

**MONITORING OF THE FLAT-TAILED HORNED LIZARD AND THE SONORAN  
PRONGHORN CAPTIVE BREEDING PEN, MARINE CORPS AIR STATION YUMA,  
ARIZONA, 2019**

**TABLE OF CONTENTS**

<b>SECTION LETTER</b>	<b>TITLE</b>	<b>PAGE</b>
<b>A</b>	<b>PURPOSE</b>	<b>2</b>
<b>B</b>	<b>LOCATION</b>	<b>2</b>
<b>C</b>	<b>DESIGNATED REPRESENTATIVES</b>	<b>2</b>
<b>D</b>	<b>PERIOD OF PERFORMANCE</b>	<b>3</b>
<b>E</b>	<b>PROVISIONS TO THE RECIPIENT</b>	<b>3</b>
<b>F</b>	<b>GENERAL REQUIREMENTS</b>	<b>4</b>
<b>G</b>	<b>SPECIFIC REQUIREMENTS</b>	<b>6</b>
<b>H</b>	<b>MEETINGS/COORDINATION</b>	<b>9</b>
<b>I</b>	<b>SUBMITTALS AND SCHEDULES</b>	<b>9</b>
<b>J</b>	<b>DATA AND PUBLICATION</b>	<b>11</b>
<b>K</b>	<b>GEOGRAPHIC INFORMATION SYSTEM DATA SPECIFICATIONS FOR DIGITAL DATA</b>	<b>12</b>
<b>L</b>	<b>RELEASE OF INFORMATION</b>	<b>14</b>
<b>M</b>	<b>SAFETY</b>	<b>14</b>
<b>N</b>	<b>INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR ANY CONTRACTORS USED BY A GOVERNMENTAL COOPERATIVE AGREEMENT</b>	<b>15</b>
<b>O</b>	<b>INSURANCE</b>	<b>16</b>
<b>P</b>	<b>PAYMENTS</b>	<b>17</b>
<b>Q</b>	<b>EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING</b>	<b>18</b>
<b>R</b>	<b>LITERATURE CITED</b>	<b>19</b>

## **A. PURPOSE**

This Cooperative Agreement outlines terms and the cooperative effort of the Department of the Navy, Navy Facilities Engineering Command, Southwest (NAVFAC SW), on behalf of Marine Corps Air Station (MCAS) Yuma, and the Arizona Game and Fish Department (AZGFD) for implementing a cooperative program to conduct flat tailed horned lizard (FTHL) surveys on the Barry M. Goldwater Range (BMGR) West, which is managed by the Marine Corps Air Station (MCAS) Yuma, Arizona, and to conduct recovery efforts for Sonoran Pronghorn across their range.

## **B. LOCATION**

The location of the work is on the BMGR West and across the Sonoran Pronghorn range in Arizona and Mexico. The BMGR West covers a large tract of southwestern Arizona desert and covers more than 700,000 acres (283,280 hectares) of land. Elevation ranges for BMGR West run from roughly 60-900 meters, with the highest elevations occurring on mountain peaks in the eastern portion of the range.

## **C. DESIGNATED REPRESENTATIVES**

1. The Cooperative Agreement Administrator (CAA) is Reagan Pablo, Contract Specialist, Naval Facilities Engineering Command Southwest, 1220 Pacific Highway, San Diego, CA 92132-5190 telephone (619) 532-2090, and email: [reagan.s.pablo@navy.mil](mailto:reagan.s.pablo@navy.mil)
2. The Cooperative Agreement Technical Representative (CATR) is Cece Dahlstrom, Senior Natural Resources Specialist, Naval Facilities Engineering Command Southwest, 937 N. Harbor Dr. Bldg 1, San Diego, California, 92132, telephone (619) 532-2269, email: [carol.dahlstrom@navy.mil](mailto:carol.dahlstrom@navy.mil).

The CATR is responsible for ensuring that all work is performed per the requirements and specifications outlined in this Cooperative Agreement, and that the work performed, including all written reports and professional services are of an acceptable technical quality. For this Cooperative Agreement, the CATR shall be the first and primary point of contact for the Recipient and Installation Representative (including their respective representatives or staffs) regarding any inquiries, questions, concerns, and issues related to the implementation of the requirements and specifications of this Cooperative Agreement. The CATR has no authority to make any changes to this Cooperative Agreement, only the CAA may effect any change to this Cooperative Agreement.

3. The Installation Representative is Jeremy Pennell, Range Management Department, Bldg. 151, P.O. Box 99134, Yuma, AZ 85369-9160; phone: (928) 269-3402; email: [jeremy.pennell@usmc.mil](mailto:jeremy.pennell@usmc.mil).

The Installation Representative is responsible for providing the CAA, via the CATR, the technical requirements for this Cooperative Agreement's scope of work specifications. The Installation Representative has no authority to make any changes to the Cooperative Agreement only the CAA may effect any change to this Cooperative Agreement. The Installation Representative has no authority to direct or change any work identified in this Cooperative Agreement.

4. Any change in scope of work must be issued to the Recipient, in writing, by the Grants Officer to be binding on the US Government. No US Government employee has authority to change this Cooperative

Agreement by oral or written directives, instructions, commitments and/or acceptances or any other manner.

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

6. For the purposes of this Agreement, the term Recipient shall mean Arizona Game and Fish Department (AZGFD).

a. The AZGFD designated field manager and point of contact for Sonoran Pronghorn, John Hervert, AZGFD, 9140 E. 281 Street Yuma, AZ 85365; phone:(928)341-4041; email: [jhervert@azgfd.gov](mailto:jhervert@azgfd.gov).

b. The AZGFD designated field manager and point of contact for FTHL, XXXX AZGFD, 5000 West Carefree Highway, Phoenix, Arizona 85086, phone: XXXX; email: XXXX. The use of the term Recipient in this Agreement includes AZGFD and all designated representative(s).

#### **D. PERIOD OF PERFORMANCE**

The proposed period of performance consists of a 18-month base period and three (3), 18-month option periods. If an option period is awarded, the period of performance will be extended by 18 months from the date of award. These options may be unilaterally awarded within the 18-month period of performance of the base scope of work, or within the proceeding option period of the Cooperative Agreement and may run concurrently. The total duration of this agreement, including any option periods, shall not exceed 60 months. The end date is the anticipated date that the Final Report is accepted by the Government. In the event that an option period(s) is exercised, a cumulative report

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

#### **E. PROVISIONS TO THE RECIPIENT**

MCAS Yuma agrees to the following terms for this cooperative project:

1. Technical Information. MCAS Yuma agrees to provide management plans, GIS data and other materials containing detailed information of the natural resources on the BMGR West upon request from the AZGFD POC.

2. Access. MCAS Yuma will provide access to the BMGR West for the purposes of this project. The MCAS Yuma POC will obtain any personal data required for access from the AZGFD POC.

3. Recovery Plan Support. The MCAS Yuma POC will participate in this project and arrange for other

qualified MCAS Yuma participants as required.

## F. GENERAL REQUIREMENTS

1. The Recipient shall be responsible for providing all materials, equipment and supplies used in this project. The Recipient shall be responsible for the selection, development and implementation of all control and monitoring techniques/methods. The Recipient shall use methods and equipment in accordance with Federal and State laws.
2. The Recipient shall provide all transportation, meals, and lodging for himself/herself and his/her personnel as well as all equipment and analysis necessary to complete the work. No US Government furnished equipment/support is provided: All equipment is subject to the inspection by and approval of the Installation safety officer.
3. The Recipient shall provide all equipment (unless otherwise stated) and analyses necessary to complete the work described within this Agreement. All data (raw and associated files), photographs, and equipment > \$5000 per unit in value and supplies > \$5,000 in aggregate value purchased with Agreement funds (including computer software) shall become the property of the Department of the Navy (DoN) at the end of the Agreement. Equipment is defined as “tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year.” Supplies are defined as “All personal property excluding equipment, intangible property, and debt instruments, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements." **(DoD Grant and Agreement Regulations, DoD 3210.6-R#)**
4. The Recipient shall visit the project area as often as necessary and within the time limits stated below to accomplish the purposes of the Agreement as detailed further in this Scope of Work. It is the Recipient's responsibility to obtain security and entrance clearances and camera passes for himself/herself and his/her personnel onto the Installation. The Recipient must comply with all security rules, regulations, requirements, and day-to-day operational changes thereto. Unannounced changes to day-to-day operational procedures may, at times, prohibit the Recipient access to project sites. While on the installation, the Recipient shall abide by all applicable rules and regulations issued by the Commanding Officer/Commanding General. The Recipient may be subject to inspections for contraband while on US Government property.
5. The Recipient shall manage the total work effort and assure fully adequate and timely completion of services required under this Agreement. Included in this function shall be a full range of management duties including, but not limited to, planning, scheduling, inventory, analysis, quality control, and for meeting professional industry standards for conducting natural resources survey work.
6. The Recipient shall work closely with the CATR and Installation Representative in planning and carrying out all field investigations.
7. Access. MCAS Yuma will provide access to the Barry M. Goldwater Range-West for the purposes of this project. The Installation Representative will obtain any personal data required for access from the AZGFD POC.

8. All parties involved in this Agreement agree to comply with all applicable laws and regulations pertaining to the provision of safe and respectful workplace and to provide a work environment free of harassment and intimidation for such party's own employees and third parties.
9. All work conducted in support of this Agreement shall comply with all federal laws applicable to the Installation including, but not limited to, the Endangered Species Act, the Clean Water Act and the Migratory Bird Treaty Act.
10. Vehicle operators may **not** use cell phones unless the vehicle is safely stopped or the cell phone employs a "hands free" device. Drivers may not hold, dial, text or adjust the phone while the vehicle is in motion. Hands free systems such as ear buds, blue tooth, OnStar and other voice activated or speaker phone systems are authorized. Installation Security personnel can issue military motor vehicle citations to operators in violation of this policy. These citations result in a three-point penalty assessed to the violator's driving record and if a driver accumulates twelve points within a twelve month period or eighteen points within a twenty-four month period he/she is subject to suspension of Installation driving privileges for one year.
11. The data obtained during this Agreement shall be scientifically defensible and suitable for publication. All methods of data collection and analyses shall be standardized with previous studies conducted by the Recipient under past Agreements for this type of work, or when appropriate, analyzed using acceptable new or improved methods as determined in current scientific literature(s). If changes in analyses make results unfit for comparison with previously collected data, the Recipient shall reanalyze all appropriate data sets for comparison. The CAA shall approve (via the CATR) in advance any changes to previously used experimental designs, methods of data collection and/or analyses, which shall be provided in the Recipient's required Work Plan. The CATR or Installation representative, at their discretion, may subject draft work plans, draft reports or draft manuscripts to external peer review.
12. In order to avoid impacts to federally listed, rare, or endemic plants the Recipient must coordinate all vegetation and ground disturbing activities with the Installation Representative. Under no circumstances are any federally protected plants to be disturbed and/or destroyed when completing the work required in this Agreement. The Recipient shall ensure that all footwear, backpacks, clothing, vehicles and equipment transported to the Installation are clean of weed seed.
13. No ground disturbing activities are to take place without the concurrence from the Installation Representative. Under no circumstances shall the Recipient violate the Archeological Resources Protection Act. If any objects are found that appear to be cultural or archeological resources contact the Cultural Resources Program Manager. If the Recipient accidentally disturbs an archeological and/or cultural resources site, the Recipient shall leave the site immediately (as intact as possible) and contact the Cultural Resources Program Manager.
14. No buildings will be modified or altered without permission from Installation Representative. The Recipient shall not violate the National Historic Preservation Act.
15. The Recipient shall manage generated hazardous material, hazardous waste, and hazardous waste residues in accordance with Federal, State, and local regulations. Transport and dispose of hazardous waste (i.e., batteries) in accordance with Federal, State, local and applicable Installation requirements.
16. The Recipient shall inform the CATR and Installation Representative via e-mail of any unusual

activity observed while conducting surveys in the field (e.g. trespassers or persons in unauthorized areas). Information should include (a) location, (b) date, (c) time, and (d) any detailed facts regarding the activity.

17. The Recipient shall inform the Installation Representative via e-mail of any unusual animal or plant species observed while conducting surveys in the field (e.g. species which are federally listed or are State of Arizona Species of Special Concern). Information should include (a) location, (b) date, (c) time and (d) any detailed facts the sighting.

18. Throughout the term of this Agreement the CATR and the Installation Representative shall be afforded the opportunity by the Recipient to periodically observe the Recipient's field activities, to review computer or paper files of raw data, prepared data (such as data analyses, summaries, maps, figures, tables, etc.), or any record deemed appropriate by the CAA in establishing the Recipient's performance in fulfilling the requirements of this Agreement.

19. The DoN, via the CAA, may request updated data presented on maps, figures and/or tables whenever the DoN's need to obtain this information is before the next report required under Section I of this Agreement. The Recipient shall forward the requested data electronically within ten (10) days from the date of request. If the requested data cannot be provided within this time frame, the Recipient shall forward electronically the most updated raw data to the CAA, via the CATR (cc provided to Installation Representative). The DoN understands that facilitating the requested most updated data may reduce the amount of work that would normally be accomplished during the period of time required to complete the request. The Recipient shall document the amount of efforts and its translated cost estimate that would have been incurred by the Recipient to complete the request for updated data. This document shall be electronically forwarded to the CAA (via CATR and cc provided to Installation Representative) to review so that the DoN will have a firm understanding on the amount of work displaced that would have normally been accomplished during the period of time required to complete the request.

## **G. SPECIFIC REQUIREMENTS**

### **1. BASE**

- a. **Task 1:** Monitor Sonoran Pronghorn (*Antilocapra Americana sonoriensis*) recovery efforts in Arizona

- i. **Purpose**

To support on-going monitoring, watering, telemetry, aerial surveys, and research measures that benefit the wild population of Pronghorn and the overall recovery of Sonoran pronghorn.

- ii. **Approach**

Monitoring captive pronghorn on a near daily basis from elevated vantage points and observation towers. This will consist of ensuring all the pronghorn are accounted for every day. Assessment of the health and general well-being of the pronghorn will be monitored. The technician will record detailed field notes on locations, movements, behavior, breeding, reproduction and recruitment of fawns in the pen.

Keeping appropriate levels of alfalfa hay in the feeders to ensure captive pronghorn always have access to fresh hay if needed. Technicians will clean hay feeders on a regular basis.

Monitoring as needed, but at least weekly, the entire perimeter of the pen and making any necessary repairs to the net wire fencing, electric fence, swinging gates across the washes, shade cloth, capture corrals, and any other parts of the pen, requiring maintenance.

Monitoring the pen and surrounding areas for predators and/or illegal aliens in the area.

Irrigating in the pen as needed and maintaining the pipelines and sprinkler setups. This also includes maintaining the pronghorn drinkers to ensure fresh clean water is always available.

Submitting a daily shift log on activities and developments at the captive pen to be incorporated into the monthly progress reports

b. **Task 2:** Occupancy Monitoring of the Flat-tailed Horned Lizard (*Phrynosoma mcallii*) on the Yuma Desert Management Area

i. **Purpose**

The Flat-tailed Horned Lizard Interagency Coordinating Committee (FTHL ICC) and Management Oversight Group (FTHL MOG) are comprised of representatives from multiple state and federal agencies. These groups (FTHL ICC and FTHL MOG) have taken on the responsibility of monitoring and coordinating management and research on the FTHL throughout their distribution in Arizona, California, and Mexico (FTHL ICC 2003). In 2007, the FTHL ICC developed protocols for long-term monitoring of FTHL throughout the areas considered Management Areas (MAs) with the Rangewide Management Strategy (RMS). Portions of BMGR West are located within the Yuma Desert Management Area (YDMA). The monitoring objectives were established to provide the FTHL ICC with information regarding the current status of FTHL populations. In addition, the FTHL ICC is charged with developing management strategy prescriptions if a population decline of >30% is detected at any of the MAs. In order to detect a decline, increase, or stable population the MAs must conduct regular monitoring. This is especially important to a species where the expected average adult longevity is ~3 years of age (Leavitt 2014). The purpose of this cooperative agreement is to increase information known about FTHL and identify population trends. The objectives for this project will be to: 1) Conduct 6 survey sessions at 75 occupancy sites YDMA (Figure 1) and, 2) relate the results of the surveys to previous years data as to determine how these populations relate to one-another.

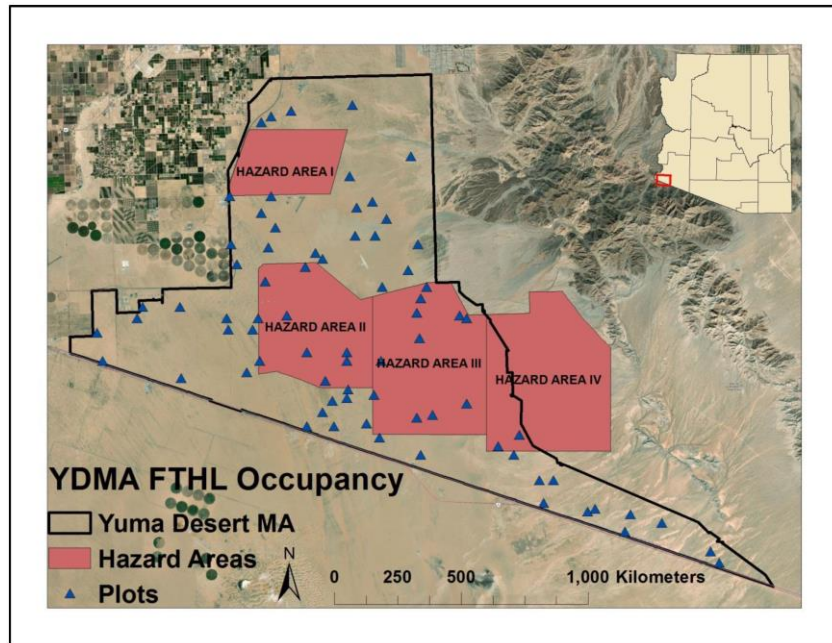


Figure 1 FTHL occupancy survey plot locations (triangles identify the northwest corner of each plot) within the Yuma Desert Management Area in southwest Arizona.

i. **Approach**

This task will follow similar protocol to previous occupancy surveys on the YDMA (Leavitt et al. 2013). These surveys methods require two individuals to conduct walking surveys on 75 randomly selected plots within the YDMA. On each visit, surveyors conduct straight-line walking transects to detect FTHLs. A survey lasts for 2 person hours or until a FTHL is detected. If a FTHL is detected, standard morphological measurements are recorded, the species is temporarily marked with an indelible ink marker, and its location (UTMs: NAD 83) is recorded. Surveys can be conducted during morning hours to maximize the likelihood of detecting either FTHL tracks (which may lead to a FTHL) or FTHLs (Young, 1998; Grant, 2005). Each site is visited a total of 6 times, which fits into a standard single season occupancy analysis.

In addition to the individual covariates, the Cooperator will also collect site covariates that will describe the environmental characteristics on each plot. These can be used in a single season patch occupancy model run in either program MARK (White and Burnam, 1999) or program PRESENCE (Hines, 2006). Real parameter estimates that will be attained from these models include the detection probability ( $p$ ) and occupancy probability ( $\psi$ ). Estimates of occupancy probability can be directly compared to previous year estimates to determine if there was any change in the overall probability or extent of FTHL occupied habitat on the YDMA.

2. **OPTIONS**

a. **Term A:** Upon award of Option 1 the Period of Performance shall be extended 18 months from the date of award.

- i. **Option 1:** One additional year of Sonoran Pronghorn monitoring. The Cooperator shall use the same approach as the base Sonoran Pronghorn monitoring. The Cooperator shall submit a Draft and Final Report for each option awarded.
  - ii. **Option 2:** One additional year of FTHL Surveys. The Cooperator shall use the same approach as the base FTHL Surveys. The Cooperator shall submit a Draft and Final Report for each option awarded.
- b. **Term B:** Upon award of Option 2 the Period of Performance shall be extended 18 months from the date of award.
- i. **Option 3:** One additional year of Sonoran Pronghorn monitoring. The Cooperator shall use the same approach as the base Sonoran Pronghorn monitoring. The Cooperator shall submit a Draft and Final Report for each option awarded.
  - ii. **Option 4:** One additional year of FTHL Surveys. The Cooperator shall use the same approach as the base FTHL Surveys. The Cooperator shall submit a Draft and Final Report for each option awarded.
- c. **Term C:** Upon award of Option 3 the Period of Performance shall be extended 18 months from the date of award.
- i. **Option 5:** One additional year of Sonoran Pronghorn monitoring. The Cooperator shall use the same approach as the base Sonoran Pronghorn monitoring. The Cooperator shall submit a Draft and Final Report for each option awarded.
  - ii. **Option 6:** One additional year of FTHL Surveys. The Cooperator shall use the same approach as the base FTHL Surveys. The Cooperator shall submit a Draft and Final Report for each option awarded.

## H. MEETINGS/COORDINATION

The Recipient shall be available throughout the Agreement period for consultation with the CATR and Installation Representatives.

## I. SUBMITTALS and SCHEDULES

### 1. Health and Safety Plan/Accident Prevention Plan

The Cooperator shall submit one electronic copy of the draft Health and Safety Plan (HSP) and Accident Prevention Plan (APP) within 30 days after the pre-performance meeting. See Section M Safety below for details on the SHP/APP. The final SHP/APP is due within 15 days after receipt of government comments.

### 2. Sonoran Pronghorn Reports

- a. Progress reports shall include captive breeding pen updates (i.e. current numbers, mortalities, births), telemetry flight updates, forage plot enhancement, water development

updates. Reports should be no longer than 1 to 2 typed pages plus appendices, and may be submitted via e-mail. Report format will be in MS word 2016 or later and PDF format. All tables and figures and all GIS files are to be readable in Arc View.

- b. AZGFD agrees to submit a draft and final year-end report on project progress that covers captive breeding pen, forage enhancement plots, pronghorn drinkers and population survey results. Any maps and photos that are relevant will be included in the report. Two hard copies and one electronic e-mail copy of both the draft and final will be sent to the Installation Representative. One electronic email copy of the draft and one hard and one electronic copy of the final will be sent to the CATR. One hard and one electronic copy of the final will be sent to NAVFAC records manager Diane Silva. Report format will be in MS word 2001 or later and PDF format. All tables and figures and all GIS files are to be readable in Arc View. In the event that an option period(s) is exercise, a cumulative report consisting of the base and all option periods will be the Final Report.

### 3. Flat Tailed Horned Lizard Report

- a. Draft Report: The Cooperator shall submit three hard copies and three electronic copies (CD/DVD) of the draft report by within 60 days of completion of field work. The draft report should include cover page, table of contents, executive summary, introduction, methods, and discussion/recommendations. Additionally, the report shall relate the results of the surveys to previous year’s data as to determine how these populations relate to one-another. The report shall provide detailed color GIS maps detailing the survey data. All maps are to be prepared in GIS data format. For purposes of the draft report all raw data, data sheets and electronic databases (including GIS data) shall be included with the electronic copy.
- b. Final Report: The Cooperator shall submit four (4) copies bound and four (4) electronic copies no later than 30 days after receipt of government comments. The Final Survey Report will be submitted with all of the information contained in the draft project report as modified by submitted comments. All data sheets and photos shall be submitted as an appendix to the final report. Raw data and electronic databased shall be submitted as part of the electronic copy. The GIS geodatabase shall include all maps and files produced for the study and shall be submitted in digital format on a CD/DVD. In the event that an option period(s) is exercise, a cumulative report consisting of the base and all option periods will be the Final Report.

AZGFD agrees submit the following deliverables:

Deliverable	Number of Copies	Due Date
Post Award Meeting	NA	Immediately After Award
Draft Health and Safety Plan/ Accident Prevention Plan	Electronic via email	submitted within 30 days of award of Agreement
Final Health and Safety Plan/ Accident Prevention Plan	Electronic via email	submitted 15 days after US Government has provided comments to AZGFD
Monthly Sonoran Pronghorn	Electronic via email	Submitted within one week after the

Progress Report		end of each month
Draft Sonoran Pronghorn Annual Report (includes draft GIS information)	Three hard copies / three electronic copies	Within 60 days of completion of field work.
Final Sonoran Pronghorn Annual Report (includes final GIS information)	Four hard copies / four electronic copies	submitted 20 days after US Government has provided comments to AZGFD
Draft FTHL Report (includes draft GIS information)	Three hard copies / three electronic copies	Within 60 days of completion of field work.
Final FTHL Report (includes final GIS information)	Four hard copies / four electronic copies	submitted 30 days after US Government has provided comments to AZGFD

## J. DATA AND PUBLICATION

1. This Cooperative Agreement is subject to, and Recipient shall comply with, 2 CFR 200.305 concerning “Intangible Property,” which includes use of research data. Any information or data protected by federal law will be identified by the Government prior to being provided to Recipient and the Government will notify the Recipient in advance of applicable limitations on such information. Except as to information so identified and limited, there are no restrictions on reporting or publishing reports based upon the fundamental research that is the subject of this Cooperative Agreement.

The Federal Government has the right to obtain, reproduce, publish or otherwise use the data first produced under this Agreement and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. The DoN acknowledges and agrees that the Recipient’s fundamental consideration in performing the research under this Agreement shall be Recipient’s right to publish the results of such research for academic and scientific purposes. The Recipient shall submit, for review and comment, any proposed professional, scientific or non-scientific report, paper or note published or unpublished or be part of any technical or non-technical presentation or be provided to anyone not a party to this Agreement to the DoN thirty (30) days prior to the submission of the work mentioned above.

2. The acknowledgements for any paper or presentation resulting from this work shall include the following statement: “This research was funded by the Department of the Navy on behalf of the Marine Corp Air Station, Yuma.”

3. Any publications resulting from this work shall be provided at no cost to the Department of the Navy in quantities jointly determined by the Department of the Navy representative and the Recipient at the time of publication.

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

Agreement.

## K. GEOGRAPHIC INFORMATION SYSTEM DATA SPECIFICATIONS FOR DIGITAL DATA

Any maps, drawings, figures, sketches, geospatial data, spreadsheets, or text files prepared for this contract shall be provided in digital form.

### 1. Text, Spreadsheet, and Database Files:

The Marine Corps standard computing software is Microsoft Office 2003. Final Reports and other text documents shall be provided in Microsoft Word 2003 format AND Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel 2003 format. Databases shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to database development, the Contractor shall provide the Government with a Technical Approach Document for approval, which describes the Contractor's technical approach to designing and developing the database. All text, spreadsheet, and database files shall be delivered on a Compact Disk read-only memory (CD-ROM), Digital Versatile Disc read-only memory (DVD-ROM) or portable external hard drive. Note: should the Marine Corps convert to Microsoft Office 2007 during the study period, the contractor shall submit deliverables in Office 2007 format.

### 2. Maps, Drawings, and Sketches (Digital Geospatial Data):

#### a. Geospatial Data Software Format:

Geographic data **must** be provided in a form that does **not** require translation, preprocessing, or post processing before being loaded to the Installation's regionally hosted geodatabase. The Contractor shall validate any deviation from this specification in writing with the Government (GIS Utilities Analyst). Digital geographic maps and the related data sets shall be delivered in personal or file geodatabase format using ArcGIS 9.3 (Environmental Systems Research Institute [ESRI] of Redlands, California). The geodatabase must be importable to a multi-user geodatabase using ArcSDE 9.3 (ESRI). The delivered data layer(s) shall be provided with x, y domain precision of 1000 (unless otherwise identified by MCAS Yuma).

i. Geospatial Data Structure: GIS Data Sets: When developing/delivering geospatial data, the Contractor shall develop the initial structure consistent with the most current version of the GEOFidelis Data Model. The GEOFidelis Data Model shall be followed for geospatial database table structure, nomenclature, and attributes. The Contractor shall consult with the Government concerning modifications or additions to the GEOFidelis Data Model. The Government may approve modifications to the GEOFidelis Data Model if it is determined that the GEOFidelis Data Model does not adequately address subject datasets. Copies of the GEOFidelis Data Model may be obtained by contacting the Installation Representative.

ii. Feature Class Updates: When delivering updates to existing feature classes, the Contractor shall obtain a copy of the existing subject data in a personal geodatabase to use as a template for all subsequent data collection processes. As Installations

sometimes modify the GEOFidelis Data Model structure for many feature classes to accommodate operational needs, the GEOFidelis Data Model structure may not reflect the actual structure used in the live geodatabase. If further modifications to structure are required as a result of this Scope, the Contractor will consult with the MCAS Yuma for direction and final approval.

iii. Geospatial Data Projection: Geographic data (regardless of format) shall be provided in U.S. Survey Feet and **projected** into the Arizona State Plane, Zone VI, FIPS 0406 projection system. The maps and data shall use the GRS 1980 spheroid and the North American Datum 1983/World Geodetic System 1984 (NAD83/WGS84). Epoch 1991.35 shall be used. The vertical datum used is NAVD88. This projection requirement applies to all GIS data layer deliverables as well as all CADD drawings such as as-designed and as-built project plans. Each data set shall have a projection file if appropriate based on format.

b. Media for Geospatial Data Deliverables: Geographic data shall be delivered on a separate CD-ROM or DVD-ROM, or external hard drives. This media shall **contain only the value-added data sets** as designated in the Task sections of the SOW. Do not include the Contractor's working files or original installation data sets that may have been used by the Contractor to develop the deliverables. "READ ME" files may be included on the geographic data media if such files provide explanation of the delivered data sets. However, these "READ ME" files should not be delivered in lieu of standard metadata.

c. Geographic Data Documentation (Metadata): For each digital file delivered containing geographic information (regardless of format), **the Contractor shall provide documentation** consistent with the GEOFidelis Metadata Guidelines, which follow Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata (CSDGM). Both 'Mandatory' and 'Mandatory as Applicable' fields shall be completed for each geographic data set, as well as selected 'Optional' fields. The documentation shall include, but not be limited to, the following:

- The name, description, abstract, and purpose of the data set/data layer.
- The source of the data and any related data quality information such as accuracy and time period of content.
- Descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format.
- Details of all checks made to existing control points & any discrepancies noted.
- Type of data layer (point, line, polygon, etc.).
- Field names of all attribute data and a description of each field name.
- Definition of all codes used in the data fields.
- Ranges of numeric fields and the meaning of these numeric ranges.
- The creation date of the map layer and the name of the person who created it.
- A point of contact shall be provided to answer technical questions.

Metadata generation tools included in the ArcGIS suite of software (or equivalent technology) shall be used in the production of the required metadata in XML format. Regardless of the tools used for metadata creation, the Contractor must insure that the metadata is delivered in XML format and can be easily imported to the Installation's enterprise geodatabase. Specific guidelines may be found within the *GEOFidelis* West Metadata Authoring Guide. A copy of the guide may be obtained by contacting the Installation Representative.

d. **Geographic Data Review:** The digital geographic maps, related data, and text documents shall be included for review in the draft and final contract submittals. The data will be analyzed for discrepancies in subject content, correct format in accordance with these specifications, and compatibility with the existing GIS system. The Contractor shall incorporate review comments to data and text prior to approval of the final submittal.

e. **Ownership:** All digital files, final hard copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of the Installation and will not be issued, distributed, or published by the Contractor.

## **L. RELEASE OF INFORMATION**

The Recipient shall not respond to any inquiries about this Cooperative Agreement from the news media or non-governmental organizations or other persons during the term of this Cooperative Agreement unless it has first consulted with the US Government and a determination appropriately made by the cognizant US Government representative concerning release of information pursuant to the authority (Federal or State) cited by the requester. All inquiries shall be directed to the Public Affairs Officer at the Installation and Public Affairs Officer at NAVFAC SW through the IR and CATR.

## **M. SAFETY**

The Recipient will be required to develop an Accident Prevention Plan (APP) following the format in Appendix A of the EM 385-1-1, US Army Corps of Engineers Safety & Health Requirements Manual, 30 November 2014 or latest edition. The government CATR will contact the SW EV Safety Office to check if the project may qualify for the Abbreviated APP, prior to directing the recipient to prepare an APP. Additional specific plan or plans is/are required if the project involves work that is potentially hazardous. List of specific plans is located at section (i) of Appendix A of the EM 385-1-1. Potentially hazardous activities include, but are not limited to:

- soil boring or digging test pits (excludes manual collection of de minimis surface soil samples)
- work on, in, or near bodies of water where there a danger from drowning
- use of heavy equipment, e.g. backhoes, excavators, bulldozers, etc.
- excavation, backfilling, and compaction
- use of man lifts, ladders, and other climbing apparatus
- use of weight handing equipment, e.g. crane, forklifts, and hoists
- well drilling and/or well pump repair or replacement
- construction, demolition, or repair of site improvements
- work within 10 ten feet of high voltage lines, or high pressure gas, steam, or water lines

A Site Safety and Health Plan (SSHP) is also required if the work involves potential exposure to

hazardous, toxic or radioactive waste (HTRW). The minimum requirement for the SSHP is in Section 33 of the EM 385-1-1. Include an Activity Hazard Analysis (AHA) for all tasks reasonably anticipated to be performed as part of this scope of work. Format and instructions for the AHA is in section 1 of the EM 385-1-1. As a minimum, references used to develop the APP, SSHP and AHA are: EM 385-1-1 (or latest addition), and Local Activity safety plans and standard operating procedures. When developing the APP, SSHP and AHA, address all sections that are deemed appropriate for performing the work in this CA, while ensuring a safe work environment for all personnel involved. The draft APP, SSHP and AHA have to be reviewed by the Government Designated Authorities (SW EV Safety Office, CATR, ROICC/FEAD) prior to start of field work activities.

NOTE: AHA is an attachment required by the APP. SSHP is also an attachment required by the APP if a project includes potential exposure to HTRW. Government PM should verify with the SW EV Safety Office prior to directing the recipient to prepare a SSHP.

The APP, SSHP and AHA will provide a safe and healthful environment for all personnel involved as well as personnel working near the sites for the DoD. The Recipient shall certify to CATR that the final APP, SSHP and AHA have been reviewed with each Recipient employee working on this Cooperative Agreement prior to mobilization and start of fieldwork activities.

A Draft and Final APP, SSHP and AHA will be submitted concurrently with the Work Plan but shall be printed under a separate cover from the Work Plan. The final APP, SSHP and AHA shall be immediately accessible to the Site Safety and Health Officer (SSHO) and Project Manager at all times during the project, and a copy shall be available in every vehicle utilized for work under this Cooperative Agreement. The SSSH is required to have completed the 10-hour OSHA Safety Training.

Man-hour reporting is also required by the EM 385-1-1 and the Unified Facilities Guide Specifications (UFGS) -01 35 26, (February 2012) change 2, 08/13. The recipient will provide a Monthly Exposure Report (MER) and will attach this report to the quarterly (or other specified interval) billing request. The CATR will submit a copy of the MER to the SW EV Safety Office.

Site Assist Visit (SAV). While the recipient is performing the job on-site, a SW EV Safety representative may perform an SAV. The recipient is required to comply with the contents of the final APP (with the AHA and/or SSHP, as applicable). Any modifications to the APP shall be approved first by the GDA prior to continuing work. Also the recipient has to comply with the requirements of the Section 1, Program Management, of the EM-385 -1-1, while at the job site.

## **N. INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR ANY CONTRACTORS USED BY A GOVERNMENTAL COOPERATIVE AGREEMENT**

1. In the event of damage, including damage by contamination, to any US Government property by the Recipient, its officers, agents, servants, employees, or invitees, the Recipient, at the election of the US Government, shall promptly repair, replace, or make monetary compensation for the repair or replacement of such property to the satisfaction of the US Government.
2. In the event the Cooperator uses a contractor(s) to perform any work required by this Agreement, the Cooperator shall cause its contractor(s) and subcontractors, if any, to indemnify, defend, save and hold harmless the United States of America, any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees

(hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Cooperator's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

3. The insurance requirements herein are minimum requirements and in no way limit the above indemnity covenants. The United States of American in no way warrants that the minimum limits contained herein are sufficient to protect the interests of the United States Government or Contractor from liabilities that might arise out of the performance of the work contemplated under its contract with the Cooperator by the Contractor, his agents, representatives, employees or subcontractors, and Contractor is free to purchase additional insurance.

## **O. INSURANCE**

1. At the commencement of this Cooperative Agreement, the Recipient shall obtain, from a reputable insurance company or companies satisfactory to the US Government, comprehensive general liability insurance. The insurance shall provide an amount not less than a minimum combined single limit of \$1,000,000.00 for any number of persons or claims arising from any one incident with respect to bodily injuries or death resulting therefrom, property damage or both, suffered or alleged to have been suffered by any person or persons resulting from or related to the presence or operations of the Recipient, its employees, agents or contractors under this Cooperative Agreement. The Recipient shall require the insurance company or companies to furnish the US Government with a certified copy of the policy or policies, or certificates of insurance evidencing the purchase of such insurance. Each policy of insurance required under this Paragraph shall contain an endorsement reading as follows:

“The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy.”

2. All insurance required of the Recipient hereunder shall be in such form, for such periods of time and with such insurers as the US Government may require or approve. All policies or certificates issued by the respective insurers of Recipient's contractor(s) for public liability and property insurance shall name the United States of America as an additional insured, and shall provide that no cancellation, reduction in amount or any material change in coverage thereof shall be effective until at least 30 calendar days after receipt by the US Government of written notice thereof, regardless of any prior act or failure to act or negligence of the Recipient or the US Government or any other person concerning such amount or change in coverage.

3. The Recipient at its sole cost and expense, may insure its activities in connection with this Cooperative Agreement by maintaining a program of self-insurance that complies with the requirements

of this Section O, including coverages specified in Attachment A hereof. Recipient shall also provide a copy of the exempting statute cited in support of its claim of self-insurance pursuant to Section 2 of Attachment A to this Cooperative Agreement. (The self-insurance clause is applicable only to appropriate state and local governments and qualifying institutions of higher education who provide evidence of a self-insurance program in accordance with this Section and Attachment A, Section 2.)

4. During the entire period the Cooperative Agreement shall be in effect, the Recipient shall require its contractors or agents or any contractor performing work at the Recipient's or agent's request on the affected US Government Premises to carry and maintain the insurance required below:

**“Comprehensive general liability insurance in the amount of 1,000,000.00.”**

5. The Recipient and any of its contractors or agents shall deliver or cause to be delivered promptly to the Cooperative Agreement Administrator, a certificate of insurance or a certified copy of each renewal policy evidencing the insurance required by this Cooperative Agreement and shall also deliver no later than thirty (30) calendar days prior to expiration of any such policy, a certificate of insurance evidencing each renewal policy covering the same risks.

6. In the event that any item or part of the premises or facilities shall require repair, rebuilding, or replacement resulting from loss or damage, the risk of which is assumed under this Section N, the Recipient shall promptly give notice thereof to the US Government and, to the extent of its liability as provided in this Section O, shall, upon demand, either compensate the US Government for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the US Government may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Recipient for such loss or damage under this Section O, the Recipient shall effect such repair, rebuilding, or replacement if required so to do by the US Government, and such excess of cost shall be reimbursed to the Recipient by the US Government. In the event the Recipient shall have effected any repair, rebuilding, or replacement which the Recipient is required to effect pursuant to this Section O, the US Government shall direct payment to the Recipient of so much of the proceeds of any insurance carried by the Recipient and made available to the US Government on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Recipient to effect such repair, rebuilding or replacement. In event the Recipient shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Recipient, the Recipient shall promptly refund to the US Government the amount of such proceeds.

**P. PAYMENTS**

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

2. The final payment of 10 percent of the Cooperative Agreement overall value shall be paid when the final report and all other submittals listed in Section I have been received and accepted by the CATR.

3. Any requirement for the payment or obligation of funds, under the terms of this Agreement, shall be subject to the availability of appropriated funds, and no provision herein shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act, 31 USC §1341 et seq. Nothing in this Agreement shall be construed as implying that Congress will, at a later time, appropriate funds

sufficient to meet deficiencies.

4. Payments will be made using in accordance with Defense Federal Acquisition Regulation (DFAR) 252.232-7006 Wide Area Work Flow Payment Instruction. See Attachment B for instructions on payment procedures.

## **Q. EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT REPORTING**

Section 2(d) of the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. No. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub. L. 110-252), requires the Contractor to report information on subcontract awards. The law requires all reported information be made public, therefore, the Contractor is responsible for notifying its subcontractors that the required information will be made public.

Unless otherwise directed by the Contracting Officer, by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, (and any modifications to these subcontracts that change previously reported data), the Contractor shall report the following information at <http://www.fsrs.gov> for each first-tier subcontract:

- (a) Unique identifier (DUNS Number) for the subcontractor receiving the award and for the subcontractor's parent company, if the subcontractor has one.
- (b) Name of the subcontractor.
- (c) Amount of the subcontract award.
- (d) Date of the subcontract award.
- (e) A description of the products or services (including construction) being provided under the subcontract, including the overall purpose and expected outcomes or results of the subcontract.
- (f) Subcontract number (the subcontract number assigned by the Contractor).
- (g) Subcontractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (h) Subcontractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.
- (i) The prime contract number, and order number if applicable.
- (j) Awarding agency name and code.
- (k) Funding agency name and code.
- (l) Government contracting office code.
- (m) Treasury account symbol (TAS) as reported in FPDS.

- (n) The applicable North American Industry Classification System (NAICS) code.

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

- (a) In the Contractor's preceding fiscal year, the Contractor received –
  - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

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

- (a) In the Subcontractor's preceding fiscal year, the Subcontractor received –
  - (i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
  - (ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- (b) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

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

## **R. LITERATURE CITED**

FTHL ICC. 2003. Flat-tailed Horned Lizard Rangewide Management Strategy. 1-78.

- Graeter, G. J., K. A. Buhlmann, L. R. Wilkinson, and J. W. Gibbons. 2013. Inventory and monitoring: recommended techniques for reptiles and amphibians. Partners in Reptile and Amphibian Conservation. Technical Publication IM-1, Birmingham, Alabama.
- Grant, T. 2005. Tracking and Finding Flat-tail Horned Lizards. Colorado State University. Pp. 1-19.
- Hall, J. A., P. Comer, A. Gondor, R. Marshall, and S. Weinstein. 2001. Conservation elements of a biodiversity management framework for the Barry M. Goldwater Range, Arizona. The Nature Conservancy of Arizona, Tucson. 252 pp.
- Hines, J. E. 2006. Program PRESENCE. See <http://www.mbrpwrc.usgs.gov/software/doc/presence/presence.html>.
- Leavitt, D. J., D. Sturla, and M. Ingraldi. 2013. Flat-tailed Horned Lizard Occupancy Surveys within the Yuma Desert Management Area on the Barry M. Goldwater Range – West. Arizona Game and Fish Department, Phoenix, Arizona. Pp. 1-13.
- Villareal, M. L., C. van Riper III, R. E. Lovich, R. L. Palmer, T. Nauman, S. E. Studd, S. Drake, A. S. Rosenberg, J. Malusa, and R. L. Pearce. 2011. An inventory and monitoring plan for a Sonoran Desert ecosystem: Barry M. Goldwater Range-West. U.S. Geological Survey. 113 pp.
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- Young, K. V. 1998. A Guide to Tracking the Flat-tailed Horned Lizard (*Phrynosoma mcallii*) With Notes on Common Tracks of the Sonoran Desert. Pp. 1-21.

## ATTACHMENT A

### SELF-INSURANCE REQUIREMENTS FORM

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

#### 1. PUBLIC LIABILITY AND PROPERTY DAMAGE

a. Required minimum amounts of insurance listed below:

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

**2. SELF-INSURANCE REQUIREMENTS:** If your organization is self-insured, please provide evidence of self-insurance which meets or exceeds the insurance liability amounts in Item # 1.

The following information, written on your organization's letterhead, is also required:

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

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

• Provide evidence of Excess Liability Insurance in the amount necessary to meet or exceed the minimum requirements in Item #1 above.

• The following endorsements are required for Excess Liability insurance policies:

a. "The insurer waives any right of subrogation against the United States of America which might arise by reason of any payment made under this policy."

b. "The Commanding Officer, Naval Facilities Engineering Command San Diego, CA shall be given thirty (30) days written notice prior to making any material change in or the cancellation of the self insurance program."

c. "The United States of America (Department of the Navy) is added as an additional insured in operations of the policyholder at or from the premises licensed/leased from the United States".

d. "This insurance certificate is for use of facilities at Marine Corps Air Station (MCAS) Yuma under this Cooperative Agreement, No. N62473-19-2-0010

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

## ATTACHMENT B

### 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (JUN 2012)

(a) Definitions. As used in this clause--

Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization.

Document type means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

Local processing office (LPO) is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) Electronic invoicing. The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.

(c) WAWF access. To access WAWF, the Contractor shall--

(1) Have a designated electronic business point of contact in the Central Contractor Registration at <https://www.acquisition.gov>; and

(2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this Web site.

(d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at <https://wawf.eb.mil/>.

(e) WAWF methods of document submission. Document submissions may be via Web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: **N62473-19-2-0001**.

(1) Document type. The Contractor shall use the following document type(s).

**NAVY CONSTRUCTION/FACILITIES MANAGEMENT INVOICE**

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

(3) Document routing. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

Routing Data Table\*

Field Name in WAWF	Data to be entered in WAWF
Pay Official DoDAAC	<b>N68732</b>
Issue By DoDAAC	<b>N62473</b>
Admin DoDAAC	<b>N62473</b>
Inspect By DoDAAC	<b>N62473/ECOMP</b>
Ship To Code	<b>N/A</b>
Ship From Code	<b>N/A</b>
Mark For Code	<b>N/A</b>
Service Approver (DoDAAC)	<b>N/A</b>
Service Acceptor (DoDAAC)	<b>N62473/ECOMP</b>
Accept at Other DoDAAC	<b>N/A</b>
LPO DoDAAC	<b>N62473/ECOMP</b>
DCAA Auditor DoDAAC	<b>N/A</b>
Other DoDAAC(s)	<b>N/A</b>

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

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

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

[carol.dahlstrom@navy.mil](mailto:carol.dahlstrom@navy.mil)

(g) WAWF point of contact.

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

**NOT APPLICABLE**

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

(End of clause)