

2. CONTRACT NUMBER 3. SOLICITATION NUMBER CRT AV 21-0002 4. TYPE OF SOLICITATION  SEALED BID (IFB)  NEGOTIATED (RFP) 5. DATE ISSUED 8/26/2021 6. REQUISITION/PURCHASE NUMBER

7. ISSUED BY Ernest Gambrill Contracting Officer CODE 8. ADDRESS OFFER TO (If other than item 7) Ernest Gambrill via email - ernest\_gambrill@dcd.uscourts.gov John Cramer via email - john\_cramer@dcd.uscourts.gov

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

**SOLICITATION**

9. Sealed offers in original and \_\_\_\_\_ copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in \_\_\_\_\_ until \_\_\_\_\_ local time \_\_\_\_\_ (Hour) \_\_\_\_\_ (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: A. NAME John Cramer B. TELEPHONE (NO COLLECT CALLS) AREA CODE 202 NUMBER 3543019 EXTENSION C. E-MAIL ADDRESS john\_cramer@dcd.uscourts.gov

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**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 60 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8) 10 CALENDAR DAYS (%) 20 CALENDAR DAYS (%) 30 CALENDAR DAYS (%) CALENDAR DAYS(%)

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):

AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR CODE FACILITY 16. NAME AND THE TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER AREA CODE NUMBER EXTENSION 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. 17. SIGNATURE 18. OFFER DATE

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT 21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETITION:  10 U.S.C. 2304 (c)  41 U.S.C. 3304(a) ( ) 23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) ITEM

24. ADMINISTERED BY (If other than Item 7) 25. PAYMENT WILL BE MADE BY CODE

26. NAME OF CONTRACTING OFFICER (Type or print) 27. UNITED STATES OF AMERICA (Signature of Contracting Officer) 28. AWARD DATE

# UNITED STATES DISTRICT COURT

333 Constitution Ave., NW  
Washington, D.C. 20001

August 25, 2021

The United States District Court for the District of Columbia is requesting proposals for open market pricing on the design and installation of a digital courtroom video evidence presentation system for one courtroom which must be integrated with the Court's existing AV control room and AV routing network. The courtroom to be upgraded is in the William Bryant Annex of the United States Courthouse complex. There are nine courtrooms in the Annex and the Court may choose to fund the upgrade of two or more courtrooms this fiscal year, with the balance of the courtroom upgrades funded in subsequent years, pending available funds.

This pricing will be for this base year, fiscal year 2021, as well as for future fiscal years 2022 and 2023 pursuant to Clause 2-90B, Option for Increased Quantity.

All contractors submitting a proposal for this task are required to develop and provide a technical proposal and a pricing proposal based on the requirements and specifications listed in the Statement of Work. The technical proposal shall consist of all the submittals required to be provided at the time proposals are due. In addition, a line riser must be submitted as part of the proposal, as well as a narrative which shows the contractor understands the scope of each item outlined in the scope of work.

Please include any recommended optional items that are required to be included in the overall evaluation, which may be exercised if funding is available.

**A fixed price award from this RFP will be made based on the lowest priced, technically acceptable offer. Use the attached quote sheet for a firm fixed price submittal.**

## **PROPOSAL due by 4:00 PM, Wednesday, September 22, 2021.**

Submit Proposals to:

Ernest Gambrill, Contracting Officer (CO)  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Ave., NW  
Washington, D.C. 20001  
E-mail: [ernest\\_gambrill@dcd.uscourts.gov](mailto:ernest_gambrill@dcd.uscourts.gov)  
Phone: 202-354-3014  
Fax: 202-354-3023

Direct Technical Questions To:

John Cramer, Contracting Officer's Technical  
Representative (COTR)  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Ave., NW  
Washington, D.C. 20001  
E-mail: [john\\_cramer@dcd.uscourts.gov](mailto:john_cramer@dcd.uscourts.gov)  
Phone: 202-354-3019  
Fax: 202-354-3277

Quote Sheet for RFP Number: CRT AV 21-0002

FIRM FIXED PRICE: \$ \_\_\_\_\_

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
DUNS number

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
TERMS – Net 30?

## STATEMENT OF WORK

### I. NEEDS ASSESSMENT

The US District Court for the District of Columbia requires the **contractor to design and install** a complete digital video evidence presentation system for **one Annex courtroom** which will meet the following requirements:

1. Controls for the new digital video evidence presentation system must be done through a new control panel (such as AMX MXT-1000 or equal) to be located at the courtroom deputy location. Separate pages (screens) are to be available within control panel for full audio and video control.
2. The contractor will remove all existing unused and/or damaged AV wiring. The contractor will purchase, install and terminate all the new required AV wiring.
3. Existing floor boxes, penetrations, raised flooring, wire trays, and conduit must be used, and the contractor is responsible for all necessary additional floor and wall AV box plates, covers and connectors. Use of shielded audio cable is required for all cables connecting the AV rack (**located in separate AV rack room**) to the varying endpoints in the courtroom (i.e. Court Reporter patch panel, microphone jacks, PC audio interface, etc.)
4. If deemed necessary, the court will have the authority to amend the Statement of Work at any time prior to award.
5. The contractor will use a certified AMX technician and programmer for the project. The presentation system control panel (as called for in #1 above) must include, but not be limited to, the following:
  - A. At the top of every page (screen) a Video Jury Mute (kill switch) for Jury/Public displays.
  - B. At the top of every page (screen) a Master volume control bar, and Mute button to cover all audio.
  - C. Complete video source switching (by way of Source Select page on control panel) between VTC codec, Wolfvision document camera (located at AV lectern) and PC inputs located at Judge's bench, AV Lectern, Witness Box, Courtroom Deputy bench, and three Counsel Tables.
  - D. Video evidence volume control and mute.

- E. Annotation system control and erase.
  - F. A VTC page, allowing full video conference (VTC) system control (i.e. connect, disconnect, mute, camera control, source selection, menu, etc.)
  - G. A separate Audio Teleconference page, providing full control of two existing analog telephone lines used for audio conferencing.
  - H. An audio control page (password protected) allowing for individual audio source adjustment.
  - I. System power on and off.
7. All control and user interface panel layouts must be approved by the Court prior to installation and programming.
  8. The digital evidence presentation system must be HDMI and VGA compatible.
  9. Provide PC input connections at seven separate locations. Three inputs (Judge, Courtroom Deputy, Witness) will be HDMI inputs. The other four locations (lectern, Plaintiff table, Defense 1 table, Defense 2 table) shall be HDMI and VGA compatible, including a 3.55 mm audio jack to work w/VGA.
  10. Provide and install one VTC codec (such as Polycom Group 500 or equal) in each courtroom system and provide and install three HD cameras, which will connect to the codec. Camera pockets are available in ea. courtroom. Four of the courtrooms (#s 22, 24, 27, 28) have cameras in the pockets, but these cameras and the corresponding codec are to be replaced so new cabling may be required. Three of the courtrooms (#s 23, 25, 30) have new Polycom VTC systems and will NOT require a VTC codec package as part of the installation. The remaining two courtrooms (#s 26, 29) have never had a VTC system nor cameras installed. There is pull string in the camera pockets of these courtrooms. For matters of consistency, your proposal should include a price for a courtroom system that includes a new VTC system and a price for a courtroom system that does not include a VTC system. (NOTE: As stated above, three of the Annex courtrooms will NOT need a new VTC system. However, the VTC system in these courtrooms will need to be integrated into the new presentation system.)
  11. Provide and install a Quad splitter device, such as Extron MGP464 Pro (or equal) to allow the Court to combine the three VTC cameras and an image of the selected evidence source into one image and route it to any of our overflow courtrooms and/or conference rooms.)
  12. All AV system equipment, connections, and face plates located within the courtroom will have black or grey finish. Where black or grey finish is not available, Court authorization must be attained prior to purchase of equipment

13. A copy of the control and user interface system source code along with AV system schematics and as built must be given to the Court prior to the Court accepting the final product.
14. The contractor will remove and dispose of all existing equipment deemed obsolete, damaged and/or unnecessary by the Court.
15. AMX or Extron (or equal) equipment should be used for control, distribution, switching, scaling. (NOTE: Due to space limitations within the individual display locations at the counsel tables in each courtroom, any XTP receiver used will need to be no larger than existing AMX DXLink Receiver at each display location. See Image 2 on last page)
16. Contractor is responsible for providing a complete list of pricing for all necessary design, engineering, equipment, shipping, handling, storage, installation, configuration, labor, programming, travel, warranties, and any additional options.

**The contractor will purchase and install the following video and audio components for each courtroom:**

1. **JUDGE** – one 22” LCD display; one HDMI input. Provide and install at Judge’s bench one 7” control screen (such as AMX MT-702 or equal) for limited system control (i.e. bench conf. noise, aux. audio adjustment, mute Judge microphone.)
2. **COURTROOM DEPUTY** – one 22” LCD display; one HDMI input
3. **COURT REPORTER** – one 22” LCD display. NOTE: existing real-time patch panel and all real-time connection cables and jacks at various locations in the courtroom shall be maintained.
4. **LAW CLERK** – one 22” LCD display. (Note: there are two locations in each courtroom that are deemed “law clerk” locations.)
5. **Interpreter table** – one 22” LCD display.
6. **COUNSEL TABLES** – Three 22” LCD displays and one HDMI/VGA input connection plate (there are three possible table rows per courtroom, with ea. row needing three displays and one HDMI/VGA input.) Audio input connection (to work w/VGA) must be 3.55 mm jack. There may be as many as three full counsel rows (One for Plaintiff, Two for defense) in each courtroom. ***These I/O plates will need to be installed at both the floor box location, as well as extended up to the counsel table surface, keeping in mind those space limitations set forth in Needs Assessment #15 above. The connection from table leg into floor box must be easily disconnected for those times when a courtroom table configuration is changed.*** (see image 1 and 2 on page 8 for picture of table.)

7. Provide and install the following AV lectern: **DWI DM320 Multimedia lectern** (or equal) **w/duplex power outlet on work surface**. This new AV lectern must contain the items listed below in #8. (Note: Wood finish and location for duplex outlet and microphone grommet to be determined after award.)
8. **AV LECTERN** – one 22” or 24” LCD touch screen display with annotation capability and one HDMI/VGA input plate. Audio input connection (to work w/VGA) must be 3.55 mm jack. Provide and install one Wolfvision (or equal) visual presenter. Provide and install one 7” touch panel (such as AMX MX-702 or equal) for source switching of AV lectern inputs only. (NOTE: AMX control panel at courtroom deputy location shall work in tandem with 7” panel at lectern; Jury mute switch will remain only on the control panel located at the Courtroom Deputy bench.)
9. **WITNESS BOX** – one 22” or 24” LCD touch screen display with annotation capability for video evidence and one HDMI input connection. Witness monitor will work in tandem with annotation monitor at lectern.
10. Provide and install **annotation unit** (such as Extron Annotator 300 or equal) in AV rack room and connect only to lectern and witness monitors.
11. **JURY BOX** – Eight 22” or 24” LCD displays for video evidence mounted within jury box. See Image 3 on page 8 for existing jury monitor layout.
12. **ALTERNATE JURORS** – Two 22” or 24” LCD displays mounted on court-provided (AST420Y) floor stand.
13. There are also two locations within the well of the courtroom that will require connection of a larger display unit (provided by the Court when needed.) These displays (using HDMI connection) should work in concert with the Jury and public monitors, being tied into the Jury Video Mute switch at the Courtroom Deputy’s control panel. These locations are 1) in a floor box at the far end of ea. Jury box, and 2) on a wall plate located on the facing of the bench at the court reporter location.
14. **GALLERY** – one existing wall mounted 55” display to be incorporated into new video presentation system. This display should have power on/off control from AMX control panel at CRD location. This display should also power on and off upon system startup and shutdown. (**This display must be incorporated into the Jury mute video switch.**)
15. **Rack mountable UPS** for the AV equipment installed in the AV rack room, such as APC Smart UPS SRT 2200VA-UPS (or equal.)
16. There is one floor box in each courtroom that contains a 7-pin XLR jack for connection to existing Williams Interpreting console. This XLR jack must be retained

and must be able to connect to both the floor box and the table plate where the Interpreter console is being utilized.

## 17. AUDIO SYSTEM REQUIREMENTS:

Existing speakers, Williams Interpreting console, and Sennheiser infrared headsets will be retained. New audio systems shall include:

- QSC audio processor (or equal.)
- One new Shure 418 D/C microphone (or equal) at Judge's bench.
- One Beyer-Dynamic Horizontal Array (such as MPR211b or equal) microphone (to be used for bench conferences at Judge's bench. When "Bench Conference" mode is activated by either the Judge or the CRD, the only microphones that should remain active are the Judge's gooseneck mic and this horizontal array mic. These mics should only feed to the two Recording jacks used by the court reporter, the feed to FTR, and to Channel 1 of the Sennheiser infrared headsets. These two mics should not go to the speakers or any outbound audio (overflow streaming, VTC, T/C, etc.)
- Provide and install one XLR microphone jack at each counsel table row (there are three possible table rows per courtroom). *NOTE: this jack is to remain in the floor box for each row.* Provide new Shure MX418D/C microphone (or equal) at ea. counsel table (Three in total for counsel tables.)
- Provide Shure 418D/C microphone (or equal) at AV lectern.
- Teleconferencing capability (with conference controls for two existing analog lines provided on AMX control panel at Courtroom Deputy location.)
- Provide digital recording output to FTR on Courtroom Deputy PC. (This is presently accomplished via USB cable from audio rack to PC located at CRD location.) FTR should receive audio from ALL microphones (incl. bench conf. mic,) VTC and T/C audio, aux audio, and audio from Interpreter mic on Williams console.
- If a noise generator (white noise) is not integrated into the QSC (or equal) audio system, provide one for use during bench conferences.
- Install two (2) ¼" output jacks for court reporter to capture all audio in the room, with exception being Interpreter Mic feed when Interpreter microphone is in headset (foreign language) mode. Court reporter feeds must be active even when system is in mute or in bench conference mode. **Courtroom AMX control panel should have a separate password protected page that allows the staff to control the volume output of these recording jacks.**



- Integrate all auxiliary audio from video presentation system into audio system, with controls for aux. volume available for each input on AMX control panel.
  - Provide one ¼” output jack on a plate under the CRD location. This jack to be used by the Court for audio streaming. (Note: this output shall Mute when Bench Conf. Mode or Mute mode is selected in courtroom, otherwise ALL audio will flow through it.)
  - Provide two XLR jacks on faceplate under CRD location. Jacks should connect to audio system for In/Out from an existing (OFE) mobile Polycom VTC system (to be used as needed) and should have control of jacks on AMX control panel, under page titled Aux Audio Control.
  - Replace existing Sennheiser SI 1015 modulator with new Sennheiser (or equal) modulator, to allow for 2-channel, infrared audio. Channel 1 shall receive audio from all microphones, all auxiliary audio, VTC audio, teleconference audio, and Bench Conference audio. (NOTE: **Channel 1 of IR system shall receive only the bench conference boundary microphone (such as Beyer-Dynamic or equal) and the Judge’s gooseneck microphone when the bench conference mode is activated from either the main control panel or from the control screen at Judge’s bench.** Channel 2 shall receive only audio from the Williams console interpreter microphone when Williams console is set to “Room.” Replace existing Sennheiser emitter panels (two per courtroom) with new Sennheiser (or equal) emitter panels (ensuring compatibility with existing Sennheiser IR receivers (headsets.) Integrate existing Williams IC-2 consoles and headset w/boom mic into new audio system. Williams console presently connects to system via 7-pin XLR jack located in Interpreter table patch plate, which is fed from floor box near Interpreter table.
  - Provide and install two wireless lapel microphone kits (receiver and bodypack with mic.) At installation time, the Court will provide a list of wireless mic channels and frequencies already in use to prevent crossover.
- 18.** Integrate AV system into the existing Cisco 9300 network switch (OFE) to allow the Court to “overflow” (via the existing AV routing network) any video or audio to other rooms within the court campus, inclusive of all nine Annex courtrooms, 20 Prettyman courtrooms, one conf. room and one Media Room.
- 19.** As needed, modify control program located in Annex control room, which is used to route AV amongst the courthouse campus.
- 20.** Existing AV rack can be re-used for each courtroom. (See image 4 on page 8.)

## Installation Scheduling:

The Court will determine the schedule for the installation and notify the contractor as to when installation can begin. Installation schedule will be determined by the Judge's courtroom calendar.

- A. The Court is not responsible for any storage costs for AV equipment purchased in advance by the contractor.
- B. Once a start date (by Sep, 2021) is determined by the Court, installation and testing will be completed within **10 business days** for each courtroom.

## Photos of existing courtroom system

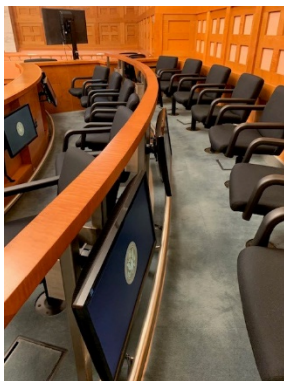
*Image 1*



*Image 2*



*Image 3*



*Image 4*



## **INSPECTION & ACCEPTANCE**

At the completion of the project, per courtroom, the Contractor shall contact the Contracting Officer or Representatives to schedule a walk-through of the completed space. The Contracting Officer, the Contractor and the Contracting Officer's Representatives will walk the space to identify any punch list items still outstanding or certify that the area is deemed to be in a "Ready State." If the project, **(or some aspect of)** is rejected, the contractor will have 10 working days to correct the deficiency. Payment will be withheld until the project has been deemed accepted.

## **DELIVERABLES**

All deliverables, (equipment and supplies) named in the project specifications and those deemed necessary by the Contractor, shall be the responsibility of the Contractor to supply and protect throughout the duration of the project. The Contractor shall coordinate the delivery of all materials and supplies with the Contracting Officer's Representatives. The courthouse has a standard loading dock and a freight elevator able to accommodate all materials specified in the Statement of Work. The court assumes no responsibility for damaged product, any corrections to defective or damaged product shall be accomplished at no additional cost to the judiciary.

## **PAYMENT**

The Contractor shall submit an invoice for full payment, per courtroom, after each has been deemed accepted.

## **Appendix A**

### **APPLICABLE JUDICIARY CLAUSES**

#### **Clause B-5, Clauses Incorporated by Reference**

##### **Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

#### **Clause 1-10, Gratuities or Gifts**

1. **Gratuities or Gifts (JAN 2010)**
2. (a)The right of the contractor to proceed may be terminated by written notice if, after notice and hearing, the Procurement Executive or designee determines — at a level above the contracting officer — that the contractor, its agent or another representative:
  1. (1)offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of the judiciary; and
  2. (2)intended, by the gratuity, to obtain a contract or favorable treatment under a contract.
3. (b)The facts supporting this determination may be reviewed by any court having lawful jurisdiction.
4. (c)If this contract is terminated under paragraph (a) of this clause, the judiciary is entitled to pursue the same remedies as in a breach of contract.
5. (d)The rights and remedies of the judiciary provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(end)

#### **Clause 1-15, Disclosure of Contractor Information to the Public**

*Include the following clause as prescribed in [§ 170.70 \(Clause\)](#).*

1. **Disclosure of Contractor Information to the Public (AUG 2004)**
2. (a)The judiciary reserves the right to disclose information provided by the contractor, in response to a request by a member of the general public. Upon receipt of a written request, the judiciary will disclose information which would constitute public records in an agency covered by the Freedom of Information Act. In the event the requested information consists of or includes commercial or financial information, including unit prices, the contractor shall be notified of the request and provided with an opportunity to comment.
3. (b)The contractor will thereafter be notified as to whether the information requested will be released. The contractor understands and agrees that unit and/or aggregate prices contained in the contract may be subject to disclosure without consent.

(end)

#### **Clause 2-5A, Inspection of Products**

*Include the following clause as prescribed in [§ 220.10.70\(a\) \(Clauses\)](#).*

1. **Inspection of Products (APR 2013)**
2. (a)The contractor shall use and maintain a written inspection or quality control system acceptable to the judiciary for the products under this contract. The contractor shall tender to the judiciary for acceptance only products which have been inspected in accordance with the acceptable inspection system and have been found by the contractor to be in conformity with contract requirements. As part of the system, the contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the judiciary during contract performance and for at least three years after acceptance. The judiciary has the right to evaluate the acceptability and effectiveness of the contractor's inspection system before award and during contract performance. This evaluation may be used to determine the extent of judiciary inspection and testing, but this does not waive its right to inspect and test all items. The right of review, whether exercised or not, does not relieve the contractor of the obligations under the contract.

3. (b)The judiciary has the right to inspect and test all products provided under this contract, to the extent practicable, at all times and places, including the period of manufacture, and in any event before acceptance. The judiciary will perform inspections and tests in a manner that will not unduly delay the work. The judiciary assumes no contractual obligation to perform any inspection and test for the benefit of the contractor unless specifically set forth elsewhere in this contract.
4. (c)If requested by the judiciary, the contractor shall provide all reasonable facilities and assistance to the judiciary inspectors. If the judiciary performs inspections or tests on the premises of the contractor or a subcontractor, the contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the judiciary shall bear the expense of judiciary inspections or tests made at other than the contractor's or subcontractor's premises; provided, that in case of rejection, the judiciary shall not be liable for any reduction in the value of inspection or test samples.
5. (d)The judiciary may require the contractor to correct or replace any products that fail to comply with the requirements of this contract. Products are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The judiciary may reject nonconforming supplies with or without disposition instructions. Upon determining that the products are nonconforming, the judiciary may, at its discretion:
  1. (1)require replacement or correction of the defective products;
  2. (2)acquire replacement products from another source, and charge the contractor for any costs incurred by the judiciary; or
  3. (3)accept the nonconforming products at a reduced price.
6. (e)The contractor shall remove supplies rejected or required to be corrected. However, the contracting officer may require or permit correction in place, promptly after notice, by and at the expense of the contractor. Corrected or replaced products may not be tendered again unless the former tender and the requirement for correction or replacement are disclosed.
7. (f)If the contractor fails to proceed with reasonable promptness to remove, replace or correct rejected products, the judiciary may:
  1. (1)by contract, or otherwise, remove, replace, or correct the products and charge the cost to the contractor; or
  2. (2)terminate this contract for default.
8. (g)If the contractor does not correct or replace the products within the contract delivery schedule, the contracting officer may require an equitable price reduction as consideration for late delivery.
9. (h)Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.
10. (i)The contracting officer may require a price reduction for consideration for any judiciary costs incurred for:
  1. (1)the total time, including round-trip travel time, lost by judiciary representatives when the contractor is not ready for inspection at the time inspection and testing is requested by the judiciary; and
  2. (2)the total time, including round-trip travel time, required by judiciary representatives for reinspection and retesting necessitated by rejection.

(end)

## **Clause 2-10, Responsibility for Products**

*Include the following clause as prescribed in [§ 220.10.70\(c\) \(Clauses\)](#).*

1. **Responsibility for Products (JAN 2010)**
2. (a)Title to products furnished under this contract shall pass to the judiciary upon formal acceptance, regardless of when or where the judiciary takes physical possession, unless the contract specifically provides for earlier passage of title.
3. (b)Unless the contract specifically provides otherwise, risk of loss of or damage to products shall remain with the contractor until, and shall pass to the judiciary upon:
  1. (1)delivery of the products to a carrier, if transportation is F.o.b. origin; or
  2. (2)acceptance by the judiciary or delivery of the products to the judiciary at the destination specified in the contract whichever is later, if transportation is f.o.b. destination.

4. (c) Paragraph (b) of this clause shall not apply to products that so fail to conform to contract requirements as to give a right of rejection. The risk of loss of or damage to such non-conforming products remains with the contractor until cure or acceptance. After cure or acceptance, paragraph (b) of this clause shall apply.
5. (d) Under paragraph (b) of this clause, the contractor shall not be liable for loss of or damage to products caused by the negligence of officers, agents, or employees of the judiciary acting within the scope of their employment.

(end)

## **Clause 2-25A, Delivery Terms and Contractor's Responsibilities**

*Include the following clause as prescribed in [§ 220.25.70\(a\) \(Product-Related Delivery Clauses and Provisions\)](#).*

### **1. Delivery Terms and Contractor's Responsibilities (JAN 2003)**

2. (a) The judiciary reserves the right to specify the mode of transportation and routing to be employed.
3. (b) Destination: If the contract specifies "F.o.b. destination," the following apply:
  1. (1) "F.o.b. destination" means delivery to a destination specified in the purchase document by the consignor or seller (unless the contract provides otherwise). This includes within the doors of the specified building, including delivery to specific rooms within the building when specified. The cost of shipping and risk of loss are borne by the seller or consignor. Title to the products passes to the judiciary when deliverables arrive at the contract's stated destination.
  2. (2) The contractor shall:
    1. (i) pack and mark shipments to comply with contract specifications or, in their absence, prepare shipments in accordance with carrier requirements;
    2. (ii) prepare and distribute commercial bills of lading;
    3. (iii) deliver the shipment in good order and condition to the point of delivery specified in the contract;
    4. (iv) be responsible for loss or damage occurring before receipt at the specified point of delivery;
    5. (v) furnish a delivery schedule and designate the mode of delivery;
    6. (vi) pay and bear all delivery costs to the specified point of delivery.
4. (c) Origin: If the contract specifies "F.o.b. origin," the following apply:
  1. (1) "F.o.b. origin" means delivery, free of expense to the judiciary to the carrier or shipment facility as follows:
    1. (i) delivery on board the indicated type of conveyance of the carrier (or of the judiciary, if specified), to the specified point from which the shipment will be made and from which line haul transportation service (as distinguished from switching, local drayage, or other terminal service) begins;
    2. (ii) to a U.S. Postal Service facility; or
    3. (iii) delivered by the contractor, to any judiciary designated point located within the same commercial zone (as prescribed by the Interstate Commerce Commission) as the F.o.b. point named in the contract.
  2. (2) The contractor shall:
    1. (i) pack and mark shipments to comply with contract specifications or, in their absence, prepare the shipment in accordance with carrier requirements and good commercial practices and secure the lowest applicable transportation charge.
    2. (ii) order specified carrier equipment when requested by the judiciary. Otherwise, order appropriate carrier equipment not in excess of capacity to accommodate the shipment.
    3. (iii) deliver the shipment in good order and condition to the carrier, when loaded by the contractor, load, stow, trim, block, and/or brace shipments as required by the carrier's rules and regulations.
    4. (iv) be responsible for loss or damage occurring before delivery to the carrier; and for loss or damage due to improper packing/marking and, when loaded by the contractor, from improper loading, stowing, trimming, blocking, and/or bracing of the shipment;
    5. (v) prepare a commercial bill of lading or other transportation receipt, to show:
      1. (A) a description of the shipment in terms of the governing freight classification or tariff (or government rate tender) under which the lowest freight rates are applicable;
      2. (B) the seals affixed to the conveyance, including the serial number on them, or other identification;
      3. (C) the length and capacity of cars or trucks ordered and furnished;

4. (D)other pertinent information required to effect prompt delivery to the consignee, including name delivery address, postal address and ZIP code of consignee, routing, etc.;
  5. (E)special instructions or annotations requested by the judiciary for commercial bills of lading (for example, "This shipment is the property of, and the freight charges paid to the carrier will be reimbursed by, the judiciary"); and
  6. (F)the signature of carrier's agent and the date the shipment is received by the carrier.
6. (vi)distribute the copies of the bill of lading, or other transportation receipt, as directed by the judiciary.
  7. (vii)supply with each invoice a memorandum copy of the bill of lading, clearly indicating the signature of the carrier's agent, date of pickup, and the weight accepted by the carrier. If the weight is determined by the carrier after pickup, it shall be annotated on the memorandum copy of the bill of lading along with the following:  
"I certify that the weight information is that obtained from the carrier.  
Signed:"
3. (3)If the judiciary has not specified otherwise, the contractor shall ship on commercial bills of lading.
  4. (4)If the judiciary specifies that shipment is to be made on endorsed commercial bills of lading for transportation charges up to \$100, the contractor shall be required to prepay all transportation charges, not to exceed \$100, per shipment.
  5. (5)The contractor shall annotate the commercial bill of lading as follows:  
"Property of the United States Judiciary"
  6. (6)The actual transportation costs, not to exceed \$100 per shipment, will be added to the contractor's invoice as a separate item. The costs shall be based on the lowest published rate on file with the Interstate Commerce Commission or any state regulatory body. They shall be supported by freight or express receipts marked "prepaid."

(end)

**Clause 2-60, Stop-Work Order**

*Include the following clause as prescribed in [§ 220.25.80\(c\) \(Service-Related Provisions and Clauses\)](#).*

1. **Stop-Work Order (JAN 2010)**
2. (a)The contracting officer may, at any time, by written order to the contractor, require the contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the contractor, and for any further period to which the parties may agree. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work order is delivered to the contractor, or within any extension of that period to which the parties shall have agreed, the contracting officer will either:
  1. (1)cancel the stop-work order; or
  2. (2)terminate the work covered by the order as provided in the default, or the Termination for Convenience, clause of this contract.
3. (b)If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the contractor shall resume work. The contracting officer will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:
  1. (1)the stop-work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
  2. (2)the contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the contracting officer decides the facts justify the action, the contracting officer may receive and act upon the claim submitted at any time before final payment under this contract.
4. (c)If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the judiciary, the contracting officer will allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

5. (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the contracting officer will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(end)

### **Clause 2-95, Material Requirements**

*Include the following clause as prescribed in [§ 220.25.70\(i\) \(Product-Related Delivery Clauses and Provisions\)](#).*

#### **1. Material Requirements (JAN 2003)**

2. (a) As used in this clause:
  1. (1) "new" means composed of previously unused components, whether manufactured from virgin material, recovered material in the form of raw material, or materials and by-products generated from, and reused within, an original manufacturing process; *provided* that the products meet contract requirements, including but not limited to, performance, reliability, and life expectancy.
  2. (2) "reconditioned" means restored to the original normal operating condition by readjustments and material replacement.
  3. (3) "recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.
  4. (4) "re-manufactured" means factory rebuilt to original specifications.
  5. (5) "virgin material" means:
    1. (i) previously unused raw material, including previously unused copper, aluminum, lead, zinc, iron, other metal or metal ore; or
    2. (ii) any undeveloped resource that is, or with new technology will become, a source of raw materials.
3. (b) Unless this contract otherwise requires virgin material or products composed of or manufactured from virgin material, the contractor shall provide products that are new, reconditioned, or re-manufactured, as defined in this clause.
4. (c) An offer to provide unused former government surplus property shall include a complete description of the material, the quantity, the name of the government agency from which acquired, and the date of procurement.
5. (d) An offer to provide used, reconditioned, or re-manufactured products shall include a detailed description of such products and shall be submitted to the contracting officer for written approval.
6. (e) Used, reconditioned, or re-manufactured products, or unused former government surplus property, may be used in performance if the contractor has proposed the use of such products, and the contracting officer has authorized their use.

(end)

### **Clause 3-25, Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment**

*Include the following clause as prescribed in [§ 330.10.30\(d\) \(Provisions and Clauses\)](#).*

1. **Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (MAR 2019)**
2. (a) The government (including the judiciary) suspends or debar contractors to protect the government's interests. The contractor shall not enter into any subcontract in excess of \$35,000 with a contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.
3. (b) The contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$35,000, to disclose to the contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the federal government.
4. (c) A corporate officer or a designee of the contractor shall notify the contracting officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment. The notice shall include the following:
  1. (1) the name of the subcontractor;
  2. (2) the contractor's knowledge of the reasons for the subcontractor being on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs;



3. (3)the compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion on the List of Parties Excluded From Federal Procurement and Nonprocurement Programs; and
4. (4)the systems and procedures the contractor has established to ensure that it is fully protecting the judiciary's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.
5. (d)*Subcontracts*. Unless this is a contract for commercial items, the contractor shall include the requirements of this clause, including this paragraph (d) (appropriately modified for the identification of the parties), in each subcontract that exceeds \$35,000 in value, and is not a subcontract for commercially available off-the-shelf items.

(end)

### **Clause 3-35, Covenant Against Contingent Fees**

*Include the following clause as prescribed in [§ 330.10.30\(f\) \(Provisions and Clauses\)](#).*

#### **1. Covenant Against Contingent Fees (JAN 2003)**

2. (a)The contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the judiciary will have the right to annul or terminate this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

#### **3. (b)Definitions**

"Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain judiciary contracts nor holds itself out as being able to obtain any judiciary contract or contracts through improper influence.

"Bona fide employee," as used in this clause, means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain judiciary contracts nor holds out as being able to obtain any judiciary contract or contracts through improper influence.

"Contingent fee," as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a judiciary contract.

"Improper influence," as used in this clause, means any influence that induces or tends to induce a judiciary employee or officer to give consideration or to act regarding a judiciary contract on any basis other than the merits of the matter.

(end)

### **Clause 3-40, Restrictions on Subcontractor Sales to the Judiciary**

*Include the following clause as prescribed in [§ 330.10.30\(g\) \(Provisions and Clauses\)](#).*

#### **1. Restrictions on Subcontractor Sales to the Judiciary (JUN 2014)**

2. (a)Except as provided in (b) of this clause, the contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the judiciary of any item or process (including computer software) made or furnished by the subcontractor under this contract or under any follow-on production contract.
3. (b)The prohibition in (a) of this clause does not preclude the contractor from asserting rights that are otherwise authorized by law or regulation.
4. (c)The contractor agrees to incorporate the substance of this clause, including this paragraph (c), in all subcontracts under this contract which exceed the judiciary's small purchase threshold.

(end)

### **Clause 3-45, Anti-Kickback Procedures**

Include the following clause as prescribed in [§ 330.10.30\(h\) \(Provisions and Clauses\)](#).

1. **Anti-Kickback Procedures (JUN 2012)**

2. (a) Definitions

"Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining products, materials, equipment, or services of any kind.

"Prime contractor" as used in this clause, means a person who has entered into a prime contract with the United States.

"Prime contractor employee," as used in this clause, means any officer, partner, employee, or agent of a prime contractor.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime contractor or subcontractor for the purpose of obtaining products, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause, (1) means any person, other than the prime contractor, who offers to furnish or furnishes any products, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and (2) includes any person who offers to furnish or furnishes general products to the prime contractor or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

3. (b) The Anti-Kickback Act of 1986 ([41 U.S.C. §§ 8701-8707](#)) (the Act), prohibits any person from:

1. (1) providing or attempting to provide or offering to provide any kickback;

2. (2) soliciting, accepting, or attempting to accept any kickback; or

3. (3) including, directly or indirectly, the amount of any kickback in the contract price charged by a prime contractor to the United States or in the contract price charged by a subcontractor to a prime contractor or higher tier subcontractor.

4. (c)(1) The contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.

5. (2) When the contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting office, the head of the contracting office if it does not have an inspector general, or the Department of Justice.

6. (3) The contractor shall cooperate fully with any federal agency investigating a possible violation described in paragraph (b) of this clause.

7. (4) The contracting officer may (i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or (ii) direct that the prime contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The contracting officer may order that monies withheld under subdivision (c)(4)(ii) of this clause be paid over to the government unless the government has already offset those monies under subdivision (c)(4)(i) of this clause. In either case, the prime contractor shall notify the contracting officer when the monies are withheld.

8. (5) The contractor agrees to incorporate the substance of this clause, including paragraph (c)(5) but excepting paragraph (c)(1), in all subcontracts under this contract which exceed the judiciary's small purchase threshold.

(end)

### **Clause 3-50, Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity**

*Include the following clause as prescribed in [§ 330.10.30\(i\) \(Provisions and Clauses\)](#).*

1. **Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JUN 2012)**
2. (a) If the judiciary receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of section 27 of the Office of Federal Procurement Policy Act ([41 U.S.C. §§ 2101-2107](#)) (the Act), as amended by section 4304 of the National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the judiciary may:
  1. (1) cancel the solicitation, if the contract has not yet been awarded or issued; or
  2. (2) rescind the contract with respect to which:
    1. (i) the contractor or someone acting for the contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either:
      1. (A) exchanging the information covered by such subsections for anything of value; or
      2. (B) obtaining or giving anyone a competitive advantage in the award of a judiciary contract; or
    2. (ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the contractor or someone acting for the contractor has engaged in conduct constituting an offense punishable under subsection 27(e)(1) of the Act.
3. (b) If the judiciary rescinds the contract under paragraph (a) of this clause, the judiciary is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.
4. (c) The rights and remedies of the judiciary specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

(end)

### **Clause 3-55, Price or Fee Adjustment for Illegal or Improper Activity**

*Include the following clause as prescribed in [§ 330.10.30\(j\) \(Provisions and Clauses\)](#).*

1. **Price or Fee Adjustment for Illegal or Improper Activity (JUN 2012)**
2. (a) The judiciary, at its election, may reduce the price of a fixed-price type contract and the total cost and fee under a cost-type contract by the amount of profit or fee determined as set forth in paragraph (b) of this clause if the head of the contracting activity or designee determines that there was a violation of subsection 27(a), (b), or (c) of the Office of Federal Procurement Policy Act, as amended ([41 U.S.C. §§ 2101-2107](#)).
3. (b) The price or fee reduction referred to in paragraph (a) of this clause will be:
  1. (1) for cost-plus-fixed-fee contracts, the amount of the fee specified in the contract at the time of award;
  2. (2) for cost-plus-incentive-fee contracts, the target fee specified in the contract at the time of award, notwithstanding any minimum fee or "fee floor" specified in the contract;
  3. (3) for cost-plus-award-fee contracts:
    1. (i) the base fee established in the contract at the time of contract award;
    2. (ii) if no base fee is specified in the contract, 30 percent of the amount of each award fee otherwise payable to the contractor for each award fee evaluation period or at each award fee determination point.
  4. (4) for fixed-price-incentive contracts, the judiciary may:
    1. (i) reduce the contract target price and contract target profit both by an amount equal to the initial target profit specified in the contract at the time of contract award; or
    2. (ii) if an immediate adjustment to the contract target price and contract target profit would have a significant adverse impact on the incentive price revision relationship under the contract, or adversely affect the contract financing provisions, the contracting officer may defer such adjustment until establishment of the total final price of the contract. The total final price established in accordance with the incentive price revision provisions of the contract will be reduced by an amount equal to the initial target profit specified in the contract at the time of contract award and such reduced price will be the total final contract price.
  5. (5) for firm-fixed-price contracts, by 10 percent of the initial contract price or a profit amount determined by the contracting officer from records or documents in existence prior to the date of the contract award.

4. (c)The judiciary may, at its election, reduce a prime contractor's price or fee in accordance with the procedures of paragraph (b) of this clause for violations of the Act by its subcontractors by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was first definitively priced.
5. (d)In addition to the remedies in paragraphs (a) and (c) of this clause, the judiciary may terminate this contract for default. The rights and remedies of the judiciary specified herein are not exclusive, and are in addition to any other rights and remedies provided by law or under this contract.

(end)

### **Clause 3-105, Audit and Records**

*Include the following clause as prescribed in [§ 330.10.30\(p\) \(Provisions and Clauses\)](#).*

1. **Audit and Records (APR 2011)**
2. (a)As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
3. (b)Examination of Costs
4. If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price re-determinable contract, or any combination of these, the contractor shall maintain and the contracting officer, or an authorized representative of the contracting officer, will have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination will include inspection at all reasonable times of the contractor's plants, or parts of them, engaged in performing the contract.
5. (c)Detailed Cost Information
6. If the contractor has been required to submit detailed cost information in connection with any pricing action relating to this contract, the contracting officer, or an authorized representative of the contracting officer, will have the right to examine and audit all of the contractor's records, including computations and projections, related to:
  1. (1)the offer for the contract, subcontract, or modification;
  2. (2)the discussions conducted on the offer(s), including those related to negotiating;
  3. (3)pricing of the contract, subcontract, or modification; or
  4. (4)performance of the contract, subcontract or modification.
7. (d)Comptroller General
  1. (1)The Comptroller General of the United States, or an authorized representative, will have access to and the right to examine any of the contractor's directly pertinent records involving transactions related to this contract or a subcontract hereunder.
  2. (2)This paragraph may not be construed to require the contractor or subcontractor to create or maintain any record that the contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.
8. (e)Reports
9. If the contractor is required to furnish cost, funding, or performance reports, the contracting officer or an authorized representative of the contracting officer will have the right to examine and audit the supporting records and materials, for the purpose of evaluating:
  1. (1)the effectiveness of the contractor's policies and procedures to produce data compatible with the objectives of these reports; and
  2. (2)the data reported.
10. (f)Availability
11. The contractor shall make available at its office at all reasonable times the records, materials, and other evidence described in paragraphs (a), (b), (c), (d), and (e) of this clause, for examination, audit, or reproduction, until 3 years after final payment under this contract, or for any shorter or longer period required by statute or by other clauses of this contract. In addition:

1. (1)if this contract is completely or partially terminated, the contractor shall make available the records relating to the work terminated until 3 years after any resulting final termination settlement; and
  2. (2)the contractor shall make available records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract until such appeals, litigation, or claims are finally resolved.
12. (g)The contractor shall insert a clause containing all the terms of this clause, including this paragraph (g), in all subcontracts under this contract that exceed the judiciary's small purchase threshold, and:
1. (1)that are cost-reimbursement, incentive, time-and-materials, labor-hour, or price re-determinable type or any combination of these;
  2. (2)for which detailed cost information is required; or
  3. (3)that require the subcontractor to furnish reports as discussed in paragraph (e) of this clause.
13. The clause may be altered only as necessary to identify properly the contracting parties and the contracting officer under the judiciary prime contract.

(end)

### **Clause 3-120, Order of Precedence**

*Include the following clause as prescribed in [§ 330.10.30\(r\) \(Provisions and Clauses\)](#).*

1. **Order of Precedence (JAN 2003)**
2. Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order:
  1. (1)the schedule (excluding the specifications);
  2. (2)representations and other instructions;
  3. (3)the solicitation/contract provisions and clauses;
  4. (4)other documents, exhibits, and attachments;
  5. (5)the specifications.

(end)

### **Clause 3-205, Protest after Award**

*Include the following clause as prescribed in [§ 330.10.30\(aa\) \(Provisions and Clauses\)](#).*

1. **Protest after Award (JAN 2003)**
2. (a)Upon receipt of a notice of protest or a determination that a protest is likely, the contracting officer may, by written order to the contractor, direct the contractor to stop performance of the work called for by this contract. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the contracting officer will either:
  1. (1)cancel the stop-work order; or
  2. (2)terminate the work covered by the order as provided in the Default, or the Termination clause of this contract.
3. (b)If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the contractor shall resume work. The contracting officer will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:
  1. (1)the stop-work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
  2. (2)the contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; *provided*, that if the contracting officer decides the facts justify the action, the contracting officer may receive and act upon an offer at any time before final payment under this contract.
4. (c)If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the judiciary, the contracting officer will allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
5. (d)If a stop-work order is not canceled and the work covered by the order is terminated for default, the contracting officer will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.
6. (e)The judiciary's rights to terminate this contract at any time are not affected by action taken under this clause.

7. (f) If, as the result of the contractor's intentional or negligent misstatement, misrepresentation, or mis-certification, a protest related to this contract is sustained, and the judiciary pays costs, the judiciary may require the contractor to reimburse the judiciary the amount of such costs. In addition to any other remedy available, the judiciary may collect this debt by offsetting the amount against any payment due the contractor under any contract between the contractor and the judiciary.

(end)

#### **Clause 7-1, Contract Administration**

*Include the following clause as prescribed in [§ 715.55\(a\) \(Clauses/Provisions\)](#).*

1. **Contract Administration (JAN 2003)**
2. (a) The contracting officer and contracting officer's representative for the contract will be the judiciary's primary points of contact during the performance of the contract. The contracting officer responsible for the administration of this contract will provide a cover letter providing the contracting officer's name, business address, e-mail address, and telephone number. Written communications from the contractor shall make reference to the contract number and shall be mailed to the address provided in the cover letter. Communications pertaining to contract administration matters will be addressed to the contracting officer.
3. (b) Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of this contract will require the maximum coordination between the judiciary and the contractor. All contract administration will be effected by the contracting officer except as may be redelegated. In no event will any understanding or agreement, contract modification, change order, or other matter in deviation from the terms of this contract between the contractor and a person other than the contracting officer be effective or binding upon the judiciary. All such actions shall be formalized by a proper contractual document executed by the contracting officer.

(end)

#### **Clause 7-5, Contracting Officer's Representative**

*Include the following clause as prescribed in [§ 715.55\(b\) \(Clauses/Provisions\)](#).*

1. **Contracting Officer's Representative (APR 2013)**
2. (a) Upon award, a contracting officer's representative (COR) may be appointed by the contracting officer. The COR will be responsible for coordinating the technical aspects of this contract and inspecting products/services furnished hereunder; however, the COR will not be authorized to change any terms and conditions of the resultant contract, including price.
3. (b) The COR, if appointed, may be assigned one or more of the following responsibilities:
  1. (1) monitoring the contractor's performance under the contract to ensure compliance with technical requirements of the contract;
  2. (2) notifying the contracting officer immediately if performance is not proceeding satisfactorily;
  3. (3) ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer;
  4. (4) providing the contracting officer a written request and justification for changes;
  5. (5) providing interpretations relative to the meaning of technical specifications and technical advice relative to contracting officer's written approvals, and
  6. (6) providing general technical guidance to the contractor within the scope of the contract and without constituting a change to the contract.

(end)

#### **Clause 7-10, Contractor Representative**

*Include the following clause as prescribed in [§ 715.55\(c\) \(Clauses/Provisions\)](#).*

1. **Contractor Representative (JAN 2003)**
2. (a) The contractor's representative to be contacted for all contract administration matters is as follows (*contractor complete the information*):
  1. Name:
  2. Address:
  3. Telephone:

4. E-mail:
5. Fax:
3. (b)The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

### **Clause 7-20, Security Requirements**

*Include the following clause as prescribed in [§ 330.10.30\(l\) \(Provisions and Clauses\)](#) and [§ 715.55\(e\) \(Clauses/Provisions\)](#).*

1. **Security Requirements (APR 2013)**

2. (a)Definitions. As used in this clause:

"Access" means physical entry into, and to the extent authorized, mobility within, a judiciary facility.

"Contractor employee" means an employee of the prime contractor or of any subcontractor, affiliate, partner, joint venture, or team members with which the contractor is associated. It also includes consultants engaged by any of those entities.

"Facility" and "judiciary facility" mean buildings, including areas within buildings, owned, leased, shared, occupied, or otherwise controlled by the judiciary.

"Judiciary IT resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

3. (b)Requirements.

Contractor employees working on this contract must complete such forms as may be necessary for security purposes or other reasons. Completed forms shall be submitted as directed by the Contracting Officer's Representative (COR).

Depending upon the level of access required to judiciary facilities or IT resources for performance of the work, contractor employees may be subject to any of the following types of security checks:

1. Fingerprint Check
2. Credit Check
3. National Agency Check with Inquires (NACI)
4. National Agency Check with Inquiries and Credit (NACIC)
5. National Agency Check with Law and Credit (NACLCL)
6. Single Scope Background Investigation (SSBI)
7. Single Scope Background Investigation – Periodic Reinvestigation (SSBI-PR)
8. Public Trust Special Background Investigation (PTSBI)
9. Citizenship and Immigration Services (CIS) Check

4. Contractor employees visiting court sites to provide support covered under this contract may be subjected to additional FBI screening and U.S. Marshal inspection.

5. (c)Exemption.

Affected contractor employees who have had a Federal background investigation without a subsequent break in Federal employment or Federal contract service exceeding two (2) years may be exempt from the investigation requirements of this clause subject to verification of the previous investigation. For each such employee, the contractor shall submit the following information: employee's full name, Social Security Number, and place and date of birth.

6. (d)Facility Access Cards (FAC).

The contractor shall be responsible for all Facility Access Cards or other judiciary identification cards issued to the contractor's employees and shall immediately notify the COR if any Facility Access Card(s) cannot be accounted for. The contractor shall notify the COR immediately whenever any contractor employee no longer has a need for his/her judiciary-issued FAC (e.g., employee terminates employment with the contractor, employee's duties no longer require access to judiciary facilities). The COR will instruct the contractor as to how to return the FAC. Upon expiration of this contract, the COR will instruct the contractor as to how to return all judiciary-issued FACs not previously returned. The contractor shall not return FACs to any person other than the individual(s) named by the COR.

7. (e)Control of access.

The judiciary shall have and exercise full and complete control over granting, denying, withholding, and terminating access of contractor employees to judiciary facilities and IT resources. The COR will notify the contractor immediately when the judiciary has determined that an employee is unsuitable or unfit to be permitted access to a judiciary facility following the completion of any of the security checks/investigations listed in (b) above, or as a result of new information obtained at any time during the contractor's performance. The contractor shall immediately notify such employee that he/she no longer has access to any judiciary facility and/or judiciary IT resources, remove the employee from any such facility that he/she may be in, and provide a suitable replacement who must comply with the requirements of this and other applicable clauses. In addition, the contracting officer may require the contractor to prohibit individuals from access to judiciary facilities or IT resources if the judiciary deems their initial or continued access contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

8. (f)The contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may be required to have routine physical access to a judiciary facility or routine access to a judiciary IT resource.
9. (g)The judiciary reserves the right to refuse to grant facility access for any contractor employee who has been convicted of a felony.

(end)

### **Clause 7-25, Indemnification**

*Include the following clause as prescribed in [§ 715.55\(f\) \(Clauses/Provisions\)](#).*

1. **Indemnification (AUG 2004)**
2. (a)The contractor assumes full responsibility for and shall indemnify the judiciary against any and all losses or damage of whatsoever kind and nature to any and all judiciary property, including any equipment, products, accessories, or parts furnished, while in its custody and care for storage, repairs, or service to be performed under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the contractor, any subcontractor, or any employee, agent or representative of the contractor or subcontractor.
3. (b)If due to the fault, negligent acts (whether of commission or omission) and/or dishonesty of the contractor or its employees, any judiciary-owned or controlled property is lost or damaged as a result of the contractor's performance of this contract, the contractor shall be responsible to the judiciary for such loss or damage, and the judiciary, at its option, may, in lieu of requiring reimbursement therefor, require the contractor to replace at its own expense, all property lost or damaged.
4. (c)Hold Harmless and Indemnification Agreement  
The contractor shall save and hold harmless and indemnify the judiciary against any and all liability claims and cost of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any contractor property or property owned by a third party occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation, or performance of work under the terms of this contract, resulting in whole or in part from the acts or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or subcontractor.
5. (d)The contractor shall indemnify and hold the judiciary, its employees, and others acting on its behalf harmless against any and all loss, liability, or damage arising out of the negligence, failure to act, fraud, embezzlement, or other misconduct by the contractor, its employees, subcontractors, agents, or representatives of the contractor or subcontractor.
6. (e)Judiciary's Right of Recovery  
Nothing in the above paragraphs will be considered to preclude the judiciary from receiving the benefits of any insurance/bonds the contractor may carry which provides for the indemnification of any loss or destruction of, or damages to, property in the custody and care of the contractor where such loss, destruction or damage is to judiciary property. The contractor shall do nothing to prejudice the judiciary's right to recover against third parties for any loss, destruction of, or damage to, judiciary property, and upon the request of the contracting officer will, at the judiciary's expense, furnish to the judiciary all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the judiciary) in obtaining recovery.
7. (f)Judiciary Liability



The judiciary will not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence on the part of the judiciary and is recoverable under the Federal Torts Claims Act, or pursuant to other statutory authority applicable to the judiciary.

(end)

**Clause 7-30, Public Use of the Name of the Federal Judiciary**

*Include the following clause as prescribed in [§ 715.55\(g\) \(Clauses/Provisions\)](#).*

1. **Public Use of the Name of the Federal Judiciary (JUN 2014)**
2. (a)The contractor shall not refer to the judiciary, or to any court or other organizational entities existing thereunder (hereinafter referred to as "the judiciary"), in advertising, news releases, brochures, catalogs, television and radio advertising, letters of reference, websites, or any other media used generally by the vendor in its commercial marketing initiatives, in such a way that it represents or implies that the judiciary prefers or endorses the products or services offered by the contractor. This provision will not be construed as limiting the contractor's ability to refer to the judiciary as one of its customers when providing past performance information as part of a proposal submission, as opposed to general public marketing.
3. (b)No public release of information pertaining to this contract will be made without prior judiciary written approval, as appropriate, and then only with written approval of the contracting officer.

(end)

**Clause 7-35, Disclosure or Use of Information**

*Include the following clause as prescribed in [§ 715.55\(h\) \(Clauses/Provisions\)](#).*

1. **Disclosure or Use of Information (APR 2013)**
2. (a)Judiciary information made available to the contractor for the performance or administration of this contract shall be used only for those purposes and shall not be used in any other way without the written agreement of the contracting officer. This clause takes precedence over and is an explicit limitation to the rights enumerated in section (d)(2) of [Clause 6-60, Rights in Data – General](#).
3. (b)To the extent the information is otherwise publicly available, it is public information and is not restricted by operation of this clause. However, if public information is provided to the contractor for use in performance or administration of this contract in a media, format, or otherwise in a manner in which it is not available the public, such information may not be used for any other purpose by the contractor except with the written permission of the contracting officer. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration of this contract, the contractor shall consult with the contracting officer regarding use of that information for other purposes.
4. (c)The contractor agrees to assume responsibility for protecting the confidentiality of judiciary records which are not public information. Such information may include, but is not limited to, all employee data and any written and oral information of a personal nature. Such information is to be safeguarded to ensure that it is not improperly disclosed. Each officer or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein, and that further disclosure of any such information for a purpose or to an extent not so authorized may subject the person(s) responsible to criminal sanctions imposed by [18 U.S.C. § 641](#). That section provides, in pertinent part, that whoever without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, will be guilty of a crime punishable by a fine up to \$10,000, or imprisoned up to ten years, or both. The contractor shall obtain written acknowledgment from each officer and employee to whom information is made available, that they are aware of the above penalties associated with unauthorized disclosure. Such acknowledgments are subject to the review of the contracting officer.
5. (d)Performance of this contract may require the contractor to access and use data and information, proprietary to the judiciary or to a judiciary contractor, which is of such a nature that its dissemination or use, other than in performance of this contract, would be adverse to the interests of the judiciary and/or others.
6. (e)Contractor and/or contractor personnel shall not divulge or release data or information developed or obtained in performance of this contract until made public by the judiciary, except as authorized by the contracting officer. The contractor shall not use, disclose, or reproduce proprietary data which bears a restrictive legend, other than as required in the performance of this contract. Nothing herein will preclude the use of any data independently acquired by the contractor

without such limitations or prohibit an agreement at no cost to the judiciary between the contractor and the data owner which provides for greater rights to the contractor.

7. (f)The judiciary and contractor agree that neither expects the performance under this contract to involve reporting or handling of classified information or materials. Either party shall notify the other promptly in writing if the expectation of that party changes, and shall include in the notice reasons therefore. If there are sealed records, in camera proceedings or grand jury matters, the contractor shall consult with the contracting officer as to the proper safeguarding, security, and secrecy of the original notes and transcript orders.
8. (g)The contracting officer will advise the contractor whenever the judiciary places a service order which will require classified information or materials. The contractor will have the right to decline to provide services, in which event such services shall be outside the scope of this contract.
9. (h)The contractor shall hold inviolate and in strictest confidence any and all information of an official nature not for inclusion in the document, any information which the presiding judicial official designates as "off the record" and all classified information and material.
10. (i)The contractor shall classify, safeguard, and otherwise act with respect to all classified information and material in accordance with applicable law and requirements of the contracting officer. The contractor shall not permit any individual to have or gain access to the classified information or material without written permission of the contracting officer, except as access may be necessary for authorized employees of the contractor to perform services under this contract.
11. (j)Notwithstanding any other provision of this contract, the contractor may deliver transcript containing classified material or information only to the judiciary. The contractor shall never sell or deliver such document to a private person without the express written permission of the contracting officer. Notwithstanding any other provision of this contract, the contractor shall never keep a copy of a document containing classified material or information after the delivery of the original to the contracting officer.

(end)

#### **Clause 7-40, Judiciary-Contractor Relationships**

*Include the following clause as prescribed in [§ 715.55\(i\) \(Clauses/Provisions\)](#).*

1. **Judiciary-Contractor Relationships (JAN 2003)**
2. (a)The judiciary and the contractor understand and agree that the services to be delivered under this contract by the contractor to the judiciary are non-personal services. The parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the judiciary and the contractor and/or between the judiciary and the contractor's employees. It is therefore, in the best interest of the judiciary to afford the parties a full and complete understanding of their respective obligations.
3. (b)The contractor and/or the contractor's personnel under this contract shall not:
  1. (1)be placed in a position where they are appointed or employed by a federal officer, or are under the supervision, direction, or evaluation of a federal officer;
  2. (2)be placed in a staff or policy making position;
  3. (3)be placed in a position of command, supervision, administration or control over judiciary personnel or the personnel of other contractors, or become a part of the judiciary organization;
  4. (4)be used for the purpose of avoiding manpower ceilings or other personnel rules and regulations.
4. (c)Employee Relationship
  1. (1)The services to be performed under this contract do not require the contractor or its employees to exercise personal judgement and discretion on behalf of the judiciary. The contractor's employees will act and exercise personal judgement and discretion on the behalf of the contractor, as directed by the contractor's supervisory personnel, and in accordance with the contract terms and conditions.
  2. (2)Rules, regulations, directions, and requirements issued by the judiciary under the judiciary's responsibility for good order, administration, security, and safety are applicable to all personnel physically located on-site, inclusive of contractor personnel who are required under the terms and conditions of this contract to be so located. This is not to be construed or interpreted to establish any degree of judiciary control which is inconsistent with a non-personal services contract.

(end)

### **Clause 7-55, Contractor Use of Judiciary Networks**

*Include the following clause as prescribed in [§ 715.55\(l\) \(Clauses/Provisions\)](#).*

#### **1. Contractor Use of Judiciary Networks (JUN 2014)**

Whenever authorized to use judiciary networks, the contractor, subcontractor, teaming partner, and all employees (hereinafter referred to as "entities"), shall **not** perform or participate, directly or indirectly, in any of the following:

1. (a) accessing internet sites which may be inappropriate or reflect poorly on the judiciary: Unless accessing internet sites is case-related, entities shall refrain from creating, downloading, viewing, storing, copying, and transmitting sexually-explicit or sexually-oriented materials which are never appropriate and may be illegal in some cases. Internet sites capture the domain name of all sites accessing them and maintain a record of this information. It could be embarrassing to the judiciary if the judiciary's domain name were found on the access records of inappropriate sites;
2. (b) logging onto video or audio sites, such as broadcast services or radio stations and downloading music files. This consumes significant disk space on local computers and may be a violation of copyright law. Each of the several thousand video clips downloaded daily can be equal to downloading a 400-page memorandum;
3. (c) using judiciary systems to send or receive e-mails containing greeting cards, political statements, jokes, pictures, chain letters or other unauthorized mass mailings, regardless of the subject matter, and other items of a personal nature;
4. (d) sending large attachments unless required for official business. Video, sound, or other large file attachments consume large amounts of network capacity. E-mail attachments, large files, and executable programs present two problems. First, large attachments consume network capacity and storage space on both national and local e-mail servers and desktops, slowing the network down for everyone. Second, executable programs present a risk for infection by computer viruses;
5. (e) participating in chat rooms or using "instant messaging" software;
6. (f) checking personal e-mail accounts over the judiciary's network;
7. (g) using the network connection for personal commercial purposes, private gain, or illegal activities. Unless use is required for official judiciary and contract-related business, all entities shall refrain from using the network connection for commercial purposes (including shopping). It is also inappropriate to use the network connection in support of outside employment activities (including consulting for pay, sales or administration of business transactions, and sales of products or services) or for illegal activities (such as gambling or hacking);
8. (h) using the e-mail or the network connection for offensive activities. It is inappropriate to use e-mail or the internet to access, send, or receive information on, or in support of, activities that are illegal or offensive. Such activities include, but are not limited to, hate speech or material that ridicules or degrades others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.

(end)

### **Clause 7-70, Judiciary Property Furnished "As Is"**

*Include the following clause as prescribed in [§ 720.10.40\(c\) \(Clauses\)](#).*

#### **1. Judiciary Property Furnished "As Is" (APR 2013)**

2. (a) The judiciary makes no warranty whatsoever with respect to judiciary property furnished "as is," except that the property is in the same condition when placed at the F.o.b. point specified in the solicitation as when inspected by the contractor pursuant to the solicitation or, if not inspected by the contractor, as when last available for inspection under the solicitation.
3. (b) The contractor may repair any property made available on an "as is" basis. Such repair will be at the contractor's expense except as otherwise provided in this clause. Such property may be modified at the contractor's expense, but only with the written permission of the contracting officer. Any repair or modification of property furnished "as is" shall not affect the title of the judiciary.
4. (c) If there is any change in the condition of judiciary property furnished "as is" from the time inspected or last available for inspection under the solicitation to the time placed on board at the location specified in the solicitation, and such change will adversely affect the contractor, the contractor shall, upon receipt of the property, notify the contracting officer detailing the facts and, as directed by the contracting officer, either (1) return such property at the judiciary's expense or otherwise dispose of the property or (2) effect repairs to return the property to its condition when inspected under the solicitation or, if not inspected, last available for inspection under the solicitation. After completing the directed action and upon written request of the contractor, the contracting officer will equitably adjust any contractual provisions affected by

the return, disposition, or repair in accordance with the procedures provided for in the Changes clause of this contract. The foregoing provisions for adjustment are the exclusive remedy available to the contractor, and the judiciary shall not be otherwise liable for any delivery of judiciary property furnished "as is" in a condition other than that in which it was originally offered.

(end)

### **Clause 7-85, Examination of Records**

*Include the following clause as prescribed in [§ 730.20.20 \(Contractor Record Retention\)](#).*

1. **Examination of Records (JAN 2003)**
2. (a)The judiciary will have access to and the right to examine any directly pertinent books, documents, papers, or other records of the contractor involving transactions related to this contract, until three years after final payment under this contract, or for any shorter period specified for particular records.
3. (b)The contractor agrees to include in all subcontracts under this contract a provision to the effect that the judiciary will have until three years after final payment under the contract, or for any shorter specified period for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the subcontractor involving transactions related to the subcontract. The term subcontract as used in this clause excludes:
  1. (1)purchase orders; and
  2. (2)subcontracts for public utility services at rates established for uniform applicability to the general public.

(end)

### **Clause 7-100A, Limitation of Liability (Products)**

*Include the following clause as prescribed in [§ 220.10.70\(e\) \(Clauses for Inclusion in Solicitations or Contracts\)](#).*

1. **Limitation of Liability (Products) (JAN 2003)**
2. (a)Except as provided in paragraphs (b) and (c) this clause, and except for remedies expressly provided elsewhere in this contract, the contractor shall not be liable for loss of or damage to property of the judiciary (excluding the products delivered under this contract) that:
  1. (1)occurs after judiciary acceptance of the products delivered under this contract; and
  2. (2)results from any defects or deficiencies in the products.
3. (b)The limitation of liability under paragraph (a) of this clause shall not apply when a defect or deficiency in, or the judiciary's acceptance of, the products results from willful misconduct or lack of good faith on the part of any of the contractor's managerial personnel. The term "contractor's managerial personnel," as used in this clause, means the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:
  1. (1)all or substantially all of the contractor's business;
  2. (2)all or substantially all of the contractor's operations at any one plant, laboratory, or separate location at which the contract is being performed; or
  3. (3)a separate and complete major industrial operation connected with the performance of this contract.
4. (c)If the contractor carries insurance, or has established a reserve for self-insurance, covering liability for loss or damage suffered by the judiciary through purchase or use of the products required to be delivered under this contract or the contractor's performance of services or furnishing of materials under this contract, the contractor shall be liable to the judiciary, to the extent of such insurance or reserve, for loss of or damage to property of the judiciary occurring after judiciary acceptance of, and resulting from any defects or deficiencies in, the products delivered under this contract.

(end)

### **Clause 7-100B, Limitation of Liability (Services)**

*Include the following clause as prescribed in [§ 220.10.70\(f\) \(Clauses for Inclusion in Solicitations or Contracts\)](#).*

1. **Limitation of Liability (Services) (JAN 2003)**
2. (a)Except as provided in paragraphs (b) and (c) of this clause, and except to the extent that the contractor is expressly responsible under this contract for deficiencies in the services required to be performed under it (including any materials furnished in conjunction with those services), the contractor shall not be liable for loss of or damage to property of the judiciary that:

1. (1)occurs after judiciary acceptance of services performed under this contract; and
2. (2)results from any defects or deficiencies in the services performed or materials furnished.
3. (b)The limitation of liability under paragraph (a) of this clause shall not apply when a defect or deficiency in, or the judiciary's acceptance of, services performed or materials furnished results from willful misconduct or lack of good faith on the part of any of the contractor's managerial personnel. The term "contractor's managerial personnel," as used in this clause, means the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:
  1. (1)all or substantially all of the contractor's business;
  2. (2)all or substantially all of the contractor's operations at any one plant, laboratory, or separate location at which the contract is being performed; or
  3. (3)a separate and complete major industrial operation connected with the performance of this contract.
4. (c)If the contractor carries insurance, or has established a reserve for self-insurance, covering liability for loss or damage suffered by the judiciary through the contractor's performance of services or furnishing of materials under this contract, the contractor shall be liable to the judiciary, to the extent of such insurance or reserve, for loss of or damage to property of the judiciary occurring after judiciary acceptance of, and resulting from any defects and deficiencies in, services performed or materials furnished under this contract.

(end)

### **Clause 7-110, Bankruptcy**

*Include the following clause as prescribed in [§ 735.60.40 \(Clause\)](#).*

1. **Bankruptcy (JAN 2003)**
2. In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor agrees to furnish, by certified mail or electronic commerce method authorized by the contract, written notification of the bankruptcy to the contracting officer responsible for administering the contract. This notification shall be furnished within five calendar days of the initiation of the bankruptcy proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the petition was filed, and a list of judiciary contract numbers and contracting offices for all judiciary contracts pursuant to which final payment has not been made. This obligation remains in effect until final payment under this contract.

(end)

### **Clause 7-115, Availability of Funds**

*Include the following clause as prescribed in [§ 220.50.90\(a\) \(Clauses for Contracting in Advance of Funds\)](#).*

1. **Availability of Funds (JAN 2003)**
2. Funds are not presently available for this contract. The judiciary's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the judiciary for any payment may arise until funds are made available to the contracting officer for this contract and until the contractor receives notice of such availability, to be confirmed in writing by the contracting officer.

(end)

### **Clause 7-125, Invoices**

*Include the following clause as prescribed in [§ 740.20.30 \(Clause\)](#).*

1. **Invoices (APR 2011)**
2. (a)Invoices shall be submitted to the address (physical or e-mail) specified in this contract and in accordance with any schedule for payments set forth elsewhere under this contract.
3. (b)The office that will make payments due under this contract will be designated in the contract at the time of contract award.
4. (c)To constitute a proper invoice, the billing document shall include the following information and/or attached documentation:
  1. (1)name of business concern and such business's Taxpayer Identification Number;
  2. (2)period(s) covered by invoice and invoice date;

3. (3)purchase order or contract number or other authorization for delivery of property or services, e.g., delivery/task order number for orders under indefinite delivery contracts ;
4. (4)for each line item — general description of product delivered or services rendered, measured unit, and associated price;
5. (5)any applicable payment discount terms;
6. (6)total amount billed;
7. (7)a subtotal of any and all fees or credits applied to the invoice;
8. (8)an amount due (if any) or credit balance;
9. (9)name (where practicable), title, phone number, fax number, and complete mailing address of the responsible official to whom payment is to be sent. The "remit to" address shall correspond to the remittance address in the contract;
10. (10)other substantiating documentation or information as required by the purchase/delivery/task order or contract;
11. (11)all follow-up invoices shall be marked "Duplicate of Original." Contractor questions regarding payment information or check identification shall be directed to the relevant paying authority specified in the contract.

(end)

### **Clause 7-130, Interest (Prompt Payment)**

*Include the following clause as prescribed in [§ 740.30.30 \(Payment of Interest\)](#).*

1. **Interest (Prompt Payment) (JAN 2003)**
2. The provisions of the Prompt Payment Act of 1982 and OMB Budget Circular A-125 concerning interest on overdue payments are not applicable to the judiciary. Therefore, interest is not payable under this contract for overdue payments.

(end)

### **Clause 7-135, Payments**

*Include the following clause as prescribed in [§ 740.30.50\(a\) \(Clauses\)](#).*

1. **Payments (APR 2013)**
2. The judiciary will pay the contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for products delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment will be made on partial deliveries accepted by the judiciary if:
  1. (1)the amount due on the deliveries warrants it; or
  2. (2)the contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.
3. Unless authorized elsewhere in this contract, payments will not be made more often than monthly.

(end)

### **Clause 7-140, Discounts for Prompt Payment**

*Include the following clause as prescribed in [§ 740.30.50\(b\) \(Clauses\)](#).*

1. **Discounts for Prompt Payment (JAN 2003)**
2. (a)Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.
3. (b)In connection with any discount offered for prompt payment, time will be computed from the date of the invoice. If the contractor has not placed a date on the invoice, the due date will be calculated from the date the designated billing office receives a proper invoice, provided the judiciary annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment will be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on a Saturday, Sunday, or legal holiday when judiciary offices are closed and judiciary business is not expected to be conducted, payment may be made on the following business day.

(end)

### **Clause 7-150, Extras**

*Include the following clause as prescribed in [§ 740.30.50\(d\) \(Clauses\)](#).*

#### **Extras (JAN 2003)**

Except as otherwise provided in this contract, no payment for extras will be made unless such extras, and the price for such extras, have been authorized in writing by the contracting officer.

(end)

### **Clause 7-160, Limitation on Withholding of Payments**

*Include the following clause as prescribed in [§ 740.40.50\(a\) \(Clauses\)](#).*

#### **1. Limitation on Withholding of Payments (APR 2013)**

If more than one clause or term of this contract authorizes the temporary withholding of amounts otherwise payable to the contractor for products delivered or services performed, the total of the amounts withheld at any one time shall not exceed the greatest amount that may be withheld under any one clause or term at that time; *provided*, that this limitation shall not apply to:

1. (1)withholdings pursuant to any clause relating to wages or hours of employees;
2. (2)withholdings not specifically provided for by this contract;
3. (3)the recovery of overpayments; and
4. (4)any other withholding for which the contracting officer determines that this limitation is inappropriate.

(end)

### **Clause 7-165, Penalties for Unallowable Costs**

*Include the following clause as prescribed in [§ 740.40.50\(b\) \(Clauses\)](#).*

#### **1. Penalties for Unallowable Costs (JUN 2012)**

2. (a)Definition. "Offer," as used in this clause, means either:
  1. (1)a final indirect cost rate offer submitted by the contractor after the expiration of its fiscal year which:
    1. (i)relates to any payment made on the basis of billing rates; or
    2. (ii)will be used in negotiating the final contract price; or
  2. (2)the final statement of costs incurred and estimated to be incurred under the Incentive Price Revision clause (if applicable), which is used to establish the final contract price.
3. (b)Contractors which include unallowable indirect costs in an offer may be subject to penalties. The penalties are prescribed in [10 U.S.C. § 2324](#) or [41 U.S.C. § 4303](#), as applicable.
4. (c)The contractor shall not include in any offer any cost that is unallowable, as defined in [Guide to Judiciary Policy, Vol. 14, Ch. 4](#).
5. (d)If the contracting officer determines that a cost submitted by the contractor in its offer is expressly unallowable, the contractor shall be assessed a penalty equal to:
  1. (1)the amount of the disallowed cost allocated to this contract; plus
  2. (2)simple interest, to be computed:
    1. (i)on the amount the contractor was paid on a billing payment in excess of the amount to which the contractor was entitled; and
    2. (ii)using the applicable rate effective for each six-month interval prescribed by the Secretary of the Treasury pursuant to Pub. L. 92-41 (85 Stat. 97).
6. (e)If the contracting officer determines that a cost submitted by the contractor in its offer includes a cost previously determined to be unallowable for that contractor, then the contractor will be assessed a penalty in an amount equal to two times the amount of the disallowed cost allocated to this contract.
7. (f)Determinations under paragraphs (d) and (e) of this clause are final decisions.
8. (g)In certain cases, the contracting officer may waive the penalties in paragraph (d) or (e) of this clause. The contracting officer will provide a written determination of the reasons for the waiver in the contract file.

9. (h) Payment by the contractor of any penalty assessed under this clause does not constitute repayment to the judiciary of any unallowable cost which has been paid by the judiciary to the contractor.

(end)

#### **Clause 7-170, Notice of Intent to Disallow Costs**

*Include the following clause as prescribed in [§ 740.40.50\(c\) \(Clauses\)](#).*

1. **Notice of Intent to Disallow Costs (JAN 2003)**
2. (a) Notwithstanding any other clause of this contract:
  1. (1) The contracting officer may at any time issue to the contractor a written notice of intent to disallow specified costs incurred or planned for incurrence under this contract that have been determined not to be allowable under the contract terms; and
  2. (2) The contractor may, after receiving a notice under paragraph (a)(1) of this clause, submit a written response to the contracting officer, with justification for allowance of the costs. If the contractor does respond within 60 days, the contracting officer will, within 60 days of receiving the response, either make a written withdrawal of the notice or issue a written decision.
3. (b) Failure to issue a notice under this Notice of Intent to Disallow Costs clause will not affect the judiciary's rights to take exception to incurred costs.

(end)

#### **Clause 7-185, Changes**

*Include the following clause as prescribed in [§ 745.40.40\(a\) \(Clauses\)](#).*

1. **Changes (APR 2013)**
2. (a) The contracting officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:
  1. (1) drawings, designs, or specifications when the products to be furnished are to be specially manufactured for the judiciary in accordance with the drawings, designs, or specifications;
  2. (2) statement of work or description of services to be performed;
  3. (3) method of shipment or packing of products;
  4. (4) place of delivery of products or place of performance;
  5. (5) delivery or performance schedule, time (i.e. hours of the day, days of the week, etc.) or place of delivery or performance of services;
  6. (6) judiciary-furnished property or facilities.
3. (b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the contracting officer will make an equitable adjustment in the contract price, the delivery schedule, or both, and will modify the contract.
4. (c) The contractor shall assert its right to an adjustment within 30 days from the date of receipt of the written order. However, if the contracting officer decides that the facts justify it, the contracting officer may receive and act upon an offer submitted before final payment of the contract.
5. (d) If the contractor's offer includes the cost of property made obsolete or excess by the change, the contracting officer will have the right to prescribe the manner of the disposition of the property.
6. (e) Failure to agree to any adjustment is a dispute under the Disputes clause. However, nothing in this clause will excuse the contractor from proceeding with the contract as changed.

(end)



**Alternate I (APR 2013):** *In accordance with [§ 745.40.40\(b\) \(Clauses\)](#), substitute the following paragraphs (b) and (d) for the same numbered paragraphs of the basic clause in cost-reimbursement contracts.*

1. (b) If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the contracting officer will make an equitable adjustment in the:
  1. (1) estimated cost, delivery or completion schedule, or both;
  2. (2) amount of any fixed fee; and
  3. (3) other affected terms and shall modify the contract accordingly.
2. (d) Notwithstanding the terms and conditions of paragraphs (a) and (b) of this clause, the estimated cost of this contract and, if this contract is incrementally funded, the funds allotted for the performance of this contract, shall not be increased or considered to be increased except by specific written modification of the contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract. Until this modification is made, the contractor shall not be obligated to continue performance or incur costs beyond the point established in either Clause 4-85, Limitation of Cost, or Clause 4-90, Limitation of Funds, of this contract, whichever is applicable.

**Alternate II (APR 2013):** *In accordance with [§ 745.40.40\(c\) \(Clauses\)](#), substitute following for paragraph (b) of the basic clause in time-and-materials or labor-hour contracts.*

1. (b) If any change causes an increase or decrease in the hourly rates, the ceiling price, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the contracting officer will make an equitable adjustment in any one or more of the following and will modify the contract accordingly:
  1. (1) ceiling price;
  2. (2) hourly rates;
  3. (3) delivery schedule or completion date; and
  4. (4) other affected terms.

**Alternate III (APR 2013):** *In accordance with [§ 745.40.40\(d\) \(Clauses\)](#), substitute following for paragraph (a) of the basic clause in firm-fixed-price architect-engineer contracts and add paragraph (f).*

1. (a) The contracting officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed.
2. (f) No services for which an additional cost or fee will be charged by the contractor shall be furnished without the prior written authorization of the contracting officer.

#### **Clause 7-190, Change Order Accounting**

*Include the following clause as prescribed in [§ 745.40.40\(e\) \(Clauses\)](#).*

##### **1. Change Order Accounting (JAN 2003)**

The contracting officer may require change order accounting whenever the estimated cost of a change or series of related changes exceeds the judiciary's small purchase threshold. The contractor, for each change or series of related changes, shall maintain separate accounts, by job order or other suitable accounting procedure, of all incurred segregable, direct costs (less allocable credits) of work, both changed and not changed, allocable to the change. The contractor shall maintain such accounts until the parties agree to an equitable adjustment for the changes ordered by the contracting officer or the matter is conclusively disposed of in accordance with the Disputes clause.

(end)

#### **Clause 7-195, Excusable Delays**

*Include the following clause as prescribed in [§ 745.45.55\(a\) \(Clauses\)](#).*

##### **1. Excusable Delays (JAN 2003)**

2. (a) Except for defaults of subcontractors at any tier, the contractor will not be in default because of any failure to perform this contract under its terms if the failure arises from causes beyond the control and without the fault or negligence of the contractor. Examples of these causes are (1) acts of God or of the public enemy, (2) acts of the government in its sovereign capacity or of the judiciary in its contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine

restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform shall be beyond the control and without the fault or negligence of the contractor. "Default" includes failure to make progress in the work so as to endanger performance.

3. (b) If failure to perform is caused by the failure of a subcontractor at any tier to perform or make progress, and if the cause of the failure was beyond the control of both the contractor and subcontractor, and without the fault or negligence of either, the contractor will not be deemed to be in default, unless:
  1. (1) the subcontract products or services were obtainable from other sources;
  2. (2) the contracting officer ordered the contractor in writing to purchase these products or services from the other source; and
  3. (3) the contractor failed to comply reasonably with this order.
4. (c) Upon request of the contractor, the contracting officer will ascertain the facts and extent of the failure. If the contracting officer determines that any failure to perform resulted from one or more of the causes above, the delivery schedule will be revised, subject to the rights of the judiciary under the termination clause of this contract.

(end)

### **Clause 7-200, Judiciary Delay of Work**

*Include the following clause as prescribed in [§ 745.45.55\(b\) \(Clauses\)](#).*

#### **1. Judiciary Delay of Work (JAN 2003)**

2. (a) If the performance of all or any part of the work of this contract is delayed or interrupted (1) by an act of the contracting officer in the administration of this contract that is not expressly or impliedly authorized by this contract, or (2) by a failure of the contracting officer to act within the time specified in this contract, or within a reasonable time if not specified, an adjustment (excluding profit) will be made for any increase in the cost of performance of this contract caused by the delay or interruption and the contract will be modified in writing accordingly. Adjustment will also be made in the delivery or performance dates and any other contractual term or condition affected by the delay or interruption. However, no adjustment will be made under this clause for any delay or interruption to the extent that performance would have been delayed or interrupted by any other cause, including the fault or negligence of the contractor, or for which an adjustment is provided or excluded under any other term or condition of this contract.
3. (b) A claim under this clause will not be allowed:
  1. (1) for any costs incurred more than 20 days before the contractor shall have notified the contracting officer in writing of the act or failure to act involved; and
  2. (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the delay or interruption, but not later than the day of final payment under the contract.

(end)

### **Clause 7-205, Payment for Judiciary Holidays**

*Include the following clause as prescribed in [§ 745.45.55\(c\) \(Clauses\)](#).*

#### **1. Payment for Judiciary Holidays (APR 2013)**

On judiciary holidays, on-site contractors are not entitled to compensation unless: (1) the contract requires the contractor to be on-site at the judiciary facility during the holiday; (2) the contract specifically provides for compensation to the contractor on judiciary holidays; or (3) the contractor obtains approval from the contracting officer or designated contracting officer's representative (COR) to perform work at an off-site location. The following holidays are observed by the judiciary: New Year's Day, Birthday of Martin Luther King, Jr., Presidential Inauguration Day (metropolitan DC area only), Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

(end)

### **Clause 7-210, Payment for Emergency Closures**

*Include the following clause as prescribed in [§ 745.45.55\(d\) \(Clauses\)](#).*

1. **Payment for Emergency Closures (APR 2013)**

During an emergency closure of the judiciary, or any individual judiciary office, taken in its sovereign capacity for the public good, the judiciary is not obligated to compensate contractors during the emergency closure, unless: 1) the contract specifically requires the contractor to be on-site at the judiciary facility during an emergency closure; 2) the contract specifically provides for compensation to the contractor even when the government acts in its sovereign capacity; or 3) the contractor obtains approval from the contracting officer or designated contracting officer's representative (COR) to perform work at an off-site location.

(end)

**Clause 7-215, Notification of Ownership Changes**

*Include the following clause as prescribed in [§ 745.55.40\(i\) \(Novation Agreements\)](#).*

1. **Notification of Ownership Changes (JAN 2003)**

2. (a)The contractor shall make the following notifications in writing:
  1. (1)when the contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the contractor shall notify the contracting officer within 30 days;
  2. (2)the contractor shall also notify the contracting officer within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.
3. (b)The contractor shall:
  1. (1)maintain current, accurate, and complete inventory records of assets and their costs;
  2. (2)provide the contracting officer or designated representative ready access to the records upon request;
  3. (3)ensure that all-individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the contractor's ownership changes; and
  4. (4)retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each contractor ownership change.
4. (c)The contractor shall include the substance of this clause in all subcontracts under this contract.

(end)

**Clause 7-220, Termination for Convenience of the Judiciary (Fixed-Price)**

*Include the following clause as prescribed in [§ 755.20.60\(a\) \(Clauses\)](#).*

1. **Termination for Convenience of the Judiciary (Fixed-Price) (JAN 2003)**

2. (a)The judiciary may terminate performance of work under this contract in whole or, from time to time, in part if the contracting officer determines that termination is in the judiciary's interest. The contracting officer will terminate by delivering to the contractor a notice of termination specifying the extent of the termination and the effective date.
3. (b)After receipt of a notice of termination, and except as directed by the contracting officer, the contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:
  1. (1)stop work as specified in the notice;
  2. (2)place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities except as necessary to complete the continued portion of the contract;
  3. (3)terminate all orders and subcontracts to the extent they relate to the work terminated;
  4. (4)assign to the judiciary, as directed by the contracting officer, all right, title, and interest of the contractor under the subcontracts terminated, in which case the judiciary shall have the right to settle or to pay any termination settlement offer arising out of those terminations;
  5. (5)with written approval or ratification to the extent required by the contracting officer, settle all outstanding liabilities and termination settlement offers arising from the termination of subcontracts; the written approval or ratification will be final for purposes of this clause;
  6. (6)as directed by the contracting officer, transfer title and deliver to the judiciary:

1. (i)the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated; and
  2. (ii)the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the judiciary;
7. (7)complete performance of the work not terminated;
8. (8)take any action that may be necessary, or that the contracting officer may direct, for the protection and preservation of the property related to this contract that is in the possession of the contractor and in which the judiciary has or may acquire an interest;
9. (9)use its best efforts to sell, as directed or authorized by the contracting officer, any property of the types referred to in paragraph (b)(6) of this clause, *provided*, however, that the contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved in writing by, the contracting officer. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the judiciary under this contract, credited to the price or cost of the work, or paid in any other manner directed by the contracting officer.
4. (c)The contractor shall submit complete termination inventory schedules no later than 120 days from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 120-day period.
5. (d)After expiration of the plant clearance period, the contractor may submit to the contracting officer a list, certified as to quantity and quality, of termination inventory not previously disposed of, excluding items authorized for disposition by the contracting officer. The contractor may request the judiciary to remove those items or enter into an agreement for their storage. Within 15 days, the judiciary will accept title to those items and remove them or enter into a storage agreement. The contracting officer may verify the list upon removal of the items, or if stored, within 45 days from submission of the list, and will correct the list, as necessary, before final settlement.
6. (e)After termination, the contractor shall submit a final termination settlement offer to the contracting officer in the form and with the certification prescribed by the contracting officer. The contractor shall submit the offer promptly, but no later than 1 year from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 1-year period. However, if the contracting officer determines that the facts justify it, a termination settlement offer may be received and acted on after the 1 year or any extension. If the contractor fails to submit the offer within the time allowed, the contracting officer may determine, on the basis of information available, the amount, if any, due the contractor because of the termination and shall pay the amount determined.
7. (f)Subject to paragraph (e) of this clause, the contractor and contracting officer may agree upon the whole or any part of the amount to be paid or remaining to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (f) or paragraph (g) of this clause, exclusive of costs shown in paragraph (g)(3) of this clause, may not exceed the total contract price as reduced by (1) the amount of payments previously made and (2) the contract price of work not terminated. The contract will be modified, and the contractor paid the agreed amount. Paragraph (g) of this clause will not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.
8. (g)If the contractor and the contracting officer fail to agree on the whole amount to be paid because of the termination of work, the contracting officer will pay the contractor amounts determined by the contracting officer as follow, but without duplication of any amounts agreed on under paragraph (f) of this clause:
  1. (1)the contract price for completed products or services accepted by the judiciary (or sold or acquired under paragraph (b)(9) of this clause) not previously paid for, adjusted for any saving of freight and other charges;
  2. (2)the total of:
    1. (i)the costs incurred in the performance of the (i) work terminated, including initial costs and preparatory expense allocable thereto, but excluding any costs attributable to products or services paid or to be paid under paragraph (g)(1) of this clause;
    2. (ii)the cost of settling and paying termination settlement offers under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subdivision (g)(2)(i) of this clause; and

3. (iii) a sum, as profit on subdivision (g)(2)(i) of this clause, determined by the contracting officer; in effect on the date of the contract, to be fair and reasonable; however, if it appears that the contractor would have sustained a loss on the entire contract had it been completed, the contracting officer will allow no profit under this subdivision (g)(2)(iii) and will reduce the settlement to reflect the indicated rate of loss.
  3. (3) the reasonable costs of settlement of the work terminated, including:
    1. (i) accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement offers and supporting data;
    2. (ii) the termination and settlement of subcontracts (excluding the amounts of such settlements); and
    3. (iii) storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.
9. (h) Except for normal spoilage, and except to the extent that the judiciary expressly assumed the risk of loss, the contracting officer will exclude from the amounts payable to the contractor under paragraph (g) of this clause, the fair value, as determined by the contracting officer, of property that is destroyed, lost, stolen, or damaged so as to become undeliverable to the judiciary or to a buyer.
10. (i) The cost principles and procedures of [Guide to Judiciary Policy, Vol. 14, Ch. 4](#) in effect on the date of this contract will govern all costs claimed, agreed to, or determined under this clause.
11. (j) The contractor shall have the right of appeal under the Disputes clause, from any determination made by the contracting officer under paragraph (e), (g), or (l) of this clause, except that if the contractor has failed to submit the termination settlement offer or request for equitable adjustment within the time provided in paragraph (e) or (l), respectively, and failed to request an extension of time, there is no right of appeal.
12. (k) In arriving at the amount due the contractor under this clause, there will be deducted:
  1. (1) all unliquidated advance or other payments to the contractor under the terminated portion of this contract;
  2. (2) any claim which the judiciary has against the contractor under this contract; and
  3. (3) the agreed price for, or the proceeds of sale of materials, products, or other things acquired by the contractor or sold under the provisions of this clause and not recovered by or credited to the judiciary.
13. (l) If the termination is partial, the contractor may file an offer with the contracting officer for an equitable adjustment of the price(s) of the continued portion of the contract. The contracting officer will make any equitable adjustment agreed upon. Any offer by the contractor for an equitable adjustment under this clause shall be requested within 90 days from the effective date of termination unless extended in writing by the contracting officer.
14. (m)
  1. (1) The judiciary may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the contractor for the terminated portion of the contract, if the contracting officer believes the total of these payments will not exceed the amount to which the contractor will be entitled.
  2. (2) If the total payments exceed the amount finally determined to be due, the contractor shall repay the excess to the judiciary upon demand, together with interest computed at the rate established by the Secretary of the Treasury under [50 U.S.C. App. 1215\(b\)\(2\)](#). Interest will be computed for the period from the date the excess is repaid. Interest will not be charged on any excess payment due to a reduction in the contractor's termination settlement offer because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the contracting officer because of the circumstances.
15. (n) Unless otherwise provided in this contract, or by statute, the contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the contractor's costs and expenses under this contract. The contractor shall make these records and documents available to the judiciary, at the contractor's office, at all reasonable times, without any direct charge. If approved in writing by the contracting officer, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

(end)

## **Clause 7-223 Termination for Convenience of the Judiciary (Short Form)**

*Include the following clause as prescribed in [§ 755.20.60\(b\) \(Clauses\)](#).*

### **1. Termination for Convenience of the Judiciary (Short Form) (AUG 2004)**

The contracting officer, by written notice, may terminate this contract, in whole or in part, when it is in the judiciary's interest. If this contract is terminated, the judiciary shall be liable only for payment under the payment provisions of this contract for products received or services rendered before the effective date of termination.

(end)

## **Clause 7-225, Termination (Cost-Reimbursement)**

*Include the following clause as prescribed in [§ 755.20.60\(c\) \(Clauses\)](#).*

### **1. Termination (Cost-Reimbursement) (MAR 2019)**

2. (a)The judiciary may terminate performance of work under this contract in whole or, from time to time, in part, if:
  1. (1)the contracting officer determines that a termination is in the judiciary's interest; or
  2. (2)the contractor defaults in performing this contract and fails to cure the default within 10 days (unless extended by the contracting officer) after receiving a notice specifying the default. "Default" includes failure to make progress in the work so as to endanger performance.
3. (b)The contracting officer will terminate by delivering to the contractor a notice of termination specifying whether termination is for default of the contractor or for convenience of the judiciary, the extent of termination, and the effective date. If, after termination for default, it is determined that the contractor was not in default or that the contractor's failure to perform or to make progress in performance is due to causes beyond the control and without the fault or negligence of the contractor as set forth in the Excusable Delays clause, the rights and obligations of the parties will be the same as if the termination was for the convenience of the judiciary.
4. (c)After receipt of a Notice of Termination, and except as directed by the contracting officer, the contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:
  1. (1)stop work as specified in the notice;
  2. (2)place no further subcontracts or orders (referred to as subcontracts in this clause), except as necessary to complete the continued portion of the contract;
  3. (3)terminate all subcontracts to the extent they relate to the work terminated;
  4. (4)assign to the judiciary, as directed by the contracting officer, all right, title, and interest of the contractor under the subcontracts terminated, in which case the judiciary will have the right to settle or to pay any termination settlement offer arising out of those terminations;
  5. (5)with written approval or ratification to the extent required by the contracting officer, settle all outstanding liabilities and termination settlement offers arising from the termination of subcontracts, the cost of which would be reimbursable in whole or in part, under this contract; written approval or ratification will be final for purposes of this clause;
  6. (6)transfer title (if not already transferred) and, as directed by the contracting officer, deliver to the judiciary:
    1. (i)the fabricated or unfabricated parts, work in process, completed work, products, and other material produced or acquired for the work terminated;
    2. (ii)the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the judiciary; and
    3. (iii)the jigs, dies, fixtures, and other special tools and tooling acquired or manufactured for this contract, the cost of which the contractor has been or will be reimbursed under this contract;
  7. (7)complete performance of the work not terminated;
  8. (8)take any action that may be necessary, or that the contracting officer may direct, for the protection and preservation of the property related to this contract that is in the possession of the contractor and in which the judiciary has or may acquire an interest; and
  9. (9)use its best efforts to sell, as directed or authorized by the contracting officer, any property of the types referred to in paragraph (c)(6) of this clause; *provided*, however, that the contractor (i) is not required to extend credit to

any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved in writing by the contracting officer. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the judiciary under this contract, credited to the price or cost of the work, or paid in any other manner directed by the contracting officer.

5. (d)The contractor shall submit complete termination inventory schedules no later than 120 days from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 120-day period.
6. (e)After expiration of the plant clearance period, the contractor may submit to the contracting officer a list, certified as to quantity and quality, of termination inventory not previously disposed of, excluding items authorized for disposition by the contracting officer. The contractor may request the judiciary to remove those items or enter into an agreement for their storage. Within 15 days, the judiciary will accept the items and remove them or enter into a storage agreement. The contracting officer may verify the list upon removal of the items, or if stored, within 45 days from submission of the list, and will correct the list, as necessary, before final settlement.
7. (f)After termination, the contractor shall submit a final termination settlement offer to the contracting officer in the form and with the certification prescribed by the contracting officer. The contractor shall submit the offer promptly, but no later than 1 year from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 1-year period. However, if the contracting officer determines that the facts justify it, a termination settlement offer may be received and acted on after 1 year or any extension. If the contractor fails to submit the offer within the time allowed, the contracting officer may determine, on the basis of information available, the amount, if any, due the contractor because of the termination and will pay the amount determined.
8. (g)Subject to paragraph (f) of this clause, the contractor and the contracting officer may agree on the whole or any part of the amount to be paid (including an allowance for fee) because of the termination. The contract will be amended, and the contractor paid the agreed amount.
9. (h)If the contractor and the contracting officer fail to agree in whole or in part on the amount of costs and/or fee to be paid because of the termination of work, the contracting officer will determine, on the basis of information available, the amount, if any, due the contractor, and will pay that amount, which will include the following:
  1. (1)all costs reimbursable under this contract, not previously paid, for the performance of this contract before the effective date of the termination, and those costs that may continue for a reasonable time with the written approval of or as directed by the contracting officer; however, the contractor shall discontinue those costs as rapidly as practicable;
  2. (2)the cost of settling and paying termination settlement offers under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in paragraph (h)(1) of this clause;
  3. (3)the reasonable costs of settlement of the work terminated, including:
    1. (i)accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement offers and supporting data;
    2. (ii)the termination and settlement of subcontracts (excluding the amounts of such settlements); and
    3. (iii)storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory. If the termination is for default, no amounts for the preparation of the contractor's termination settlement offer may be included;
  4. (4)a portion of the fee payable under the contract, determined as follows:
    1. (i)if the contract is terminated for the convenience of the judiciary, the settlement will include a percentage of the fee equal to the percentage of completion of work contemplated under the contract, but excluding subcontract effort included in subcontractors' termination offers, less previous payments for fee;
    2. (ii)if the contract is terminated for default, the total fee payable will be such proportionate part of the fee as the total number of articles (or amount of services) delivered to and accepted by the judiciary is to the total number of articles (or amount of services) of a like kind required by the contract.
  5. (5)If the settlement includes only fee, it will be determined under paragraph (h)(4) of this clause.
10. (i)The cost principles and procedures in effect on the date of this contract, will govern all costs claimed, agreed to, or determined under this clause.

11. (j)The contractor shall have the right of appeal, under the Disputes clause, from any determination made by the contracting officer under paragraph (f), (h), or (l) of this clause, except that if the contractor failed to submit the termination settlement offer within the time provided in paragraph (f) and failed to request a time extension, there is no right of appeal. If the contracting officer has made a determination of the amount due under paragraph (f), (h) or (l) of this clause, the judiciary will pay the contractor:
  1. (1)the amount determined by the contracting officer if there is no right of appeal or if no timely appeal has been taken or
  2. (2)the amount finally determined on an appeal.
12. (k)In arriving at the amount due the contractor under this clause, there will be deducted:
  1. (1)all unliquidated advance or other payments to the contractor, under the terminated portion of this contract;
  2. (2)any claim which the judiciary has against the contractor under this contract; and
  3. (3)the agreed price for, or the proceeds of sale of materials, products, or other things acquired by the contractor or sold under this clause and not recovered by or credited to the judiciary.
13. (l)The contractor and contracting officer shall agree to any equitable adjustment in fee for the continued portion of the contract when there is a partial termination. The contracting officer will amend the contract to reflect the agreement.
14. (m)
  1. (1)The judiciary may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the contractor for the terminated portion of the contract, if the contracting officer believes the total of these payments will not exceed the amount to which the contractor will be entitled.
  2. (2)If the total payments exceed the amount finally determined to be due, the contractor shall repay the excess to the judiciary upon demand, together with interest computed at the rate established by the Secretary of the Treasury under the criteria established by the Renegotiation Act of 1971 ([P.L. 92-41, 85 Stat. 97](#)), and published at <http://www.fms.treas.gov/prompt/rates.html>. Interest will be computed for the period from the date the excess payment is received by the contractor to the date the excess is repaid. Interest will not be charged on any excess payment due to a reduction in the contractor's termination settlement offer because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the contracting officer because of the circumstances.
15. (n)The provisions of this clause relating to fee are inapplicable if this contract does not include a fee.

(end)

**Alternate I (APR 2013):** *As prescribed in [§ 755.20.60\(d\) \(Clauses\)](#), substitute the following paragraphs (h) and (l) for paragraphs (h) and (l) of the basic Clause 7-225.*

1. (h)If the contractor and the contracting officer fail to agree in whole or in part on the amount to be paid because of the termination of work, the contracting officer will determine, on the basis of information available, the amount, if any, due the contractor and will pay the amount determined as follows:
  1. (1)If the termination is for the convenience of the judiciary, include:
    1. (i)an amount for direct labor hours (as defined in the contract) determined by multiplying the number of direct labor hours expended before the effective date of termination by the hourly rate(s) in the contract, less any hourly rate payments already made to the contractor;
    2. (ii)an amount (computed under the provisions for payment of materials) for material expenses incurred before the effective date of termination, not previously paid to the contractor;
    3. (iii)an amount for labor and material expenses computed as if the expenses were incurred before the effective date of termination, if they are reasonably incurred after the effective date, with the approval of or as directed by the contracting officer; however, the contractor shall discontinue these expenses as rapidly as practicable;
    4. (iv)if not included in subdivision (h)(1)(i), (ii), or (iii) of this clause, the cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract; and
    5. (v)the reasonable costs of settlement of the work terminated; including:



1. (A)accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data;
  2. (B)the termination and settlement of subcontracts (excluding the amounts of such settlements); and
  3. (C)storage, transportation, and other costs incurred, reasonably necessary for the protection or disposition of the termination inventory.
2. (2)If the termination is for default of the contractor, include the amounts computed under paragraph (h)(1) of this clause but omit:
1. (i)any amount for preparation of the contractor's termination settlement proposal; and
  2. (ii)the portion of the hourly rate allocable to profit for any direct labor hours expended in furnishing materials and services not delivered to and accepted by the judiciary.
2. (l)If the termination is partial, the contractor may file with the contracting officer a proposal for an equitable adjustment of price(s) for the continued portion of the contract. The contracting officer will make any equitable adjustment agreed upon. Any proposal by the contractor for an equitable adjustment under this clause shall be requested within 90 days from the effective date of termination, unless extended in writing by the contracting officer.

(end)

**Clause 7-230, Termination for Default (Fixed-Price – Products and Services)**

*Include the following clause as prescribed in [§ 755.25.60\(a\) \(Clauses\)](#).*

1. **Termination for Default (Fixed-Price – Products and Services) (JAN 2003)**
2. (a)(1)The judiciary may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the contractor, terminate this contract in whole or in part if the contractor fails to:
  1. (i)deliver the products or to perform the services within the time specified in this contract or any extension;
  2. (ii)make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
  3. (iii)perform any of the other provisions of this contract (but see paragraph (a)(2) of this clause).
3. (2)The judiciary's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the contractor does not cure the failure within 10 days (or more if authorized in writing by the contracting officer) after receipt of the notice from the contracting officer specifying the failure.
4. (b)If the judiciary terminates this contract in whole or in part, it may acquire, under the terms and in the manner the contracting officer considers appropriate, products or services similar to those terminated, and the contractor will be liable to the judiciary for any excess costs for those products or services. However, the contractor shall continue the work not terminated.
5. (c)Except for defaults of subcontractors at any tier, the contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the government in its sovereign capacity or of the judiciary in its contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform shall be beyond the control and without the fault or negligence of the contractor.
6. (d)If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the contractor and subcontractor, and without the fault or negligence of either, the contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products or services were obtainable from other sources in sufficient time for the contractor to meet the required delivery schedule.
7. (e)If this contract is terminated for default, the judiciary may require the contractor to transfer title and deliver to the judiciary, as directed by the contracting officer, any (1) completed products, and (2) partially completed products, and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the contracting officer, the contractor shall also protect and preserve property in its possession in which the judiciary has an interest.
8. (f)The judiciary will pay the contract price for completed products delivered and accepted. The contractor and contracting officer will agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The judiciary may withhold from

these amounts any sum the contracting officer determines to be necessary to protect the judiciary against loss because of outstanding liens or claims of former lien holders.

9. (g) If, after termination, it is determined that the contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the judiciary.
10. (h) The rights and remedies of the judiciary in this clause are in addition to any other rights and remedies provided by law or under this contract.

(end)

### **Clause 7-235, Disputes**

*Include the following clause as prescribed in [§ 750.20.70 \(Clause\)](#).*

1. **Disputes (JAN 2003)**
2. (a) A contract dispute means a written claim, demand or assertion by a contracting party for the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other specific relief arising under or relating to the contract. A dispute also includes a termination for convenience settlement proposal and any request for an equitable adjustment, which is denied. A voucher, invoice, or other routine payment that is not disputed by the parties is not a dispute under this clause.
3. (b) A contract dispute shall be filed within 12 months of its accrual and shall be submitted in writing to the contracting officer. The dispute shall contain a detailed statement of the legal and factual basis of the dispute and shall be accompanied by any documents that support the claim. The claimant shall seek specific relief, as provided in paragraph (a) above. However, the time periods set forth here shall be superseded if the contract contains specific provisions for the processing of any claim which would otherwise be considered a dispute under this clause.
4. (c) Contracting officers are authorized to decide or settle all disputes under this clause. If the contracting officer requires additional information the contracting officer shall promptly request the claimant to provide such information. The contracting officer will issue a written determination within 60 days of the receipt of all the requested information from the claimant. If the contracting officer is unable to render a determination within 60 days, the claimant shall be notified of the date on which a determination will be made. The determination of the contracting officer shall be considered the final determination of the judiciary.
5. (d) The contractor shall proceed diligently with performance of this contract pending resolution of the dispute. The contractor shall comply with the final determination of the contracting officer unless such determination is overturned by a court of competent jurisdiction. Failure to diligently continue contract performance during the pendency of the claim or failure to comply with the final determination of the contracting officer may result in termination of the contract for default or imposition of other available remedies.

(end)

### **Appendix B**

### **Appendix C**

"REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Daniel W. Simms                      Division of  
Director                                  Wage Determinations

Wage Determination No.: 2015-4281  
Revision No.: 19  
Date Of Last Revision: 07/21/2021

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Note: Under Executive Order (EO) 13658 an hourly minimum wage of \$10.95 for calendar year 2021 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.95 per hour (or the applicable wage rate listed on this wage determination if it is higher) for all hours spent performing on the contract in calendar year 2021. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

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States: District of Columbia Maryland Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert Charles Prince George's

Virginia Counties of Alexandria Arlington Fairfax Falls Church Fauquier  
Loudoun Manassas Manassas Park Prince William Stafford

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**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.39
01012 - Accounting Clerk II		21.79
01013 - Accounting Clerk III		24.36
01020 - Administrative Assistant		35.58
01035 - Court Reporter		26.42
01041 - Customer Service Representative I		15.75
01042 - Customer Service Representative II		17.18
01043 - Customer Service Representative III		19.30
01051 - Data Entry Operator I		16.64
01052 - Data Entry Operator II		18.16

01060 - Dispatcher Motor Vehicle	22.02
01070 - Document Preparation Clerk	18.04
01090 - Duplicating Machine Operator	18.04
01111 - General Clerk I	15.92
01112 - General Clerk II	17.38
01113 - General Clerk III	19.52
01120 - Housing Referral Assistant	25.29
01141 - Messenger Courier	19.79
01191 - Order Clerk I	15.29
01192 - Order Clerk II	16.68
01261 - Personnel Assistant (Employment) I	19.76
01262 - Personnel Assistant (Employment) II	22.10
01263 - Personnel Assistant (Employment) III	24.63
01270 - Production Control Clerk	26.81
01290 - Rental Clerk	18.17
01300 - Scheduler Maintenance	18.61
01311 - Secretary I	18.61
01312 - Secretary II	20.81
01313 - Secretary III	25.29
01320 - Service Order Dispatcher	19.69
01410 - Supply Technician	35.58
01420 - Survey Worker	20.03
01460 - Switchboard Operator/Receptionist	16.94
01531 - Travel Clerk I	17.63
01532 - Travel Clerk II	19.21
01533 - Travel Clerk III	20.67
01611 - Word Processor I	18.62
01612 - Word Processor II	20.92
01613 - Word Processor III	23.39
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	28.60
05010 - Automotive Electrician	25.03
05040 - Automotive Glass Installer	23.58
05070 - Automotive Worker	23.58
05110 - Mobile Equipment Servicer	20.28
05130 - Motor Equipment Metal Mechanic	26.36
05160 - Motor Equipment Metal Worker	23.58
05190 - Motor Vehicle Mechanic	26.36
05220 - Motor Vehicle Mechanic Helper	18.55
05250 - Motor Vehicle Upholstery Worker	22.01
05280 - Motor Vehicle Wrecker	23.58
05310 - Painter Automotive	25.03
05340 - Radiator Repair Specialist	23.58
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	26.36
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.74
07041 - Cook I	16.93
07042 - Cook II	19.68
07070 - Dishwasher	13.37

07130 - Food Service Worker	13.51
07210 - Meat Cutter	20.41
07260 - Waiter/Waitress	12.84
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.85
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.02
11060 - Elevator Operator	15.40
11090 - Gardener	21.24
11122 - Housekeeping Aide	15.40
11150 - Janitor	15.40
11210 - Laborer Grounds Maintenance	15.85
11240 - Maid or Houseman	14.58
11260 - Pruner	14.86
11270 - Tractor Operator	19.43
11330 - Trail Maintenance Worker	15.85
11360 - Window Cleaner	16.42
12000 - Health Occupations	
12010 - Ambulance Driver	23.71
12011 - Breath Alcohol Technician	23.71
12012 - Certified Occupational Therapist Assistant	33.40
12015 - Certified Physical Therapist Assistant	27.29
12020 - Dental Assistant	23.78
12025 - Dental Hygienist	50.57
12030 - EKG Technician	34.67
12035 - Electroneurodiagnostic Technologist	34.67
12040 - Emergency Medical Technician	23.71
12071 - Licensed Practical Nurse I	20.72
12072 - Licensed Practical Nurse II	23.16
12073 - Licensed Practical Nurse III	25.82
12100 - Medical Assistant	18.95
12130 - Medical Laboratory Technician	27.80
12160 - Medical Record Clerk	20.86
12190 - Medical Record Technician	24.60
12195 - Medical Transcriptionist	20.72
12210 - Nuclear Medicine Technologist	42.47
12221 - Nursing Assistant I	12.61
12222 - Nursing Assistant II	14.17
12223 - Nursing Assistant III	15.46
12224 - Nursing Assistant IV	17.37
12235 - Optical Dispenser	25.02
12236 - Optical Technician	21.03
12250 - Pharmacy Technician	18.40
12280 - Phlebotomist	19.43
12305 - Radiologic Technologist	36.21

12311 - Registered Nurse I	30.40
12312 - Registered Nurse II	36.78
12313 - Registered Nurse II Specialist	36.78
12314 - Registered Nurse III	44.14
12315 - Registered Nurse III Anesthetist	44.14
12316 - Registered Nurse IV	52.91
12317 - Scheduler (Drug and Alcohol Testing)	29.37
12320 - Substance Abuse Treatment Counselor	27.59
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.30
13012 - Exhibits Specialist II	30.10
13013 - Exhibits Specialist III	36.82
13041 - Illustrator I	22.26
13042 - Illustrator II	27.57
13043 - Illustrator III	33.73
13047 - Librarian	42.46
13050 - Library Aide/Clerk	17.04
13054 - Library Information Technology Systems Administrator	38.33
13058 - Library Technician	23.10
13061 - Media Specialist I	27.67
13062 - Media Specialist II	30.94
13063 - Media Specialist III	34.50
13071 - Photographer I	18.45
13072 - Photographer II	20.79
13073 - Photographer III	26.04
13074 - Photographer IV	31.52
13075 - Photographer V	37.84
13090 - Technical Order Library Clerk	21.40
13110 - Video Teleconference Technician	28.01
14000 - Information Technology Occupations	
14041 - Computer Operator I	20.81
14042 - Computer Operator II	23.30
14043 - Computer Operator III	25.96
14044 - Computer Operator IV	28.84
14045 - Computer Operator V	31.96
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	20.81
14160 - Personal Computer Support Technician	28.84
14170 - System Support Specialist	38.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81

15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	43.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	35.88
15085 - Maintenance Test Pilot Fixed Jet/Prop	51.76
15086 - Maintenance Test Pilot Rotary Wing	51.76
15088 - Non-Maintenance Test/Co-Pilot	51.76
15090 - Technical Instructor	31.61
15095 - Technical Instructor/Course Developer	38.67
15110 - Test Proctor	25.52
15120 - Tutor	25.52
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	16.58
16030 - Counter Attendant	16.58
16040 - Dry Cleaner	18.94
16070 - Finisher Flatwork Machine	16.58
16090 - Presser Hand	16.58
16110 - Presser Machine Drycleaning	16.58
16130 - Presser Machine Shirts	16.58
16160 - Presser Machine Wearing Apparel Laundry	16.58
16190 - Sewing Machine Operator	19.73
16220 - Tailor	20.52
16250 - Washer Machine	17.37
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	28.82
19040 - Tool And Die Maker	35.01
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	20.95
21030 - Material Coordinator	26.81
21040 - Material Expediter	26.81
21050 - Material Handling Laborer	14.53
21071 - Order Filler	16.60
21080 - Production Line Worker (Food Processing)	20.95
21110 - Shipping Packer	18.17
21130 - Shipping/Receiving Clerk	18.17
21140 - Store Worker I	15.79
21150 - Stock Clerk	19.69
21210 - Tools And Parts Attendant	20.95
21410 - Warehouse Specialist	20.95
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	40.71
23019 - Aircraft Logs and Records Technician	32.27
23021 - Aircraft Mechanic I	38.65
23022 - Aircraft Mechanic II	40.71
23023 - Aircraft Mechanic III	42.69
23040 - Aircraft Mechanic Helper	27.20
23050 - Aircraft Painter	36.70
23060 - Aircraft Servicer	32.27
23070 - Aircraft Survival Flight Equipment Technician	36.70
23080 - Aircraft Worker	34.57

23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	34.57
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.65
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	16.73
23125 - Cable Splicer	34.63
23130 - Carpenter Maintenance	24.81
23140 - Carpet Layer	20.49
23160 - Electrician Maintenance	29.95
23181 - Electronics Technician Maintenance I	30.70
23182 - Electronics Technician Maintenance II	32.60
23183 - Electronics Technician Maintenance III	34.33
23260 - Fabric Worker	25.34
23290 - Fire Alarm System Mechanic	29.84
23310 - Fire Extinguisher Repairer	23.35
23311 - Fuel Distribution System Mechanic	36.27
23312 - Fuel Distribution System Operator	27.91
23370 - General Maintenance Worker	23.48
23380 - Ground Support Equipment Mechanic	38.65
23381 - Ground Support Equipment Servicer	32.27
23382 - Ground Support Equipment Worker	34.57
23391 - Gunsmith I	23.35
23392 - Gunsmith II	27.15
23393 - Gunsmith III	30.35
23410 - Heating Ventilation And Air-Conditioning Mechanic	30.17
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	31.78
23430 - Heavy Equipment Mechanic	28.46
23440 - Heavy Equipment Operator	24.69
23460 - Instrument Mechanic	33.14
23465 - Laboratory/Shelter Mechanic	28.82
23470 - Laborer	14.98
23510 - Locksmith	32.72
23530 - Machinery Maintenance Mechanic	30.29
23550 - Machinist Maintenance	27.42
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	33.14
23592 - Metrology Technician II	34.91
23593 - Metrology Technician III	36.61
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter Maintenance	21.75
23790 - Pipefitter Maintenance	28.84
23810 - Plumber Maintenance	27.39
23820 - Pneudraulic Systems Mechanic	30.35
23850 - Rigger	28.23
23870 - Scale Mechanic	27.15
23890 - Sheet-Metal Worker Maintenance	29.04



23910 - Small Engine Mechanic	22.69
23931 - Telecommunications Mechanic I	37.06
23932 - Telecommunications Mechanic II	39.03
23950 - Telephone Lineman	35.40
23960 - Welder Combination Maintenance	25.07
23965 - Well Driller	25.57
23970 - Woodcraft Worker	30.35
23980 - Woodworker	23.35
24000 - Personal Needs Occupations	
24550 - Case Manager	20.05
24570 - Child Care Attendant	15.17
24580 - Child Care Center Clerk	18.91
24610 - Chore Aide	14.29
24620 - Family Readiness And Support Services Coordinator	20.05
24630 - Homemaker	20.05
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	35.53
25040 - Sewage Plant Operator	28.29
25070 - Stationary Engineer	35.53
25190 - Ventilation Equipment Tender	25.01
25210 - Water Treatment Plant Operator	28.29
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.83
27007 - Baggage Inspector	18.06
27008 - Corrections Officer	29.35
27010 - Court Security Officer	30.66
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	29.35
27070 - Firefighter	31.96
27101 - Guard I	18.06
27102 - Guard II	20.57
27131 - Police Officer I	32.66
27132 - Police Officer II	36.30
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.37
28042 - Carnival Equipment Repairer	16.80
28043 - Carnival Worker	11.76
28210 - Gate Attendant/Gate Tender	17.09
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	19.11
28510 - Recreation Aide/Health Facility Attendant	13.94
28515 - Recreation Specialist	23.67
28630 - Sports Official	15.21
28690 - Swimming Pool Operator	19.53
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	34.82
29020 - Hatch Tender	34.82
29030 - Line Handler	34.82
29041 - Stevedore I	32.51

29042 - Stevedore II	36.97
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HF0) (see 2)	45.33
30011 - Air Traffic Control Specialist Station (HF0) (see 2)	31.26
30012 - Air Traffic Control Specialist Terminal (HF0) (see 2)	34.43
30021 - Archeological Technician I	20.86
30022 - Archeological Technician II	23.34
30023 - Archeological Technician III	28.90
30030 - Cartographic Technician	28.90
30040 - Civil Engineering Technician	32.88
30051 - Cryogenic Technician I	32.01
30052 - Cryogenic Technician II	35.36
30061 - Drafter/CAD Operator I	20.86
30062 - Drafter/CAD Operator II	23.34
30063 - Drafter/CAD Operator III	26.01
30064 - Drafter/CAD Operator IV	32.01
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	28.90
30095 - Evidence Control Specialist	28.90
30210 - Laboratory Technician	27.47
30221 - Latent Fingerprint Technician I	37.63
30222 - Latent Fingerprint Technician II	41.56
30240 - Mathematical Technician	31.83
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30375 - Petroleum Supply Specialist	35.36
30390 - Photo-Optics Technician	28.90
30395 - Radiation Control Technician	35.36
30461 - Technical Writer I	28.83
30462 - Technical Writer II	35.27
30463 - Technical Writer III	42.68
30491 - Unexploded Ordnance (UXO) Technician I	28.81
30492 - Unexploded Ordnance (UXO) Technician II	34.86
30493 - Unexploded Ordnance (UXO) Technician III	41.78
30494 - Unexploded (UXO) Safety Escort	28.81
30495 - Unexploded (UXO) Sweep Personnel	28.81
30501 - Weather Forecaster I	32.01
30502 - Weather Forecaster II	38.93
30620 - Weather Observer Combined Upper Air Or Surface Programs (see 2)	26.01
30621 - Weather Observer Senior (see 2)	28.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	34.86

31020 - Bus Aide	14.84
31030 - Bus Driver	21.58
31043 - Driver Courier	18.86
31260 - Parking and Lot Attendant	14.50
31290 - Shuttle Bus Driver	19.93
31310 - Taxi Driver	17.71
31361 - Truckdriver Light	20.62
31362 - Truckdriver Medium	22.39
31363 - Truckdriver Heavy	23.78
31364 - Truckdriver Tractor-Trailer	23.78
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.00
99030 - Cashier	12.54
99050 - Desk Clerk	14.61
99095 - Embalmer	34.10
99130 - Flight Follower	28.81
99251 - Laboratory Animal Caretaker I	14.86
99252 - Laboratory Animal Caretaker II	16.25
99260 - Marketing Analyst	35.57
99310 - Mortician	34.10
99410 - Pest Controller	21.89
99510 - Photofinishing Worker	17.97
99710 - Recycling Laborer	22.98
99711 - Recycling Specialist	28.16
99730 - Refuse Collector	20.81
99810 - Sales Clerk	13.71
99820 - School Crossing Guard	16.38
99830 - Survey Party Chief	31.00
99831 - Surveying Aide	19.26
99832 - Surveying Technician	29.45
99840 - Vending Machine Attendant	15.48
99841 - Vending Machine Repairer	19.67
99842 - Vending Machine Repairer Helper	15.48

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Note: Executive Order (EO) 13706 Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1 2017. If this contract is covered by the EO the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness injury or other health-related needs including preventive care; to

assist a family member (or person who is like family to the employee) who is ill injured or has other health-related needs including preventive care; or for reasons resulting from or to assist a family member (or person who is like family to the employee) who is the victim of domestic violence sexual assault or stalking. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month

HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706 Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor 3 weeks after 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Veterans' Day Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;

(2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;

(3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential

and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime

(i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with or in close proximity to ordnance (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands face or arms of the employee engaged in the operation irritation of the skin minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving unloading storage and hauling of ordnance explosive and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance explosives and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract by the employer by the state or local law etc.) the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition where uniform cleaning and maintenance is made the responsibility of the employee all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount or the furnishing of contrary affirmative proof as to the actual cost) reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However in those instances where the uniforms furnished are made of "wash and wear" materials may be routinely washed and dried with other personal garments and do not require any special treatment such as dry cleaning daily washing or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract by the contractor by law or by the nature of the work there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations" Fifth Edition (Revision 1) dated September 2015 unless otherwise indicated.

\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE Standard Form 1444 (SF-1444) \*\*

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e. the work to be performed is not performed by any classification listed in the wage determination) be classified by the contractor so as to provide a reasonable relationship (i.e. appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR

4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification wage rate and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
  
- 2) After contract award the contractor prepares a written report listing in order the proposed classification title(s) a Federal grade equivalency (FGE) for each proposed classification(s) job description(s) and rationale for proposed wage rate(s) including information regarding the agreement or disagreement of the authorized representative of the employees involved or where there is no authorized representative the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
  
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action together with the agency's recommendations and pertinent information including the position of the contractor and the employees to the U.S. Department of Labor Wage and Hour Division for review (See 29 CFR 4.6(b)(2)(ii)).
  
- 4) Within 30 days of receipt the Wage and Hour Division approves modifies or disapproves the action via transmittal to the agency contracting officer or notifies the contracting officer that additional time will be required to process the request.



5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember it is not the job title but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split combine or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

## **Appendix B**

### **APPLICABLE JUDICIARY PROVISIONS**

#### **Provision B-1, Solicitation Provisions Incorporated by Reference**

##### **Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

##### **Provision 2-100, Brand Name or Equal**

*Include the following provision as prescribed in [§ 230.40.30 \(Provision\)](#).*

1. **Brand Name or Equal (APR 2013)**
2. (a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.
3. (b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.
4. (c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity. Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:
  1. (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
  2. (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
  3. (3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:
    1. (i) Include in the offer a clear description of the proposed modifications; and
    2. (ii) Clearly mark any descriptive material to show the proposed modifications.

(end)

##### **Provision 3-5, Taxpayer Identification and Other Offeror Information**

*Include the following provision as prescribed in [§ 325.30.20\(b\) \(Written Solicitations\)](#) and [§ 330.10.30\(a\) \(Provisions and Clauses\)](#).*

1. **Taxpayer Identification and Other Offeror Information (APR 2011)**

2. (a) Definitions.

"Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

3. (b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\)](#) and [3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041, 6041A](#), and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

4. (c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

5. (d) Taxpayer Identification Number (TIN): \_\_\_\_\_

1.  TIN has been applied for.

2.  TIN is not required, because:

1.  Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

2.  Offeror is an agency or instrumentality of a foreign government;

3.  Offeror is an agency or instrumentality of the federal government.

6. (e) Type of Organization:

1.  sole proprietorship;

2.  partnership;

3.  corporate entity (not tax-exempt);

4.  corporate entity (tax-exempt);

5.  government entity (federal, state or local);

6.  foreign government;

7.  international organization per [26 CFR 1.6049-4](#);

8.  other

7. (f) Contractor representations.

The offeror represents as part of its offer that it is , is not  51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

1.  Women Owned Business

2.  Minority Owned Business (if selected then one sub-type is required)

1.  Black American Owned

2.  Hispanic American Owned

3.  Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

4.  Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the

Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

5. Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
6. Individual/concern, other than one of the preceding.

(end)

**Provision 3-15, Place of Performance**

*Include the following provision as prescribed in [§ 330.10.30\(b\) \(Provisions and Clauses\)](#).*

**1. Place of Performance (JAN 2003)**

If the judiciary intends or the offeror proposes, in the performance of any contract resulting from this solicitation, to use one or more facilities located at addresses different from the offeror's address as indicated in this offer, the offeror shall include in its offer a statement referencing this provision and identifying those facilities by street address, city, country, state, and ZIP code, and the name and address of the operators of those facilities if other than the offeror.

(end)

**Provision 3-20, Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters**

*Include the following provision as prescribed in [§ 330.10.30\(c\) \(Provisions and Clauses\)](#).*

**1. Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (MAR 2019)**

2. (a)(1)The offeror certifies, to the best of its knowledge and belief, that:
  1. (i)the offeror and/or any of its principals:
    1. (A)are \_\_\_ are not \_\_\_ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;
    2. (B)have \_\_\_ have not \_\_\_, within the three-year period preceding this offer, 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) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property;
    3. (C)are \_\_\_ are not \_\_\_ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
    4. (D)have \_\_\_, have not \_\_\_, within a three-year period preceding this offer, been notified of any delinquent federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.
      1. (1)Federal taxes are considered delinquent if both of the following criteria apply:
        1. (i)The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial

challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

2. (ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

2. (2) Examples.

1. (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
  2. (ii) The IRS has filed a notice of federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
  3. (iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
  4. (iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under [11 U.S.C. § 362](#) (the Bankruptcy Code).
2. (ii) The offeror \_\_\_ has \_\_\_ has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal agency.
3. (2) "Principal," for the purposes of this certification, means an officer; director; owner; partner or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions).
  4. This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under [18 U.S.C. § 1001](#).
  5. (b) The offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  6. (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a

certification or provide such additional information as requested by the contracting officer may render the offeror nonresponsible.

7. (d) Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the judiciary, the contracting officer may terminate the contract resulting from this solicitation for default.

(end)

**Provision 3-30, Certificate of Independent Price Determination**

*Include the following provision as prescribed in [§ 330.10.30\(e\) \(Provisions and Clauses\)](#).*

1. **Certificate of Independent Price Determination (JAN 2003)**
2. (a)The offeror certifies that:
  1. (1)the prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement, with any other offeror or with any competitor relating to:
    1. (A)those prices;
    2. (B)the intention to submit an offer; or
    3. (C)the methods or factors used to calculate the prices offered.
  2. (2)The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or contract award unless otherwise required by law; and
  3. (3)no attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
3. (b)Each signature on the offer is considered to be a certification by the signatory that the signatory –
  1. (1)is the person in the offeror's organization responsible for determining the prices in this offer, and that the signatory has not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or
  2. (2)(i)has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_ (*insert full name of person(s) in the offeror's organization responsible for determining the prices in this offer, and the title of his or her position in the offeror's organization*);
  3. (ii)as an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision; have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and
  4. (iii)as an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.
4. (c)If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror shall furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(end)

**Provision 3-70, Determination of Responsibility**

*Include the following provision as prescribed in [§ 330.10.30\(k\) \(Provisions and Clauses\)](#).*

**1. Determination of Responsibility (JAN 2003)**

A determination of responsibility will be made on the apparent successful offeror prior to contract award. If the prospective contractor is found non-responsible, that offeror will be rejected and will receive no further consideration for award. In the event a contractor is rejected based on a determination of non-responsibility, a determination will be made on the next apparent successful offeror.

(end)

**Provision 3-85, Explanation to Prospective Offerors**

*Include the following provision as prescribed in [§ 330.10.30\(m\) \(Provisions and Clauses\)](#).*

**1. Explanation to Prospective Offerors (AUG 2004)**

2. Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc. shall submit such questions in writing only to the contracting officer soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given by the contracting officer to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is deemed by the contracting officer to be necessary in submitting offers or if, in the judgment of the contracting officer, the lack of it would be prejudicial to any other prospective offerors. The offeror is instructed specifically to contact only the contracting officer in connection with any aspect of this procurement prior to contract award. Contact with any other judiciary official except the contracting officer, or without the contracting officer's express consent, concerning this solicitation may result in disqualification of the offeror from consideration for award.

(end)

**Provision 3-95, Preparation of Offers**

*Include the following provision as prescribed in [§ 330.10.30\(n\) \(Provisions and Clauses\)](#).*

**1. Preparation of Offers (APR 2013)**

2. (a) Offerors are expected to examine the drawings, specifications, clauses, line items, attachments, and all provisions and instructions. Failure to do so will be at the offeror's risk.
3. (b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the offer and each continuation sheet on which it makes an entry. Erasures or other changes shall be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the purchasing office.
4. (c) For each item in the offer, the offeror shall:
  1. (1) show the unit price/cost, including, unless otherwise specified, packaging, packing, and preservation; and
  2. (2) enter the extended price/cost for the quantity of each item offered in the "amount" column of the line item schedule.
  3. In case of discrepancy between a unit price/cost and an extended price/cost, the unit price/cost will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.
5. (d) Offers for products or services other than those specified will not be considered unless authorized by the solicitation.

6. (e) Offerors shall state a definite time for delivery of products or for performance of services, unless otherwise specified in the solicitation.
7. (f) Time, if stated as a number of days, will include Saturdays, Sundays, and federal holidays.

(end)

**Provision 3-100, Instructions to Offerors**

*Include the following provision as prescribed in [§ 330.10.30\(o\) \(Provisions and Clauses\)](#).*

**1. Instructions to Offerors (APR 2013)**

2. (a) Definitions. As used in this provision:
  3. "Discussions" are negotiations that occur after establishment of the competitive range that may, at the contracting officer's discretion, result in the offeror being allowed to revise its offer.
  4. "In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.
  5. "Offer modification" is a change made to an offer before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.
  6. "Offer revision" is a change to an offer made after the solicitation closing date, at the request of or as allowed by a contracting officer as the result of negotiations.
  7. "Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period will include the next working day.
8. (b) Amendments to Solicitations
  9. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s). An offeror's failure to acknowledge amendments affecting price, quantity, quality or delivery may result in the offeror's proposal being determined unacceptable where award is made without discussions.
10. (c) Submission, Modification, Revision, and Withdrawal of Offers
  1. (1) Unless some other method (e.g., facsimile) is permitted in the solicitation, offers and modifications to offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.
  2. (2) The first page of the offer shall show:
    1. (i) the solicitation number;
    2. (ii) the name, address, and telephone and facsimile numbers of the offeror (and email address if available);
    3. (iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;
    4. (iv) names, titles, and telephone and facsimile numbers (and email addresses if available) of persons authorized to negotiate on the offeror's behalf with the judiciary in connection with this solicitation; and



5. (v) name, title, and signature of person authorized to sign the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.
3. (3) Submission, Modification, Revision, and Withdrawal of Offers
    1. (i) Offerors are responsible for submitting offers, and any modifications or revisions, so as to reach the judiciary office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated judiciary office on the date that offer or revision is due.
    2. (ii) Any offer, modification, or revision received at the judiciary office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the contracting officer determines it is in the judiciary's best interest, the contracting officer determines that accepting the late offer would not unduly delay the procurement, and:
      3.
        1. (A) there is acceptable evidence to establish that it was received at the judiciary office designated for receipt of offers prior to the time set for receipt; or
        2. (B) it is the only offer received.

However, a late modification of an otherwise successful offer that makes its terms more favorable to the judiciary, will be considered at any time it is received and may be accepted.

4. (iii) Acceptable evidence to establish the time of receipt at the judiciary office includes the time/date stamp of that office on the offer wrapper, other documentary evidence of receipt maintained by the office, or oral testimony or statements of judiciary personnel.
  5. (iv) If an emergency or unanticipated event interrupts normal judiciary processes so that offers cannot be received at the office designated for receipt of offers by the exact time specified in the solicitation, and urgent judiciary requirements preclude amendment of the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal judiciary processes resume.
  6. (v) Offers may be withdrawn by written notice received at any time before award. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the Provision 3-115, "Facsimile Offers." Offers may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award.
4. (4) Unless otherwise specified in the solicitation, offers on less than all items solicited will not be considered.
  5. (5) Offerors shall submit offers in response to this solicitation in English and in U.S. dollars.
  6. (6) Offerors may submit modifications to their offers at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.
  7. (7) Offerors may submit revised offers only if requested or allowed by the contracting officer.

8. (8) Offers may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the contracting officer.
11. (d) Offer Expiration Date
12. Offers in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).
13. (e) Restriction on Disclosure and Use of Data
14. Offerors that include in their offers data that they do not want disclosed to the public for any purpose, or used by the judiciary except for evaluation purposes, shall:
  1. (1) mark the title page with the following legend:
  2. This offer includes data that shall not be disclosed outside the judiciary and shall not be duplicated, used, or disclosed — in whole or in part — for any purpose other than to evaluate this offer. If, however, a contract is awarded to this offeror as a result of — or in connection with — the submission of this data, the judiciary shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the judiciary's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and
  3. (2) mark each sheet of data it wishes to restrict with the following legend:
  4. Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this offer.
15. (f) Contract Award
  1. (1) The judiciary intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.
  2. (2) The judiciary may reject any or all offers if such action is in the judiciary's interest.
  3. (3) The judiciary may waive informalities and minor irregularities in offers received.
  4. (4) The judiciary intends to evaluate offers and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial offer shall contain the offeror's best terms from a cost or price and technical standpoint. The judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.
  5. (5) The judiciary reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the offer.
  6. (6) The judiciary reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the judiciary's best interest to do so.
  7. (7) Exchanges with offerors after receipt of an offer do not constitute a rejection or counteroffer by the judiciary.
  8. (8) The judiciary may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. An

offer may be rejected if the contracting officer determines that the lack of balance poses an unacceptable risk to the judiciary.

9. (9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.
10. (10) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time specified in the offer shall result in a binding contract without further action by either party.
11. (11) The judiciary may disclose the following information in postaward debriefings to other offerors:
  1. (i) the overall evaluated cost or price, and technical rating of the successful offeror;
  2. (ii) the overall ranking of all offerors, when any ranking was developed by the judiciary during source selection;
  3. (iii) a summary of the rationale for award; and
  4. (iv) for procurements of commercial items, the make and model of the item to be delivered by the successful offeror.

(end)

### **Provision 3-130, Authorized Negotiators**

Include the following provision as prescribed in [§ 330.10.30\(s\) \(Provisions and Clauses\)](#).

1. **Authorized Negotiators (JAN 2003)**
2. The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (*offeror lists names, titles, and telephone numbers of the authorized negotiators*).

Name: \_\_\_\_\_  
Titles: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

(end)

### **Provision 3-210, Protests**

Include the following provision as prescribed in [§ 330.10.30\(bb\) \(Provisions and Clauses\)](#).

1. **Protests (JUN 2014)**
2. (a) The protestor has a choice of protest forums. It is the policy of the judiciary to encourage parties first to seek resolution of disputes with the contracting officer. If the dispute cannot be resolved with the contracting officer, then it is the policy of the judiciary to encourage parties to seek a judiciary resolution of disputes with the Administrative Office of the United States Courts. However, if a party files a formal protest with an external forum on a solicitation on which it has filed a protest with the judiciary, the judiciary protest will be dismissed.
3. (b) Judiciary protests will be considered only if submitted in accordance with the following time limits and procedures:
  1. (1) any protest shall be filed in writing with the contracting officer designated in the solicitation for resolution of the protest. It shall identify the solicitation or contract protested and set forth a complete statement of the alleged defects or grounds that make the solicitation terms or the award or proposed award defective. Mere statement of intent to file a protest is not a protest.
  2. (2) a protest shall be filed not later than ten (10) calendar days after the basis of the protest is known, or should have been known. A protest based on alleged improprieties in a solicitation

which are apparent prior to the closing date for receipt of offers, shall be filed prior to the closing date for receipt of offers. The judiciary, in its discretion, may consider the merits of any protest which is not timely filed. The office hours of the Administrative Office are 8:30 a.m. to 5:00 p.m., eastern time. Time for filing a document expires at 5:00 p.m., eastern time, on the last day on which such filing may be made.

3. (3)the protest shall include the following information:
  1. (i)name, address, and fax and telephone numbers of the protester or its representative;
  2. (ii)solicitation or contract number;
  3. (iii)detailed statement of the legal and factual grounds for the protest, to include a description of resulting alleged prejudice to the protester;
  4. (iv)copies of relevant documents;
  5. (v)request for a ruling by the judiciary;
  6. (vi)statement as to the form of relief requested;
  7. (vii)all information establishing that the protester is an interested party for the purpose of filing a protest; and
  8. (viii)all information establishing the timeliness of the protest.
4. (c)Unless stated otherwise elsewhere in this solicitation, protests that are filed directly with the judiciary, and copies of any protests that are filed with an external forum, shall be served on the contracting officer at the Issuing Office address on the standard form, if any, or as provided elsewhere in this solicitation. Written and dated acknowledgment of receipt must be obtained from the Contracting Officer issuing this solicitation, or authorized designee.
5. (d)The copy of any protest shall be received in the office designated above within one day of filing a protest with an external forum.

(end)

#### **Provision 4-1, Type of Contract**

*Include the following provision as prescribed in [§ 410.15.20\(a\) \(Solicitation Requirements\)](#).*

1. **Type of Contract (JAN 2003)**
2. The judiciary plans to award a Firm Fixed Price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

#### **Provision 7-60, Judiciary-Furnished Property or Services**

*Include the following provision as prescribed in [§ 720.10.40\(a\) \(Clauses\)](#).*

1. **Judiciary-Furnished Property or Services (JAN 2003)**
2. No property or services will be furnished by the judiciary unless specifically provided for in the solicitation.

(end)

## Evaluation Factors for Award

The award from this RFP will be made based on the lowest priced, technically acceptable offer.