

3.3. WORK SITE CONDITIONS - Coordinate work site activities to ensure the protection of human health and the environment; the prevention of damage to property, utilities, materials, supplies, and equipment; and the avoidance of work interruptions. Provide physical security to the work area with security equipment and personnel as specified in this SOO. The NFE must comply with Occupational Safety and Health Administration (OSHA) safety and health regulations and local safety office requirements. The NFE is required to provide the 611 CES NRM copies of any OSHA report(s) submitted during the duration of the PoP.

3.4. LOGISTICS - The NFE will work with the 611 CES NRM well in advance to ensure all supplies make it to WIA with the project field team or before the NR team arrives on the island. Using awarded funds in accordance with this SOO, the Cooperator will cover the cost for air travel to offshore biosecurity inspection areas, WIA, Koke'e and Ka'ala AFS and costs for all equipment needed to fulfill the scope of work. Transportation is limited on WIA, and the Cooperator must plan accordingly to ensure all transportation needs are established before arriving to the island. The Cooperator is required to bring their own transportation if they are unable to secure vehicles through the BOSC or other on island remote contract workforce. Remote Wake Atoll contractors can be utilized to support shipments and logistics; however, such utility of the on-island contract workforce shall be funded by the Cooperator using a subcontract or other legal contracting mechanism and such planning and execution of logistics will not be performed by the 611 CES NRM.

4.0 QUALIFICATIONS

The NFE's biosecurity manager, supervisor and any subcontractor shall have recent experience performing work on remote tropical atolls or extremely humid and hot locales in oceanic settings. Each onsite NFE utilizing pesticides to complete tasks in this SOO must hold a valid applicator license sanctioned by the Department of Defense and or any state within the USA. All parties must hold a valid driver's license from a US State or territory. All parties executing tasks in this SOO must hold a minimum of a bachelor's degree in botany, wildlife management, biology or comparable scientific field. Resumes for all parties involved in field work shall be provided to the 611 CES. Field biologists shall be capable of working in extreme heat and humidity and exhibit prior work experience in austere field locations with limited food options, primitive lodging, and only basic amenities.

All personnel who perform pest management activities on AF installations must hold the appropriate state certification and business license for the location and activity performed (this includes General Use and Restricted Use Pesticides). No uncertified technicians are allowed to apply pesticides on DoD installations (even under direct supervision).

5.0 GOVERNMENT FURNISHED MATERIALS OR PROPERTY

All supplies and materials required to complete the SOO must be purchased or leased by the NFE. Any pesticides, tools or other equipment used during this project must be shipped in accordance with the associated EPA label affixed to the product and FAA guidelines. Personal protection equipment (PPE) shall be utilized during the project when applying pesticides. The PPE utilized shall be defined by the EPA label affixed to the product of intended usage. Vehicle rental, chainsaw procurement, on island gas purchases or procurement of any other equipment is the requirement of the NFE. Shipping of any materials to the island shall be done so at the cost of the NFE.

6.0 PERIOD OF PERFORMANCE AND FOLLOW-ON PERIODS

- 6.1** Base Period: 18-months from date of award (3 months administrative period to complete on-boarding of employees and subcontractors, 12-month technical period for conducting field work, 3 months administrative for completion of reports only with no new work)
- 6.2** Four (4) 18-month Follow-On (FO) periods. Any overlap periods is to accommodate on-boarding of personnel, subcontracting activities, and reporting activities as field work is required during all 12 months of the technical period of performance.
- 6.3** Example POP Schedule:
 - Base Period: 06 MAR 2025 - 05 SEP 2026 (18 months)
 - FO Period 1: 06 MAR 2026 - 05 SEP 2027 (18 months)
 - FO Period 2: 06 MAR 2027 - 05 SEP 2028 (18 months)
 - FO Period 3: 06 MAR 2028 - 05 SEP 2029 (18 months)
 - FO Period 4: 06 MAR 2029 - 05 SEP 2030 (18 months)

7.0 COORDINATION

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Regional Planning and Environmental Center (RPEC)
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USAF Technical Point of Contact
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611th Civil Engineer Squadron
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USAF Financial Point of Contact
Scott Webb
AFCEC/CZOP
Email: scott.webb.5@us.af.mil

Phone: 907-552-9618

8.0 DELIVERABLES

8.1 Kick Off Meeting/Meeting Minutes – The NFE shall set up a kickoff meeting with Air Force and USACE no later than 30 days from award. The kickoff meeting shall be in person or via teleconference. Draft meeting minutes shall be provided 1 week after the meeting for approval from the Air Force and USACE. Upon approval, final meeting minutes will be distributed to all attendees.

8.2 Monthly Progress Updates – Monthly progress updates shall be due as of the last day of each month (monthly). Updates will be used to review and evaluate the overall progress of the project, along with any existing or potential problem areas. It shall include a summary of the events that occurred during the reporting period, discussion of performance, identification of problems, proposed solutions, corrective actions taken, and outstanding issues. Cost information shall be included in this report and display costs incurred during the month for labor, along with itemized list of equipment purchased, travel/lodging costs, as well as hours worked by subcontractors or supervisors. Project updates shall be made privy to a 7-calendar day review by the USAF 611th NRM and all comments shall be responded to within 7 calendar days of receipt. The format of the monthly progress update shall be as follows:

- Relevant dates of the progress update
- List of assessment and investigation activities
- List of planning and decision meetings and follow-on activities
- List of documents reviewed
- List of information management meetings and/or activities
- List of general action items
- Number of days, locations, and activities in travel status

The NFE shall submit DD Form 1532-1 Pest Management Report/Pest Management Maintenance Record to the NRM weekly for pesticides applied.

8.3 Quarterly Progress Reports - One (1) typed letter report describing progress on the project shall be delivered to both the AFCEC and the USACE Project Manager. The report shall be due as of the last day of the third month (**quarterly**) and shall be transmitted via electronic mail, facsimile, or regular mail no later than the 10th calendar day following the end of the reporting period. Invoices for partial payment shall be submitted to coincide with receipt of the quarterly progress reports. No partial payment shall be approved unless the government has received all progress reports which are due.

8.4 Project Planning – The NFE shall submit a project planning summary no later than 60 days after award to the Air Force for review. The planning summary shall

outline the NFE's proposed activities. The Air Force will provide comments no later than 30 days after received. The NFE shall provide the final project planning summary no later than 30 days after receiving comments from the Air Force.

- 8.5 Annual Inventory – Federally owned property:** An annual inventory listing Federal property (to include description of the property, a serial number or other identification number) that is in the custody of the recipient; Copies to be sent to USACE PM and AFCEC POC.
- 8.6 Annual Inventory – Acquired Property:** (purchased with funding from award) Property records must be maintained that includes description of the property, serial number or other identification number, source of funding, who holds title, acquisition date, cost of property, percentage of Federal participation in project costs, location, use and condition of property, and ultimate disposition including date of disposal and sale price. A physical inventory must be taken, and results reconciled every two years. Copies of the inventory to be sent annually to USACE PM and AFWFB POC.
- 8.7 Spatial Data Mapping, Security, and Public Affairs Requirements -** All products associated with this award that provide a map representation of the location of installation features (historical, existing, or planned) including installation maps, site plans, area development plans, walls-out as-built depictions, surveys, invasive species detections, wildlife sightings or other related overhead (plan) views of an installation (partial or entire) must adhere to requirements within reference B. All maps and associated data must comply with the United States Air Force GeoBase Program Natural Resources Entity Specification Directives attached to this SOO at reference B. Prior to release of any report, draft publication, draft media release, or website, the notice shall be shared with PRSC Public Affairs and 611th Air Support Squadron security personnel to be vetted for injurious content to national security. It is not the intent of the AFCEC or PRSC to thwart the distribution of science to the public or scientific community at large, but rather to ensure accidental release of sensitive information does not result from a product, map, or other information gathering effort generated from this award. In any and all draft publications or media releases the NFE shall reference the work associated with this project was funded by the Air Force Civil Engineer Center.

9.0 ADMINISTRATION

- 9.1** This cooperative agreement may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).
- 9.2** Any resulting cooperative agreement will be subject to, and NFE shall comply with 2 CFR 200.313 "Equipment", 200.314 "Supplies", and 200.315 "Intangible Property" which includes use of research data. NOTE: In addition to the General Terms and Conditions, the Recipient shall request disposition instructions from the Federal Awarding agency (USACE) PM, as applicable.

10.0 POST AWARD and INVOICE PROCESS

10.1. Payment Requests and Progress Reports (Invoice Package) - Submit Payment Request and additional required documents to: swf-cesu-invoice@usace.army.mil. Carbon Copy the assigned USACE Project Manager as well as your organization's point of contacts (POCs) for the additional required documents and for delinquent accounts.

10.1.1. Frequency: Quarterly plus 30-day grace period (except for the final invoice package noted below). If the coverage dates are not quarterly or preapproved by the PM (or the first/last submittal), the invoice package will be **rejected**.

Quarters	Invoice pkgs due No Later Than (NLT):
Q1: Oct-Dec	Q1: 31 Jan
Q2: Jan-Mar	Q2: 30 Apr
Q3: Apr-Jun	Q3: 30 Jul
Q4: Jul-Sep	Q4: 31 Oct

10.1.2. Payment Requests **must** be submitted on form SF270 Request for Advance or Reimbursement **with the accompanying Standard Form-Performance Progress Report (SF-PPR), otherwise the SF270 will be rejected.**

10.1.3. SF270 Request for Advance or Reimbursement

10.1.3.1 Block 9, Recipient Organization. **For successful set up of Electronic Transfer of Funds (EFT), the Recipient's name and address shall reflect the exact name and physical address that appears in the System for Award Management (SAM), <https://sam.gov/>.**

10.1.3.2. Blocks 11, (a), (b), & (c) are for the description of funds. Preferred description is: CLIN/POP Type, POP start and end dates, amount awarded (see example below); at minimum include the CLIN. If the description or the minimum CLIN information is missing, the **SF270 and SF-PPR will be rejected.**

Example:

***CLIN 0001 / Base
22SEP23 – 21SEP24
\$100,000.00***

Funding must be separated as specified on the Award document. Sub-CLINs that specify “*for funding only*” (e.g., numbered 000101, 000102, etc.) may be rolled into the primary CLIN (e.g., 0001) unless otherwise instructed. All others required PM approval.

The SF270 may have multiple pages. An SF270 in Excel format may be requested at: swf-cesu-invoice@usace.army.mil, however, **must be submitted in pdf format otherwise will be rejected.**

10.1.4. SF-PPR Standard Form-Performance Progress Report: The Recipient shall tailor the SF- PPR to include, at minimum, the following information:

- Separate details by CLIN as applicable
- Achievements (must detail work during quarter associated with the invoice)
- Percent Completion
- Project Status
- Problems encountered and impact of activities and personnel on schedule.
- Anticipated work in next reporting period.

If the SF-PPR is incomplete, the SF-PPR and SF270 will be rejected.

A tailored SF-PPR form may be requested at: swf-cesu-invoice@usace.army.mil.

10.2. The **Final** invoice package is due no later than 90 days from final (funded/exercised) POP end date and must include the following documents: If any of the required information below is missing, the final invoice package will be **rejected**.

Final
SF270
SF-PPR
Final
SF425
DD882
SF428 plus attachment B (C&S if applicable)
SF298
Final Report

Forms may be requested from the district office at swf-cesu-invoice@usace.army.mil or found at: <https://www.grants.gov/forms>

[End of SOO]

For ALL new opportunities with the Government, including modifications to existing awards, **a NIST score is REQUIRED.**

The attached guides are provided to assist in obtaining access to the systems and to upload your self-assessment NIST score.

In accordance with DoDI 5200.48, EO 13566, and Part 2002 of the Title 32 CFR 2002 Recipients and Subrecipients (Sub-Recips) are required to provide adequate security on all covered Recipient/Sub-Recip information systems, are required to implement NIST SP 800-171, and are required to have at least a Basic NIST SP 800-171 DoD Assessment that is current (i.e., not more than 3 years old unless a lesser time is specified in the solicitation).

SPRS provides storage and access to the NIST SP 800-171 assessment scoring information. To access the NIST SP 800-171 Assessments module, users must be registered in the Procurement Integrated Enterprise Environment (PIEE) <https://piee.eb.mil/> and be approved for access to SPRS.

The NIST SP 800-171 DoD Assessment Methodology is located at:
<https://www.acq.osd.mil/asda/dpc/cp/cyber/safeguarding.html#nistSP800171>.

Please direct any questions related to this requirement to Paige.E.Poorman@usace.army.mil and Cheryl.R.Vendemia@usace.army.mil.