.

Article 9. Financial Reporting

Financial reporting requirements are cited in the grant.

Article 10. Incremental Funding Actions

No additional documentation is required to trigger an increment. However, recipients should note that low expenditure rates reported on payment requests might be cause for deferral of future funding increments.

ARTICLES WITH GOVERNMENT-WIDE CORE REFERENCE

Article 11. Payments

Forms and instructions available at <http://www.onr.navy.mil/Contracts-Grants.aspx>

REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 22

(a) All payments shall be made by funds transfers to the bank account registered in the Central Contractor Registration (CCR), <http://www.ccr.gov>. The Grantee agrees to maintain its registration in the CCR including information necessary to facilitate payment via Electronic Funds Transfer (EFT). Should a change in registry or other incident necessitate the payment to an account other than that maintained in CCR, it is the Grantee's responsibility to notify the AGO and obtain a modification to this Grant reflecting the change. The Government shall not be held responsible for any misdirection or loss of payment which occurs as the result of a Grantee's failure to maintain correct/current EFT information within its CCR registration.

(b) Any request for advance payments must be approved by the Administrative Grants Officer (AGO) at the Administrative Office shown in the award.

(c) Wide Area Work Flow (WAWF) has been designated as the Department of Defense standard for electronic invoicing and payment. To facilitate this effort for Universities and Nonprofit Organizations with awards administered by the Office of Naval Research (ONR) Regional Offices, DoD has established the ONR Electronic Payment System (PayWeb) (<https://services2.onr.navy.mil/http/sysm.onr.navy.mil:7777/payweb/PayWeb.jsp>), as an initial entry point to WAWF. If the Grantee participates in the PayWeb system, the Grantee shall submit an electronic request for payment to the Administrative Grants Officer (AGO) at the Administrative Office in the award, using the standard PayWeb processes.

(d) Participation in the PayWeb system requires the Grantee to obtain an External Certificate Authority (ECA) certificate from an approved Certificate Authority for access. Operational Research Consultants (ORC) (<http://www.eca.orc.com>) and Verisign (<http://www.verisign.com/gov/ieca>) are approved ECA Authorities. If you have questions or require technical assistance in implementing your certificate, contact the Navy PKI Help Desk at 1-800-304-4636. The Grantee shall contact the AGO at the Administrative Office cited in the award for instructions on how to register and use WAWF and PayWeb.

(e) Electronic submission of payment requests requires the Grantee to register in WAWF and have the appropriate CAGE code activated. The Grantee's CCR Electronic Business Point of Contact (EBPOC) is responsible for activating the CAGE code in WAWF by calling 1-866-618-5988. Once the Grantee's CAGE Code is activated, the CCR EBPOC will self-register in WAWF (<https://wawf.eb.mil>) and follow the instructions for a group administrator. The AGO will assist in this process.

(f) If the Grantee is a For-Profit entity or does not participate in the ONR PayWeb System, the Grantee shall submit payment requests electronically via Wide Area Work Flow (WAWF). The Grantee shall Contact the AGO at the Administrative Office cited in the award for instructions on how to register and use WAWF.

Article 12. The Need for Additional Federal Funding

REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 25, SECTION (b) (3)

The Government's financial obligation is limited to the amount shown as "Total Funds Obligated on Award," in the Award/Modification document.

Article 13. Equipment

REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 34

Title to all equipment purchased or fabricated with Federal Government funds provided under this grant or recipient cost sharing funds, as direct costs of the project or program, shall unconditionally

vest in the recipient upon acquisition without further obligation to the Federal Government unless other conditions are imposed in the award.

Article 14. Phases or Options

If this agreement contains phase(s) or Options the following article applies. The Government reserves the right to fund Phase(s) unilaterally for continuation of research and services as detailed in the Award/Modification document.

Article 15. Condoms

Information provided about the use of condoms as part of projects or activities that are funded under this Grant shall be medically accurate and shall include the public health benefits and failure rates of such use and shall be consistent with USAID's fact sheet entitled, "USAID: HIV/STI Prevention and Condoms."

This fact sheet may be accessed at:

http://www.usaid.gov/our_work/global_health/aids/TechAreas/prevention/condomfactsheet.html

Article 16. Supplies**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 35**

Notwithstanding GOVERNMENT-WIDE CORE Article Number 35(a), title to supplies and other expendable property shall vest in the recipient providing the residual inventory of unused supplies does not exceed \$5,000 in total aggregate value upon termination or completion of the project or program. If the value of residual supplies exceeds \$5,000, the provisions of OMB Circular A-110 Section 35 (2CFR 215.35) apply.

Article 17. Reporting Potentially Classifiable Information**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 54**

The official referred to in GOVERNMENT-WIDE CORE Article 54(b)(1) is the Program Officer designated in the Grant.

Article 18. Termination**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 61**

In case of a partial or full termination by the recipient, the recipient shall provide the required written termination notice to the FLC San Diego Grants Officer and AGO at least 30 calendar days prior to the effective date of termination.

Article 19. Enforcement**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 62**

The recipient shall submit claims arising out of or relating to this grant in writing to the FLC San Diego Grants Officer or AGO, as appropriate, and shall specify the nature and basis for the relief requested and include all data that supports the claim. The recipient and FLC San Diego Grants Officer/AGO shall attempt to resolve all issues at the FLC San Diego Grants Officer/AGO level.

Article 20. Closeout Procedures**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 71**

Within ninety (90) calendar days after the end date of the Grant, any overpayment of funds provided by the Grant shall be remitted to the AGO at the Administrative Office shown in the Award/Modification document, by check made payable to the US Treasury, DFAS, or Department of Navy.

Article 21. Collection of Amounts Due**REFERENCE: GOVERNMENT-WIDE CORE ARTICLE 73**

In absence of mutual agreement between the recipient and FLC San Diego, the FLC San Diego Grants Officer/AGO shall make a determination regarding any recipient indebtedness and submit a written notice of such a decision to the recipient. Within 30 calendar days of the FLC San Diego Grants Officer's/AGO's

determination, the recipient shall either pay the amount owed or inform the FLC San Diego Grants Officer/AGO of the recipient's intent to appeal the determination. If the recipient elects not to appeal, any amounts not paid within 30 calendar days of the FLC San Diego Grants Officer's/ AGO's determination will be considered a delinquent debt. The recipient and FLC San Diego Grants Officer/AGO shall attempt to resolve all issues at the FLC San Diego Grants Officer/AGO level.

ARTICLES WITH NO GOVERNMENT-WIDE CORE REFERENCE

Article 22. Option to Renew

If an option is indicated in the Award/Modification document, the Government may require the continuation of the research as detailed in the Award/Modification document. The option must be exercised by a modification to the Grant.

Article 23. Amendment of the Grant

Requests by the Grantee to amend a grant must be in writing to the AGO at the Administrative Office cited in the grant. Such requests only become official when incorporated by modification issued by an AGO or FLC San Diego Grants Officer.

Article 24. Activities Abroad

The Grantee shall assure that project activities carried on outside the United States are coordinated as necessary with appropriate Government authorities and that appropriate licenses, permits, or approvals are obtained prior to undertaking proposed activities. The awarding agency does not assume responsibility for Grantee compliance with the laws and regulations of the country in which the activities are to be conducted.

Article 25. Cargo Preference

The recipient agrees that it will comply with the Cargo Preference Act of 1954 (46 U.S.C. 1241), as implemented by Department of Transportation regulations at 46 CFR 381.7, which require that at least 50 percent of equipment, materials or commodities procured or otherwise obtained with U.S. Government funds under this Grant, and which may be transported by ocean vessel, shall be transported on privately owned U.S.-flag commercial vessels, if available.

Article 26. Profit or Fee

In accordance with DODGARs 22.205(b), no fee or profit may be charged to this grant.

Article 27. Controlled Unclassified Information

The parties understand that information and materials provided pursuant to or resulting from this Grant may be export controlled, sensitive, for official use only or otherwise protected by law, executive order or regulation. The Grantee is responsible for compliance with all applicable laws and regulations. Nothing in this Grant shall be construed to permit any disclosure in violation of those restrictions.

DHAPP BAA 12-004 ATTACHMENT 3

(Excel Spreadsheet Example of a Statement of Work)

<u>Country*</u>	<u>Offerer*</u>	<u>Program Area Budget Code**</u>	<u>Funds Requested</u>	<u>Activities</u>
				Activities should attempt to answer who, what, when, where in a succinct manner to provide description of deliverables.
HQ	XYZ	17-HVSI	\$80,000	1. Develop a web mechanism for secured access for DHAPP personnel. 2. Develop a reporting function for Grantees. 3. Develop a tracking system to see how many hits the website gets. 4. Beta testing 5. Report on usage and user manual 6. Training on updating system
TOTAL			\$80,000	
	Program Areas:			

* Fictitious offeror